



AIR & WASTE MANAGEMENT
A S S O C I A T I O N

Pacific Northwest
International Section

BOARD OF DIRECTORS' AND OFFICER'S MEETING

Minutes of February 9, 2007 Meeting

The *fourth quarterly meeting* of the 2006/2007 Officers and Board of Directors of the Pacific Northwest International Section (PNWIS) of the Air and Waste Management Association (A&WMA) was held **February 9, 2007** at the SEA-TAC Airport in Seattle, Washington. Our meeting convened at 9:15, PST.

November 8 Board Meeting

Present (board positions, chapter affiliation):

Denise Newbould (President, Alaska), Dan Mahar (Vice-President, Puget Sound), Laurel Peterson (Secretary, Oregon), Martha Moore (Treasurer, Oregon), Dave Dornbush (past-President, ACE 2008 General Conference Vice Chair, Puget Sound), Al Trbovich (Director, Alaska), Kathi Futornick (Director, Oregon Chapter Chair), Kevin Schilling (Idaho Chapter Chair), Warren McCormick (Director, Vancouver Island), Kim Marcus (Inland NW Acting Chapter Chair), Roylene Cunningham (Awards, Puget Sound), Steve Rybolt (Student Program Committee Chair, Puget Sound), Angela Hansen (Awards, ACE 2008 General Conference Chair, Puget Sound), Melissa McAfee (Awards, Puget Sound), Jay Willenberg (A&WMA S&C Representative, Puget Sound), and Zach Klotovich (Director, PNWIS 2007 Conference Chair, Idaho Chapter)

Introduction & Agenda Approval:

Denise Newbould welcomed everyone to the meeting. We reviewed the agenda, and proceeded with Kim Marcus/Dave Dornbush move/second; all in favor, none opposed, no further discussion.

Approval of Minutes:

The minutes from the PNWIS third Quarterly Board Meeting conducted on November 7-, 2006 in Victoria, B.C. were accepted by Kim and seconded by Dan Mahar; all in favor, none opposed, no further discussion.

ACE 2008:

Angela Hansen and Dave reported on Annual Conference and Exhibition (ACE) to be held in Portland, Oregon in June 2008. The local host committee (LHC) met yesterday. The main conference theme was discussed and *Integrating Science and Sustainability* was selected. However, the conference theme may also change base on the main conference sponsor. The conference logo was also discussed. The basic logo was chosen, which was sent to A&WMA headquarters for finalization with their graphics department.

Currently, there is no general conference sponsor established, but we continue discussion with a candidate where there is already a verbal commitment. Dave is planning to meet with ARAMARK at the Oregon Convention Center (location of ACE 2008) on March 23, 2007. The possibility of an internet café at the ACE will be discussed with ARAMARK. Kim discussed having ACE 2008 be a carbon neutral conference. Angie suggested the carbon neutral attendees getting a black ribbon or some kind of denotation.

Jim Pfeiffer and Kathi Futornick are co-chairing the sponsorship committee; please contact them if you have ideas for possible sponsors. Kathi and Jim have a list of over 100 potential sponsors – a file will be sent around to the PNWIS Board, they are asking everyone to fill in names and contacts at those potential sponsors. Kathi and Jim will either contact those people directly or ask others to make the initial contact.

Kim suggested at the entrance of the exhibits placing a group of sustainable companies. Angie mentioned the exhibit spaces close to the entrance can be very expensive. Another idea is to have a group in the exhibitor hall for sustainable companies with banners, recognizing those companies.

Dave discussed the 'job tree' for ACE 2008. The job tree will be the main list of all ACE 2008 jobs, split into the appropriate groups/committees/etc. This will encourage people to become involved with ACE 2008 with smaller jobs, in place of being on a committee or a committee chair. Dave will end the initial "job tree" to Dan for posting at www.pnwis.org and update the list periodically based on input from committee chairs.

Dave mentioned that individuals from Portland are especially needed to help with the outreach committee and social committee. Kim knows of someone who could arrange a tour/ride on the Portland Aerial Tram.

