



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

Patsy Grimaldi's  
4000 N. Scottsdale Rd.  
Scottsdale, Az

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**Attendees:** Nancy Favour, Ralph Ellis, Mark Turner, Mike Zorba, Jon Nelson, Greta Halle, Valerie Swick, Diana Stuart, Greg Wold, Amy Corathers, Beth Defend, Mark Larson

1. **Call-to-Order** – Nancy F
  - i. The meeting was called to order at 6:25 PM
2. **Introduction of Members-** All
  - i. Members and guests were requested to introduce themselves to the group.
3. **Approval of Minutes** –
  - i. Minutes from the July meeting were not available for review.
4. **Treasurer Report** – Mike Z
  - i. General Fund= \$6,589.80
  - ii. MMF= \$6,585.55
5. **Other Business** – All
  - i. Joe went to Philadelphia over the weekend to attend the NAEP Board meeting. He was to provide the chapter and conference update to the NAEP board. He will provide an update on the issues and topics at the next membership meeting.
6. **NAEP National Conference 2009 - Phoenix**
  - a. AZAEP is requesting members and volunteers to contact the chairpersons to assist on these various committees and tasks.
    - ii. NAEP has issued the "Call for Papers" and Abstract Submission form for the 2009 conference. The NAEP web site has been down for the last few weeks so AZAEP has added the form and information to our web site at [www.azaep.org](http://www.azaep.org). Interested parties wanting to submit an abstract for consideration should print out the form and mail it to NAEP. PLEASE REMEMBER- Submissions are due by September 15, 2008 so don't wait until the last minute.
  - b. Conference Committees and Task updates
    - i. Several of the committee chairs and task leaders were present at the meeting and provided updates.
      1. **A/V**-Jon Nelson: At this point there are commitments from KHA, Olsson and HDR to each supply two laptops and two projectors each

for use at the conference. It was suggested that AZAEP set up an Internet room for conference attendees. Jon requested Greta to inquire at her next conference call with the NAEP conference organizer, if NAEP has provided internet service at previous conferences and if there is a contact at the Radisson to discuss that opportunity.

2.

**Keynote Speaker Coordinator-** Kevin Grove: Kevin was not present but had provided a written update prior to the meeting. The local chapter has sent 42 personalized letters out and are starting to follow-up with phone calls. We have received one rejection due to conflict (Dr. Jared Diamond, UCLA), and five interested parties (A. Revkin, NY Times; David Suzuki, G.T. Mehan III, Cadmus Group; Dr. Vincent Covello, Center of Risk mgt; and G. Cravens, Author). Kevin would like more ideas - Send Kevin your list of potential speakers. Some of the National, Specialty and Unique speakers charge a substantial fee so that may be a problem.

3. **Volunteers-** Ralph Ellis: Ralph made contact with several of the local schools and universities prior to the summer break. Now that the students are returning he will again make the rounds. He has contacted many of our student members about their participation but one problem has been noted. The conference is being held at the same time as finals on most campuses. It was suggested that he contact some of our affiliated organizations such as the Arizona Audubon Society, AZ Riparian Council. The problem with that scenario is that they do not receive free attendance to the conference even if volunteering. Students receive free admission to the entire conference if they volunteer at the conference for one day.

4. **Sponsors and Exhibitors-** Mike Dawson and Leigh Waite: Mike and Leigh were not present at the meeting to provide an update but Mike stated at the last Board meeting that customized letters to the potential sponsors and exhibitors had been mailed and Mike and Leigh were to start making follow up calls during the month of August.

5. **Energy Track-** Greg Wold: Greg stated that he has contacted several of the utility providers about their participation at the conference as a sponsor, presenter, exhibitor or speaker. He initially contacted several of his clients at the utilities but has not received any return calls at this point about their potential participation. It was suggested that he contact his clients again and request the name and contact information for the heads of the Marketing departments for the various utilities during the next round. Additional conversation included a suggestion to contact several of the vehicle manufactures that have test tracks in the area. Toyota, GM and Nissan all have test tracks in Arizona and are developing alternate fuel or Hybrid vehicles. They may be interested in participating at the conference.

6. **Trips and Transportation-** Valerie Swick and Diana Stuart: Diana provided information for several potential trips/tours and some of the associated costs. One proposed trip would be to the Grand Canyon via Sedona and Flagstaff. It would be an all day trip, probably on Saturday, before the official start of the conference. It is anticipated that since the technical/special training seminars begin on Sunday that many out-of-town people will be arriving on Friday and Saturday. She had quotes from several tour companies ranging from \$70- \$105 per person.

Other potential trips would be half-day. So far, 4-5 ideas-in-progress include:

Payson/Fossil Creek/Wildlife corridors on SR 260 (All Day)

Gilbert Water Ranch (half-day)

Tres Rios, Rio Salado, Indian Bend Wash (half-day)

Prehistoric and historic venues (half-day)

Valerie has contacted several local shuttle services about transportation from the airport to the resort. Super Shuttle is about the cheapest at \$35/person. The issue will be logistics at the airport to maximize the number of conference attendees per shuttle. Several options were suggested as how to notify attendees where and how often a shuttle would be available for transport to the Radisson from Sky Harbor.

Valerie will also work on tours for spouses to areas such as downtown Scottsdale, the Heard Museum, etc.

- ii. *Of Note:* The NAEP board meeting at the end of October will be held in Phoenix. All of the arrangements by the various conference committees will need to be completed and ready for submission to the board and conference organizer for review at that time.
- iii. Beth Defend and Mark Larson each said that they are willing to help out, so if someone could use some extra help, please contact them, or email Nancy & Nancy will forward to Beth and/or Mark.

**6. Announcements –all**

**7. Next Meeting –** The next meeting will be at 6 PM on September 9, 2008. The location has not been confirmed at this time.

**8. Adjourn –** Nancy: The meeting was adjourned at 8:20 PM

**National Association of Environmental Professionals (NAEP)**  
**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](mailto:joepinto@mail.maricopa.gov) 602 506-8068

**Greta Halle- Technical Chair** [greta.halle@hrdinc.com](mailto: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 – Co-Chairs:** [lwaite@az.dot.gov](mailto:lwaite@az.dot.gov) 602.712.8166

**Mike Dawson – Co-Chair:** [mdawson@ecoplanaz.com](mailto:mdawson@ecoplanaz.com) 520.624.4326 x 177

**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](mailto: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](mailto: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](mailto:dms@mail.maricopa.gov) 602 506-4766

**Valarie Swick – Co-Chairs** [vas@mail.maricopa.gov](mailto: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](mailto: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 Co-Chair** 602 506-2929

**Diana Stuart- Co-Chair** 602 506-4766

**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](mailto: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-** [jrnelson@oaconsulting.com](mailto:jrnelson@oaconsulting.com) 480 333.4335