



**Arizona Association of Environmental Professionals**  
**Monthly Meeting**  
**June 12, 2007**  
**6:00 P.M.**  
**Minutes**  
**Sonora Brewhouse**  
**322. E. Camelback Avenue – Phoenix, Arizona**

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**Attendees:** Alisa Sauvageot, Andrea Love, Anita Richardson, David Young, DeAnne Reitz, Derrick Dennis, Diana Stuart, Greta Halle, Jessica Popp, Joe Pinto, Jon Nelson, Leigh Waite, Marcie Martin, Mark Hollowell, Melissa Debnar, Michael Langley, Mike Dawson, Nancy Favour, Perry Gooch, Rebecca Yedlin, Stephanie Friija, Steven Sutherland, Wendy Terlizzi

1. **Call-to-Order** – Joe Pinto @ 6:25PM
2. **Introduction of Members-** All
3. **Approval of Minutes – Correction:** Wendy Terlizzi was not in attendance for the May, 2007 meeting  
  
Motion to approve as noted- Alisa  
  
Second- Dave  
  
Approved by Voice vote
4. **Treasurer Report** – Andrea/Mike  
  
Currently the balance is \$5,845.39 and the \$2,600 in the scholarship fund
5. **Committee Update-** Ralph  
  
**Scholarship Committee** – Nancy: There were 42 new applications in the PO box over the last week. The committee will review the applications and decide on the scholarship recipients by the end of July
6. **Installation of AZAEP Board and Officers**  
Leigh Waite, Chairperson of the Election Committee administered the swearing in ceremony for the new board.  
Joe Pinto- President  
Ralph Ellis- Vice President  
Michael Langley- Treasurer  
Jon Nelson- Secretary  
Nancy Favour- Board Member  
Mike Dawson- Board Member  
David Young- Board Member
7. **Fundraising-** Joe/Alisa

**AZAEP Golf Fundraiser**

Joe passed out the flier to the members present and Nancy stated that she had emailed to the members on the list serve. Joe requested that the members help obtain

sponsors and players for the event. AZAEP is looking for donations, door prizes and goody bag items for the event.

**8. Other Business – All**

**a) Membership information and privacy –All**

Jon lead a discussion about what information the members want to make available for to other members in the members only section of the web site. Items such as Name, Company, discipline, and a contact number and/or email is proposed to be included. To enter the Members only section on the web site, you would have to be a member in good standing and a login and password would be required. Most of the members present agreed to Name, Company and discipline but there was mixed opinions on the contact information. It was agreed that before launching the web site a questionnaire would be sent to the each member to request a privacy release and to have them provide the information they want listed.

**b) Web Site- Demo – Jon**

Jon provided a beta demonstration of the new web site and passed out a list of proposed links on the site requesting that the members provide him with any additional sites they would like to see linked from out web page.

**c) NAEP National Conference 2009 - Phoenix**

- Review of 2008 Conference
- Brainstorming session
- Committees
- Volunteers

Joe passed out a list of items that NAEP is looking to AZAEP to provide for the conference. This list included Sponsors, Speakers, Coordinators, Volunteers, Meeting location, field trips and activities, training sessions, Transportation, Audio/Visual items...

Discussion and brainstorming ensued pertaining to many of those items. Greta was the scribe for the session and her notes will be included in a future meeting minutes.

**9. Announcements –Joe/all**

NAEP has a call out for papers for the 2008 National conference in San Diego. Submittals are due by September 10. If you are interested in submitting a paper please contact NAEP directly at [www.naep.org](http://www.naep.org)

**10. Next Meeting – Joe**

**Tucson- July 10, 2007, Time 6:00 PM, Location El Charro-Downtown, Speaker TBD**

**11. Adjourn – @ 8:20 PM**

Below is the list of Chapter duties and responsibilities for hosting the NAEP conference in 2009. We are hoping that all members will participate in some way to make this a great conference. Please review the list and contact Joe Pinto to volunteer your help and assistance

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

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.