Keeping with PNWIS tradition, the gala reception on Wednesday night at ACE will have dancing. Martha mentioned the idea of having two different bands for the gala. The first band would be maybe a 1940's band with ball room dancing music and a second band that would play music to dance to.

Dave also mentioned help will be needed in manning the ACE 2008 booth that will be at the ACE 2007 in Pittsburgh, PA.

Claude Williams & Dan are working on archiving PNWIS photos, which could be used for the ACE 2008 booth. Dan currently has photos on the PNWIS laptop. Claude mentioned there is not enough memory/space on the current PNWIS website, he has asked for more space.

It was suggested that the Golf Tournament, which is typically on the Monday prior to the ACE, be held on the Friday afternoon following the ACE. This would allow A&WMA council members to attend scheduled meeting on Monday. In general we need to find ways to encourage delegates to stay in Portland on Friday, attend sessions and book hotel rooms into the weekend – enjoy the city and the Northwest..

ACE 2008 Booth for ACE 2007:

Laurel Peterson and Kim discussed the ACE 2008 booth PNWIS will bring to ACE 2007. The booth will be placed next to the Portland, Oregon Visitor Association's (POVA) booth at ACE 2007 in Pittsburgh, PA. The ACE 2008 booth will promote attending ACE 2008. URS Corporation has donated the use of their booth. The booth will have posters with information on ECi and on ACE 2008. The booth will also have a projection area where a rotation of pictures, information, top ten lists (*Top Ten Reasons to Attend ACE 2008*), and quizzes will be displayed. The quizzes will be given at a set time each day and the winner will receive a Northwest item (wine, hazelnuts, chocolate, etc.).

It was suggested to take the interactive educational tool (Passion for Action) as part of the booth.

Treasurer's Report:

Martha Moore discussed the Treasurer's Report. As of December 31, 2006, there is 66K in checking (Wachovia), 3K in Wells Fargo (Merchant), and 82K in the EC fund. Liabilities include due shares of 2K and possibility PNWIS 2007 seed money of 5K. Potential income includes two conferences. The PNWIS 2006 conference proceeds are roughly 12K, which will be deposited next quarter once the profits are finalized. The PNWIS Specialty Conference (held in Alaska) proceeds are roughly 10K.

PNWIS Budget 2006-2007

Activity For Period (5/1/06 - 1/22/07)

Income

			<u>Specific</u>	<u>Category</u>	<u>Variance</u>
Dues		\$ 2,500		\$ 3,737	\$ (1,237)
Previous Year Annual Meeting		\$ 19,207		\$19,207	\$ -
Specialty Conferences		\$ 3,000		\$ -	\$ 3,000
Dividend Income		\$ 1,500		\$ 3,444	\$ (1,944)
Total		\$ 26,207		\$26,388	\$ (181)

Expenses

Education Outreach

K-12 Program/Outreach

Oregon ERG's	\$1,000		\$ 87		
Alaska ERG's	\$1,000		\$ -		
SW Clean Air ERG/Trng	\$5,000		\$ -		
Passion for Action	\$ 950		\$ 640		
Admin	\$ 100		\$ -		

Subtotal K-12/Outreach \$ 8,050

PNWIS EC Prizes \$ 4,000 maximum \$4,000

PNWIS EC Fund Contribution \$10,000 \$ -

Student Papers \$ 525 \$ 525

Subtotal \$ 22,575 \$ 5,252 \$17,324

Awards \$ 1,200 \$ 1,350 \$ (150)

Meetings

Turnover \$6,000 \$5,926

Other \$1,700 \$2,987

Blue Sky III \$4,200 \$4,140

Subtotal \$ 11,900 \$13,053 \$ (1,153)

