



**Arizona Association of Environmental Professionals
Monthly Meeting
March 11, 2008
6:00 P.M.
MINUTES**

**Sonora Brew House
322 E. Camelback Rd.
Phoenix, AZ**

Attendees: Joe Pinto, Greta Halle, Ralph Ellis, Mike Langley, Nancy Favour, Jon Nelson, Diana Stuart, Greg Wold, Kevin Grove, Marcie Martin, Mike Zorba, Todd Kennedy, Valarie Swick, Jim McPherson, Delores Ceballo, Kathy Moore, Jodi Strohmayer, Hugh Davidson, Eva Osuna

1. Call-to-Order – Joe

The meeting was called to order at 6:30 PM

2. Introduction of Members- All

New members and guests were requested to introduce themselves

3. Approval of Minutes –

Motion: Jon Nelson

Second: Kevin Grove

Approval: The minutes from February were approved unanimously by voice vote

4. Treasurer Report – Mike

Currently there is \$4,945.14 in the general fund and \$6,615.30 in the Scholarship fund

5. Speaker:

Jim McPherson-Board Member-Arizona Preservation Association and member of the National Trust for Historic Preservation

Topic- “Green Means Preserving, Not Destroying”

6. Other Business - All

• Election Committee:

- AZAEP is seeking members to chair and participate on the elections committee.
- AZAEP is also requesting members interested in submitting their name as a candidate for either a Board or Officer Position, to submit a brief biography with their interest letter. Position descriptions have been attached to the meeting agendas for both the February and March membership meeting and are available upon request. Please contact Jon Nelson, Secretary, AZAEP, at jon.nelson@kimley-horn.com for a copy.

• NAEP 2008 Conference- March 25-28, Omni San Diego, CA

- The deadline for registration to attend the 2008 conference is March 12. There are still opportunities to attend the Symposium on Global Warming. Please Contact Donna Carter at naepfl@verizon.net for additional information.

- **Scholarship Applications**

Applications were emailed by Nancy to the names on the List Serve. The Scholarship application is also attached to the meeting agenda for those in attendance or can be obtained by contacting Jon Nelson at jon.nelson@kimley-horn.com. Applications are to be submitted by March 15, 2008.

- **NAEP National Conference 2009 Phoenix –**

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

A meeting was held prior to the membership meeting with several of the committee chairs in attendance to start the planning process for the 2009 National Conference.

The theme for the 2009 Conference is "Make Sustainability Happen". A call for papers will be issued after the 2008 conference and if you are interested submitting or presenting your paper at the 2009 conference please keep checking the NAEP web site www.naep.org for the announcement.

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 -602 506-8068 and AZAEP Technical Chair- Greta Halle -602 522-4328

- **Field trips for the 2009 Conference**

AZAEP is requesting members to submit ideas for field trips for the 2009 NAEP conference. If you have a project area, favorite site or place of interest that could be visited or toured by participants of the 2009 NAEP conference please contact Valerie Swick (602 506-2929) or any committee chairperson or a member of the AZAEP board and officers with your suggestion.

7. Next Meeting –

April 8, 2008- Sonora Brew House, 322 E. Camelback Rd., Phoenix, AZ. 6:00 PM

No Speakers are scheduled for the April meeting. There will be a brief general business meeting and then the conference committees will meet. Members, students and

associates are requested to attend and volunteer to serve on one of the conference committees.

8. **Adjourn –Joe**
The meeting was adjourned at 7:40 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 lwaite@azdot.gov 602 712.8166

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.

Diana Stuart – Co-Chair dms@mail.maricopa.gov

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

Diana Stuart- dms@mail.maricopa.gov

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.