



**Arizona Association of Environmental Professionals
Monthly Meeting
February 12, 2008
6:00 P.M.
Minutes**

**Maloney's Tavern
213 N.4th Ave.
Tucson, Az**

Attendees: Mike Dawson, Kevin Grove, Joe Pinto, Bob Pape, Nancy Favour, Meghan Maloney, Chris Nadeau, Marcie Martin, Ralph Ellis, Angela Barclay, Susy Morales, Jonathan Rigg, Doug Rautenkranz, Susanna Eden.

1. **Call-to-Order** – The meeting was called to order at 6:45 PM
2. **Introduction of Members-** Attendees each briefly introduced themselves to the group.
3. **Approval of Minutes** –

Motion: Mike Dawson
Second: Kevin Grove
Approval: Minutes from January 2008 were approved by voice vote. No dissention or abstentions.
4. **Treasurer Report** – Mike Langley provided the following information via email for the meeting: General fund has \$4,972.41. Scholarship Money Market acct has \$6,630.25
5. **Speakers:**
2007 AZAEP Scholarship recipients:
Chris Nadeau. "Putting Marsh Birds on the Map: Taking a Continental Approach to Conservation."
Meghan Maloney: "Rivers of Discontent: Conflict in the Greater Rio Grande Basis 1860-2005"
6. **Other Business - All**
 - **Election Committee**
Need to Form the Elections Committee and need Chairperson.
The board is accepting volunteer nominations for the Chairperson and committee members to serve on the elections committee
 - **NAEP 2008 Conference- March 25-28, Omni San Diego, CA**
 - **Scholarship Applications**
The Scholarship application is also attached to the meeting agenda for those in attendance. Applications are to be submitted by March 15, 2008. Nancy encouraged all to forward application to any students they know. Students are not required to be AZAEP members to apply.
 - **Proposed for Consideration-Change of Format for 2008 AZAEP meetings.**
Every other month have a speaker after March 2008 meeting.
In the months with no speaker have the various 2009 NAEP conference Committees hold a working group meeting.

- **NAEP National Conference 2009 Phoenix –**

AZAEP is requesting members and volunteers to contact the chairpersons to assist on these various committees and tasks.

Conference Tasks:

- **Exhibitors and Sponsors:** Chair- Leigh Waite- 480 699-5404
- **Course Instructor Coordinator:** Chair- Marcie Martin- 480 940-2320
- **Advanced Program Insert:** Chair-Wendy Terlizzi- 602 712-8353
- **Transportation Coordinators:**
Co-Chairs- Alisa Sauvageot- asauvageot@mbakercorp.com
Valarie Swick 602 506-2929
- **Volunteer Coordinator-** Chair- Ralph Ellis- 602 274-3831
- **Tour Coordinators:**
Co-Chairs- Alisa Sauvageot- asauvageot@mbakercorp.com
Valarie Swick 602 506-2929
- **Keynote Speaker Coordinator:** Chair- Kevin Grove 602 474-3994
- **Audio/Visual Coordinator:** Chair- Jon Nelson- 602 906-1175
- **Conference Co- Chairs:** AZAEP- Joe Pinto and AZAEP Technical Chair- Greta Halle

- **Field trips for the 2009 Conference**

AZAEP is requesting members to submit ideas for field trips for the 2009 NAEP conference.

7. **Next Meeting –**
March 11, 2008- Sonora Brewhouse, 322 E. Camelback Rd. Phoenix, Az
The speaker topic will be Historic Preservation.
8. **Adjourn –** Meeting adjourned at approximately 7:55 PM.

National Association of Environmental Professionals
1049 Sunset Drive; Lake Wales, FL 33853-4226
863-679-3852 Fax 501-423-1701
www.naep.org or email: conference@naep.org

Local Chapter Responsibilities

Conference Co-Chair: Someone from the local chapter needs to be a co-chair for the conference. This individual coordinates with both the technical co-chair and with the conference coordinator throughout the conference preparation. He/she is also responsible for lining up local individuals for the following:

Joe Pinto- Co-Chair joepinto@mail.maricopa.gov 602 506-8068

Greta Halle- Technical Chair greta.halle@hrdinc.com 602 522-4328

Exhibitors and Sponsors - Responsibilities: Pursue and obtain local exhibitors and sponsors. The conference coordinator will cover past exhibitors and sponsors, but needs someone local to be responsible for bring in local exhibitors and sponsors of approximately \$25,000. This process begins at the previous year's conference.

Leigh Waite – Chair leigh@azwetlands.com 480 699-5404 x 6

Course Instructor Coordinator - Responsibilities: The conference coordinator will send our RFP's to past workshop instructors requesting proposals. Once the committee determines which courses to accept, he/she will then follow up with each instructor to obtain the requested information. The conference coordinator will send the assigned individual the initial list of course instructors from last year. RFP's should go out in June/July timeframe.

Marcie Martin – Chair marcie.martin@amec.com 480 940.2320

Advanced Program Insert - Responsibilities: Prepare a 4 page, (in two columns) insert to be included in the Advanced Program on local attractions and activities. It needs to be done in either Word or pdf. format. The conference coordinator needs to receive this by November 1, 2008. A sample will be provided.