Computer/Web

Site \$ 400 \$ 240

E-Mail Svc \$ 400 \$ 270

Credit Chg Prgm \$1,260 \$ -

Training/Software \$ 300 \$ -

Subtotal \$ 2,360 \$ 510 \$ 1,850

Travel

AWMA IOT \$1,000 \$ 908

S&C \$2,000 \$ 510

Chapter Support Work \$2,000 \$ -

President \$2,000 \$ -

Subtotal \$ 7,000 \$ 1,418 \$ 5,582

Taxes/Administration

D&O Insurance \$ 175 \$ -

Bank Charges \$ 300 \$ 399

Tax Return Prep \$ 600 \$ 550

Group Tax Filing & Inc \$ - \$ -

Filing Fees/Misc \$ 500 \$ 115

Subtotal \$ 1,575 \$ 1,064 \$ 511

Misc Discretionary Allocation

Miscellaneous \$1,000 \$ 1,000 \$ 563 \$ 437

Total \$ 47,610 \$23,209 \$24,401

The online registration and our current credit card processing are out of date and will need to be updated. Could switch our whole ISP server and save money. The credit card account we have is setup for Canadian money. Martha told them just to close the account because we need separate accounts for American and Canadian money. Dan wanted to know if the US account could be opened by the end of March for a Puget Sound conference. Dan also clarified that the ISP is really a hosting service. Currently the database is setup for annual conferences; it will need to be revised for other meetings, and may have some up front costs.

Action Item: Warren, Claude, and Dan will work on looking at changing the hosting server/web host to River's End and will present the proposal to Martha.

Martha is looking into a tax accountant for non-profit associations. She is currently getting proposal from tax accountants and will bring the proposals to the Board.

Funding Reallocation –AQ Interactive Display:

Martha suggests if it is just a reallocation of fund, this can be accomplished via email if needed or be completed at the May meeting.

Action Item: Denise will follow-up on the funding reallocation – AQ Interactive Display with Bev Williams.

ACE 2007 – PNWIS Donation(s):

The next request is for funding for Past Presidents of A&WMA to ACE 2007 for the Centennial Celebration.

Dan moves to extend \$750 to each Past A&WMA Presidents in the PNWIS region to attend ACE 2007. Warren seconds the motion, all in favor, none opposed, no further discussion.

Action Item: Scott & Jay will write the letters to the Past A&WMA Presidents.

ACE 2007 is the 100th anniversary of A&WMA and there are sponsorship opportunities. At the November 2006 Board meeting, the Board moved to donate \$500 base from PNWIS with an additional \$1,000 in matching chapter funds for a Student Chapter Event at ACE 2007 and to donate \$500 to the Canadian Activity (ACE Speaker) as seed money and encouragement for the Chapters to donate.

Martha requested help for money being donated to ACE 2007.

Action Item: Denise will let Martha know what the Alaska Chapter is donating in ACE 2007.

Action Item: Martha will write the cover letter for the donation for ACE 2007.

Action Item: Dan will contact Martha after the February 27 Puget Sound meeting to let her know if Puget Sound will donating ACE 2007 and if so, the amount.

PNWIS 2006 Report

Mike Williams reported on the PNWIS 2006 Conference; please see the attached PNWIS 2006 Report.

Action Item: Dan will review the PNWIS Conference Guidebook to see what the policy is regarding attracting well known speakers who do not want to pay registration.

PNWIS 2007 Conference Update:

Zach Klotovich gave an update on the PNWIS 2007 Conference to be held in Boise, ID. The first conference team meeting was held earlier this year. Most all of the positions are assigned. Joan Cloonan, JR Simplot, and Carol Robinson, Idaho DEQ, are co-chairs of the Technical Committee. Warren McCormick will be the conference registration chair. Call for Papers & contacting potential sponsors are the next main focus items. Another meeting will be held next week. Idaho DEQ will support the conference team meetings and conference call capabilities at the DEQ offices.

Dan mentioned the importance of a website for the conference. The website should be up and running prior to the call for papers. Dan will help with the conference website.

Dan mentioned that once you get one or two sponsors, the rest will follow.

Steve Van Slyke is directing the professional development course. Professional development course discussed – mercury the front-runner, other ideas include PM2.5, risk communication. Kathi mentioned that NEBC is going to take the Mercury Conference which was held in September in Oregon on the road to Seattle (June 12, 2007). If interested in Mercury for PNWIS 2007, contact Kathi and she can send the agenda.

