



**Arizona Association of Environmental Professionals
Monthly Meeting
October 9, 2007
6:00 P.M.
MINUTES**

**Sonora Brewhouse
322. E. Camelback, Phoenix**

Attendees: Ralph Ellis, Nancy Favour, Jon Nelson, Diana Stuart, Jessica King, Kevin Grove, Leigh Waite, Marcie Martin, Michael Zorba, Teresa Price, Adrian Rodriguez, Andrea Hazelton, Anita Richardson, Brian Webb, Cal Nelson, Clare Mix, George Ruffner, Kristin Duarte, Rick Hunter, Serelle Laine, Todd Isberg, Amy Roberts, Lily Vermejo

1. Call-to-Order – Ralph Ellis

The meeting was called to order at 6:25 PM

2. Introduction of Members- All

All attendees and members introduced themselves to the group

3. Approval of Minutes –

Motion: Marcie Martin

Second: Diana Stuart

Approval: The minutes from September were approved by voice vote.

4. Treasurer Report – Mike

Current Balance in general fund is \$11,335.62

There is \$2,630.11 in the Scholarship MM Fund.

5. Scholarship Committee Update- Nancy

Recipients are as follows:

Grad Student: Megan Maloney

Undergrad Student: Chris Nadeau

Both recipients are from the U of A in Tucson. They will be presenting a talk on their research at the Tucson meeting in January or February, 2008

6. AZAEP Golf Fundraiser update –

The event was a great success with over 120 players –participating in the event. After all expenses were paid the event raised a total of \$5,617 for the scholarship fund in 2008.

AZAEP would like to thank all of the players, sponsors and volunteers for participating in the second annual AZAEP Scholarship Golf Event.

7. **Speaker: Dr George Ruffner, Principal, EcoPlan Associates**
"So you Want to Be a Consultant"

8. **Other Business**

- **2009 Conference Location**

Radisson at Ft. McDowell. Joe Pinto delivered the NAEP contract to the Radisson last week to lock in the resort for the 2009 conference

- **NAEP National Conference 2009 Phoenix –**

AZAEP is still needs more members and volunteers to lead, chair or assist on these various committees and tasks.

If you would like to chair the Volunteer Coordinator Committee or to assist on a task, please contact Joe Pinto or the Task Chair.

Conference Tasks:

- Exhibitors and Sponsors: Chair- Leigh Waite

- 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: Kevin Grove

- Audio/Visual Coordinator: Chair- Jon Nelson

- Conference Co- Chairs: AZAEP- Joe Pinto and AZAEP Technical Chair- Greta Halle

- **Field trips for the 2009 Conference**

The members are requested to submit ideas for field trips. Trips should be able to accommodate either ½ or full day and can include stops at points of interest.

- **Web Site Update – Jon**

Pay Pal: AZAEP will be adding PayPal to the web site over the next few week to enable both members and non-members to pay on line for meetings, renewals and to join without having to mail a check or bring cash to the various events.

- **NAEP Chapter Retreat – Nancy**

Nancy provided a brief summary of the meeting and activities at the Chapter retreat. Of note a vote on the proposal for the "Affiliate Member" category for NAEP has been postponed until sometime in 2008 to allow for more input by the chapters.

- **Student "Shadows" with members**

It has been proposed that AZAEP members team up with students for a Member-Student Shadowing. The Student would spend 2-4 hours with a member at their work to observe the workings of the environmental process involved in a project. Interested Members and Students were to meet after the AZAEP meeting to discuss the logistics and set times and dates.

- **Board Member Opening:**

Board Member: David Young is relocating to Dallas at the end of October and the Board is requesting any member interested in assuming that position to contact Joe Pinto or Nancy Favour and submit a letter of interest. The position is open to any General, Associate or Student member of AZAEP. Nancy will email the members on the List serve of the opening and the members should respond to the opening within 30 days. The Board will vote on the candidates after the 30 window has closed.

- **December Holiday Mixer at Pizzeria Uno, December 11**

Bring a toy for a Child (Toys for Tots) and a white elephant gift (\$10 max limit) for the member party/ gift exchange. The holiday mixer will be held at Pizzeria Uno in Tempe.

9. Next Meeting –
November 13, Sonora Brewhouse located at 322 E. Camelback @ 6:00 PM

10. Adjourn – Ralph
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 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.

Open

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