Wendy Terlizzi- Chair wterlizzi@azdot.gov 602 712-8353

Transportation Coordinator - Responsibilities: Obtain quotes from several bus companies for transportation from the conference hotel to selected events including tours, golf, main evening event, etc. Work with the conference coordinator on numbers and time requirements. Oct-Dec, 2008 time frame.

Alisa Sauvageot asauvageot@mbakercorp.com 602 798-7530

Valarie Swick – Co-Chairs vas@mail.maricopa.gov 602 506-2929

Volunteer Coordinator - Responsibilities: Work with local universities and colleges to line up student (and adults that want to) volunteers for working throughout the conference. Specific time requirements will be forwarded by the conference coordinator, but approximately 21 volunteers are needed, starting Saturday through Thursday. Finalize by April 1, 2009. Ralph Ellis- Chair rellis@swwca.com 602 274-3831

Tour Coordinator -Responsibilities: Coordinate with the local chapter and with co-chairs/committee on which tours NAEP will present. Work with the facility contact to organize the tours, times, etc. Write up a description for printed material and the web page on each tour. Work with the conference coordinator on bus size needs, times, etc. Finalize the tours by November 1, 2008.

Valarie Swick 602 506-2929

Alisa Sauvageot – Co-Chairs 602 798-7530

Keynote Speaker Coordinator - Responsibilities: Coordinate with conference co-chairs and committee and be the contact for the invited speakers (plenary and keynote). Obtain bios for the conference coordinator for printed material and the web page. Arrange airport pickup and drop off if needed (work with the conference coordinator on this). Determine their AV needs if any.

Kevin Grove- Chair- kevin.grove@hdrinc.com

A/V: Arrange for the donation of a small table top copier from Friday through Wednesday of the conference week; and 6 laptops and 6 LCD projectors (1 or more pairs from the same company preferred as we know they are compatible) for Saturday through Wednesday during the conference.

Jon Nelson- Chair- jon.nelson@kimley-horn.com 602 906-1175

AZAEP OFFICER AND BOARD POSITION DESCRIPTION

AZAEP PRESIDENT

- The President of AZAEP shall have responsibility for the general supervision and operation of the CHAPTER.

Responsibilities:

- Running Board Meetings
- Running General Monthly Meetings
- Setting up for meetings
- Coordinate with meeting location and setting menu
- Act as a Chapter Representative during Chapter Conference Calls
- Act as a Chapter Representative during National Board meetings
- Act as local contact for NAEP
- "Face of AZAEP"
- Must be a member of both AZAEP and NAEP

Time Commitment: Roughly 10-12 hours/month

AZAEP VICE-PRESIDENT

- The Vice-President of AZAEP shall assist with the operation of the CHAPTER.

Responsibilities:

- Attending and facilitating Board Meetings in the absence of the President
- Attending and facilitating General Monthly Meetings in the absence of the President
- Oversee committees
- Coordinate with fundraising activities
- Must be a member of both AZAEP and NAEP

Time Commitment: Roughly 10-12 hours/month

AZAEP TREASURER POSITION:

- The Treasurer of AZAEP shall have the financial and accounting responsibility for the chapter

Responsibilities

- Collect all funds and provide receipts at meetings and general accounting
- Deposit funds and dues payments into AZAEP account
- Attend and participate in both membership and Board meetings.
- Pick up mail at PO Box
- Reading and Responding to emails from the Board
- Close books and generate year end report
- Prepare and file required State and local documents to maintain 503 (c) status
- Must be a member of both AZAEP and NAEP

Total hours per month are approximately 12 hours plus another 3 hours for end of year closing.

AZAEP SECRETARY POSITION:

- It is the responsibility of the AZAEP Secretary to record, document, distribute and archive all meeting minutes for both the monthly General Membership and monthly Board meetings.

Responsibilities

- Develop Agendas for the monthly membership meeting and monthly Board meeting.
- E-mail agenda to the President and Board for review, comment or revision.

- Participate and record meeting minutes for both membership and Board meetings.
- Transcribe meeting minutes for both membership and Board meetings.
- Email meeting minutes to President for review, comment and revision.
- Incorporate review comments or revisions into minutes.
- Distribute meeting minutes
- Maintain and update member data base
- Archiving, documentation, reading and responding to emails to and from the Board and General membership
- Archive membership and Board meeting minutes.
- Must be a member of both AZAEP and NAEP

Total hours per month are approximately 18-20 hours.

**Non-Officer Board Position:
AZAEP Board Member at Large (3 positions)**

Duties include;

- Participation in the monthly Board Meeting.
- Responsible to contribute to draft agenda and be familiar with agenda items.
- Seek new members through active contact with environmental professionals encountered during normal course of work.
- Seek presenters or interesting topics for monthly AZAEP meeting.
- Regular attendance at monthly membership meeting.
- Prepare research or a position paper documenting AZAEP stance on an issue.
- Represent AZAEP in a professional manner at all times.
- Prepare meeting announcements and send to list serve
- Respond to RSVPs, questions, requests for membership info, address changes, etc.
- Prepare list of RSVPs for membership meetings and distribute to Board
- Forward announcements, job opportunities, other information to members
- Additional duties –
 - Tally membership survey
 - Prepare and distribute scholarship application and serve on scholarship committee
- Other ad hoc duties as needed
- Must be a member of AZAEP

The total hours per month varies between 10-18 hours depending on committee participation and acceptance of other duties.