PNWIS 2008 Conference Status:

Al Trbovich will be the General Conference Chair for the PNWIS Conference in 2008. The conference will be held in Anchorage, Alaska the first or third week of September. The venue will be chosen in the next few months, mostly likely the Sheraton or Hilton. Committee members are also in the process of being identified. Al Bohn will be the Chair of the Technical Committee. Still need an exhibits chair. After a venue is chosen, the theme of the conference will be main focus.

Section & Chapter Meeting:

Jay Willenberg & Kim will both be flying out today to attend the Section & Chapter Meeting in Florida.

Officer Elections/Leadership Training (Pittsburgh, PA):

Action Item: Bob Humphries will attend Leadership Training – if not Laurel will notify Denise & Dan and they will decide who will attend.

Al Trbovich, Warren McCormick, Steve Rybolt, Zach Klotovich, Tony Ward, Kevin Schilling, and Steve Van Slyke have not attended Leadership Training.

Action Item: Laurel will make a list of PNWIS Board Members who have (and when they attend) & have not attended Leadership Training.

Spring Specialty Conferences:

A PNWIS Specialty Conference was held in Anchorage on January 9, 10, and 11, 2007. The subject of the conference was RCRA (McCoy) training. Conference attendance was 69 individuals, eight A&WMA members and 61 non-members. A few smaller invoices have not yet been received, so the following accounting figures are preliminary.

Revenue:	\$58,250.00
Cost:	\$36,714.13
Net Profit:	\$21,535.87
PNWIS Profit:	\$10,767.94
AK Profit:	\$10,767.93

PNWIS may want to write thank you letters to BPXA for donated use of the meeting space and to Hoefler Consulting Group for the donated time of Nancy Sander, who handled the registration chores.

The Alaska Chapter is considering a (more modest) Specialty Conference for late April or early May 2007 – probably will be pushed back to this fall. Current plan is for a one-day conference dealing with storm water, but details have not yet jelled.

The Puget Sound may be considering holding a Specialty Conference dealing with the new AERMOD dispersion model. Steve Nelson will be working on a less corporate orientated agenda, while still having the software provides having an exhibitor area. Alan Shoeler in Alaska could be a possible speaker. This may or may not be a PNWIS sponsored conference.

Action Item: Al will give Kathi the contact information to put on a McCoy Conference in Oregon in 2007.

Kim mentioned the conference could be held at the URS offices.

Young Professional Award:

Melissa presented the Awards Committee for the new award – **Young Professional of the Year Award**. Criteria for the award includes contribution to air quality and/or waste management & and for a contribution to PNWIS.

For the PNWIS 2007 Awards – they will be sending out a request for nomination award.

Roylene requested that student papers not be presented on Friday for future PNWIS conferences. The awards lunch is immediately following Friday morning's presentation, making it challenging to evaluate all the student papers and decide on the winner prior to lunch.

Chapter Chair Roundtable Discussion

Chapter Chair Roundtable Discussion will be shelved until future meetings (currently only one chapter chair present).

Opportunity to put together a Newsletter based on the Chapter/Committee Report and another meeting focused on Chapter Chairs.

Dan suggested having Chapter Chairs not submit chapter reports prior to meeting, but really encourage them to come to the quarterly meetings.

There needs to be advanced notice to Chapter Chairs when Board Meetings include a Chapter Chair Roundtable discussion. The May Changeover Meeting may be expanded to include a Chapter Chair Roundtable, start earlier on Friday. It was suggested to have more chapter chairs call in for the meetings. Conference calls do make it more difficult to participate in roundtable discussions. At the May Changeover Meeting you have not only outgoing chapter chairs and but also the incoming chapter chairs.

Action Item: Laurel will poll the chapter chairs (incoming and outgoing) to see who will be attending the May Changeover Meeting.

Turnover Meeting

The Changeover Meeting is May 18 & 19 in Seward, Alaska. The shoulder season end on May 21, so we will still get good rates. The Holiday Inn Express (\$99/night) is the venue for the meeting. Two nice restaurants are in Seward for our Friday night dinner.

Other Business

Steve commented on the EC fund and dispersing funds to the EC winners, needs to be a budget discussion in May 2007.

