



Arizona Association of Environmental Professionals
Monthly Meeting
August 14, 2007
6:00 P.M.
AGENDA

Sonora Brewhouse
322. E. Camelback, Phoenix

Attendees: Joe Pinto, Debb Schadewald, Greta Halle, Jon Nelson, Leigh waite, Marcie Martin, Mark Larson, Nancy Favuor, Roland Wass, Wendy Terlizzi

1. **Call-to-Order** – Joe. The meeting was called to order at 6:20 PM
2. **Introduction of Members-** All
3. **Approval of Minutes** –

Motion: Leigh Waite Second: Mark Larson Approved: the minutes of July 10, 2007 were approved by voice vote. There was 1 nay vote.
4. **Treasurer Report** – Mike

Current total for all funds other than the scholarship fund is \$11,042.54. That total includes approximately \$5,600 in golf fundraising. There is \$2,630.11 in the Scholarship fund
5. **Scholarship Committee Update-** Nancy

There remains 1 committee member to review the applications. The committee will make their recommendations to the Board at the August 28 meeting. There will be 1 graduate and 1 undergraduate scholarship recipient. Each recipient will receive a \$1,000 scholarship, and a 1-year membership in both AzAEP and NAEP. The notification and award to the selected students in person and a form letter from the Committee thanking all applicants will be mailed in early September. Since there is no September membership meeting the recipients will be announced to the group at the October meeting.
6. **AZAEP Golf Fundraiser update -** Joe/Alisa

The Golf scholarship fundraising event this year has been well received with approximately 36 foursomes signed up to play, That is about double the number of players from last year. There are only three hole sponsorships remaining. The goal for this years event is to raise about \$6,000 for the fund and it appears that we will make our goal. The event will need 10-12 volunteers to help with registration, lunch and awards. Anyone interested in helping with this event should contact Joe Pinto or Ralph Ellis.
7. **Web Site Update** – Jon

The new website was launched on 8/10. All areas have not been developed but the site is up and operating. Members should go to www.azaep.org to view the new site. There is a calendar of events, job postings, membership application, by-laws and our mission statement. If you have comments about the site or suggestions to improve the site please contact Jon Nelson at jon.nelson@kimley-horn.com.
8. **Announcements** –Joe/all

NAEP- Chapter Retreat- Sept 21-23:

Joe Pinto and Nancy Favour will represent AZAEP at the conference. A tentative agenda was passed out to members at previous meetings and if you would like Joe or Nancy to ask specific questions about other Chapters or NAEP please send your questions to them.

NAEP- Call for papers for 2008 conference, Due September 16.

NAEP members received the flier concerning the call for papers and presentation at the 2008 San Diego conference. The flier has been distributed to members attending meetings in June, July and August. The due date is 9-16-07. If you are interested in presenting a paper please contact NAEP by that date.

9. Field trip Discussion

Leigh Waite and Dr. Roland Wass- Discussed Tres Rios wetland field trip on Saturday, August 11, 2007. There was good participation by AZAEP members and other interested parties on this field trip.

10, Other Business

NAEP National Conference 2009 Phoenix – Joe/All

Need volunteers to chair the following committees: There was much discussion about the conference and many of the members in attendance volunteered to lead or chair the various committees. AZAEP is still needs more members and volunteers to lead, chair or assist on these various tasks. If you would like to chair a task or volunteer to assist on a task Please contact Joe Pinto or the Task Chair.

Conference Tasks:

- Exhibitors and Sponsors: Chairs- Leigh Waite and David Young
- Course Instructor Coordinator: Chair- Marcie Martin
- Advanced Program Insert: Chair-Wendy Terlizzi
- Transportation Coordinators: Chairs- Alisa Sauvageot and Valarie Swick
- Volunteer Coordinator- **Need Chair**
- Tour Coordinator: Chairs- Alisa Sauvageot and Valerie Swick
- Keynote Speaker Coordinator: **Need Chair**
- Audio/Visual Coordinator: Chair- Jon Nelson
- Conference Co- Chairs: AZAEP- Joe Pinto and AZAEP Technical Chair- Greta Halle

Donna Carter from the NAEP Conference Committee was in Phoenix for several days to start the process of finding an appropriate meeting and hotel location for the 2009 NAEP National conference to be held Phoenix. Joe Pinto provided local assistance and transportation during her stay in town. They looked at several possible locations to hold the conference including the Buttes in Tempe, the Radisson at Fort McDowell, the Fiesta Inn, the Scottsdale Plaza and the Renaissance in Glendale. Each location had pros and cons and Donna will ultimately determine the location for the 2009 conference and inform AZAEP of the choice so we can start our coordination efforts with the facility for the conference.

Newsletter- David

AZAEP is in the process of developing a quarterly newsletter for the organization. David Young is heading up this effort. He is hoping to release the first issue this fall maybe in October. If you have articles or items of interest or wish to volunteer with the effort of developing and working on the news letter please contact him at david.young@dmjmharris.com.

11. Any New Business or General Announcements? - Tabled

12. **Next Meeting – Joe**

PLEASE NOTE: There will be No meeting in September

Next meeting will be October 9, 2007, 6:00 PM, Location- Sonoran Brewhouse
Speaker: Dr. George Ruffner, Principal-EcoPlan Associates: "So you want to be a Consultant"

13. **Adjourn – Joe** The meeting was adjourned at 8:00 PM

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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:

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.