



**Arizona Association of Environmental Professionals
Monthly Meeting
November 13, 2007
6:00 P.M.
MINUTES**

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

Attendees:

1. **Call-to-Order** – The meeting was called to Order by Joe Pinto at 6:25 PM
2. **Board Opening-** Due to the resignation of David Young to relocate to Dallas. AZAEP requested the members that were interested in submitting an interest letter to the Board. The members were notified via email of the opening in mid-September. Wendy Terlizzi offered her services to serve and was elected by the board to fill the position at the October 24 Board meeting. Joe and the members in attendance congratulated and welcomed Wendy as the newest Board member.
3. **Introduction of Members-** All
The members and guests introduced themselves.
4. **Approval of Minutes** –
Motion: Mike Dawson
Second: Ralph Ellis
Approval: The minutes of October 9 were approved by unanimous voice vote
5. **Treasurer Report** – Mike
Currently the general fund has \$9,017.88
The Scholarship Money Market Fund has \$2,630.15
6. **AZAEP Golf Fundraiser update** –
Overall the golf fundraiser has a net profit of approximately \$6,000. The Board will be deciding on how much money will be transferred from the general fund to the SMMF and the number of scholarships and amounts to be offered in 2008 later this year.
7. **Speaker: Tiffany Ashforth and Grant Sharpe of Engineer's Without Borders.**
Topic- Current EWB project in Marcala, Honduras
8. **Other Business**

- **2008 NAEP San Diego National Conference: March 25-28 at The Omni in SD.**

There are still exhibitor and sponsorship opportunities available along with the Golf Tournament sponsorships.

- **2009 NAEP National Conference Location**
Radisson at Ft. McDowell May2-6, 2009
- **NAEP National Conference 2009 Phoenix – May 2-6, 2009**

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

If you would like to volunteer to assist on a task, please contact Joe Pinto or the Task Chair. Descriptions of the various tasks and Chair information are available on the last page of the minutes. WE are hoping that all members and associates of AZAEP will volunteer to serve on a task.

Conference Tasks:

- Exhibitors and Sponsors: Chair- Leigh Waite, Mike Dawson
- Course Instructor Coordinator: Chair- Marcie Martin
- Advanced Program Insert: Chair-Wendy Terlizzi
- Transportation Coordinators: Chairs- Alisa Sauvageot and Valarie Swick
- Volunteer Coordinator- Ralph Ellis
- 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 membership requested to consider and suggest field trips and points of interest for the 2009 conference.

- **Student “Shadows” with members.**

After the October 9 meeting several students and mentors teamed up to discuss opportunities for students to spend the day with an AZAEP member Environmental Professional. Mike Dawson and Nancy Favour will coordinate leads for students and try to place them with an EP in their area of study or interest. Mike can be contacted as mdawson@ecoplanaz.com and Nancy can be contacted at nfavour@epgaz.com .

- **AZAEP revised By-Laws.**

At the September NAEP meeting Joe was informed that the AZAEP revised By-Laws were approved. The major revision to the By-Laws was the addition of the “Student” membership category. A “Student Member” of AZAEP must also be a “Student Member”

of NAEP. Student Members of AZAEP can also hold a General Board member position in AZAEP

- **Election Committee**

Although the AZAEP elections are not scheduled until May of 2008 the membership will need to form an "Election Committee" in February. The Board is requesting anyone interested in serving or leading the election committee to contact a board member.

- **Web Site-**

Jon requested that meetings, speakers and events are transmitted to him for 2008 to update the "Calendar of Events" on the web page.

- **Speaker Coordinator-**

The Board is currently looking for someone that is interested in coordinating and obtaining guest speakers for the monthly meetings. Please contact Joe Pinto or Nancy Favour if you are interested in the position of Speaker Bureau Coordinator.

9. Next Meeting –

- **December Holiday Mixer at Pizzeria Uno, Tempe on December 11- 6:00PM**

Bring a toy for a Child (Toys for Tots) or canned good for the St. Mary's food bank and a white elephant gift (\$10 max limit) for the member party/ gift exchange

9. Adjourn –

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 – Co-Chair leigh@azwetlands.com 480 699-5404 x 6

Mike Dawson- Co-Chair mdawson@ecoplanaz.com 520 829-1147

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.

Ralph Ellis- Chair: rellis@swca.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

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 602 494-3994

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