Agenda Item: EC Fund – start to disperse funds to EC winners.

Dan wanted to know if there are any restrictions on the EC fund – e.g. only spending the interest of the fund. Kim stated this was not the policy, it was just the intent of the fund. There needs to be more discussion on EC and what to do now that the fund has reached the 100K goal.

File Accessibility – Steve has complied letterheads, logos, etc. Claude & Steve will create a secret webpage on www.pnwis.org for only those who can access it (e.g. only Board meetings). Claude says the website will be part of PNWIS website, but you will need to know the address because there will not be a link to secret page.

Chapter & Section Annual Reports are due to A&WMA this spring.

Newsletter – Dan commented the Newsletter is sometime too long.

Action Item: Kevin and/or Zach will submit an article for the Spring Newsletter to Laurel & Chris by February 16, 2007.

Action items from the past year were reviewed and updated. All completed action items will be listed in the February minutes and not carried on to the next year. Action Items which were not completed will be carried over.

Blue Sky III:

Dan presented a summary on Blue Sky III (BSIII) which included where we are going, keeping up with technology, keeping up with changing membership.

Action Item: Claude will put Blue Sky III on the website as well as update the PNWIS mission statement and move Blue Sky III under 'Our Mission' on the website.

Due to limited resources, BSIII has three top prioritizes; membership value, chapter support and mentoring of environmental professionals.

Dan reviewed the values and goals of BSIII.

VALUES

- We strive for cohesion with other parts of A&WMA.
- We are a catalyst and provide support for chapters within our Section.
- We value the uniqueness of having both US and Canadian members.
- We encourage open communication and integration.
- We focus on technical information to make informed environmental decisions.
- We respond to the needs of our chapters and members.
- We encourage mentoring of environmental professionals
- We provide opportunities for personal leadership, development and growth.

GOALS

- Financially viable.
- Active and diverse membership.
- Mutually supportive relationships between leadership of A&WMA, PNWIS and Chapters.
- Accessible PNWIS services and activities.
- Excellence in technical programming and networking opportunities.
- A growing cadre of new environmental professionals.
- An informed public.

Membership Value – how can we add value to our membership?

- PNWIS has integrated updating the website and membership lists as one Chair/Committee.
- This committee will be split into two: Website Master & Membership Committee Chair
- Currently the Communication Committee consists of Steve, Warren, Claude & Dan.
- Bob Humphries will Chair the Membership Committee
- First task of this committee is to put together a survey asking members how PNWIS can add value to their membership.

Chapter Support – how do we strengthen the relationships with chapter leaders?

- Chapter Support & Outreach Coordinator will be the Past President (new ideas will be generated with new blood each year)

Denise will be visiting Spokane and Tri-Cities in March 2007, as well as Boise, Idaho. Dan will look to see if he can join Denise on visiting Inland Northwest. Denise has been in touch with Beth Fifield-Hodgson, who was surprised by the decline in the A&WMA membership in Inland Northwest. Beth identified several key people in the Inland Northwest region as potential members.

Kevin Schilling discussed the large group in eastern Idaho and would try to bring those people into PNWIS. Currently, it's just a core group of people around the Boise, ID. They found it was just too difficult to plan anything with both groups of Idaho. Zach got people together to form a Chapter, still gathering momentum. The annual conference in Boise, ID has created new interest.

Mentoring of Environmental Professionals – as they progress from being students to graduates building their careers

- Steve was appointed as Chair of Student Programs Committee in May 2006
- **Action Item: Steve will prepare and present a budget for the Student Programs Committee (pizza social with students, etc.)**
- Student Chapters are technically under the local Chapter, then the local Section.

- Melissa suggested the Past President also visit Student Chapters and Colleges/Universities (as Chapter Support)
- Sending letters to Environmental Colleges/Universities inviting them to join PNWIS (EC Flyer & Student Paper Competition) Steve, Toby Allen, and Laurel are working on a data base with Environmental Colleges/Universities to determine where there are and identify the appropriate contacts.
- Currently PNWIS has
 - o Environmental Challenge
 - o Student Paper Competition
 - o Young Professional Award

Melissa suggested a Membership Breakout Session (Membership/Value/Growth) at the May 2007 meeting.

Adjourn: Meeting adjourned at 3:10 PST

Action Items

What	Who	Due	Complete
Action Item: Warren, Claude, and Dan will look at changing the hosting server River's End & will present the proposal to Martha.	Warren McCormick, Claude Williams, Dan Mahar	May 2007 Meeting	
Action Item: Denise will follow-up on the funding reallocation – AQ Interactive Display with Bev Williams.	Denise Newbould	May 2007 Meeting	
Action Item: Scott & Jay will write the letters to the Past A&WMA Presidents extending \$750/President to assist with travel costs.	Scott Freeburn Jay Willenberg	May 2007 Meeting	
Action Item: Denise will let Martha know what the Alaska Chapter is donating to the ACE 2007 Centennial fund.	Denise Newbould	2/28/07	
Action Item: Martha will write the cover letter for the donation for the ACE 2007 Centennial fund and send the donation to A&WMA.	Martha Moore	3/15/07	
Action Item: Dan will contact Martha after the February 27, 2007 Puget Sound Board meeting to let her know if Puget Sound will donating ACE 2007 and if so, the amount.	Dan Mahar	2/28/07	
Action Item: Dan will review the PNWIS Conference Guidebook to see what the policy is regarding attracting well known speakers who do not want to pay registration.	Dan Mahar	May 2007 Meeting	
Action Item: Bob Humphries has already attended Leadership Training – Denise & Dan and they will decide who will attend.	Denise Newbould Dan Mahar	3/31/07	
Action Item: Laurel will make a list of PNWIS Board Members who have & have not attended Leadership Training.	Laurel Peterson	November 2007 Meeting	
Action Item: Al will give Kathi the contact information to put on a McCoy Conference in Oregon in 2007.	Al Trbovich	--	Done
Action Item: Laurel will ask the chapter chairs (incoming & outgoing) who will be attending the May Changeover Meeting.	Laurel Peterson	3/15/07	
Action Item: Kevin and/or Zach will submit an article for the Spring Newsletter to Laurel & Chris by February 16, 2007.	Kevin Schilling Zach Klotovich	2/16/07	
Action Item: Claude will put Blue Sky III on the website as well as update the PNWIS mission statement and move Blue Sky III under 'Our Mission' on the website.	Claude Williams	May 2007 Meeting	
Action Item: Steve will prepare and present a budget for the Student Programs Committee (pizza social with students, etc.)	Steve Rybolt	May 2007 Meeting	
Action Item: Denise and Dan will work on the agenda for the February Board Meeting to include BSIII as a major agenda item.	Denise Newbould Dan Mahar	February 2007 Meeting	Done
Action Item: Martha will look into if the proceeds from the different accounts need to be separate.	Martha Moore	May 2007 Meeting	
Action Item: The Finance Committee – Scott, Steve, Terry, Kim, and Martha – will meet on an annual basis.	Finance Committee	Annually May Meeting	
Action Item: Denise will talk to the chapters not represented	Denise Newbould	12/15/06	Done

during at the AGM to discuss donations to ACE 2007.

Action Items

Continued

Action Item: Denise will contact Beverly regarding the Education and Outreach Committee.	Denise Newbould	May 2007 Meeting	
Action Item: Martha will clarify with A&WMA the PNWIS cash reserve funds.	Martha Moore	May 2007 Meeting	
Action Item: Denise will request the Chapter Chairs present to their chapters the challenge to contribute to the EC fund.	Denise Newbould	9/29/06	Done
Action Item: Martha will follow-up on determining if our accounts meeting the investment policy and if they are interest bearing.	Martha Moore	Nov. 2006	Done
Action Item: Send notice to Chapters of the investment policy, an explanation of why we have the policy, and a little bit of guidance. The Finance Committee will prepare the explanation & guidance.	Finance Committee	May 2007 Meeting	
Action Item: Martha will coordinate with Chris, the Chapters, and PNWIS 2006 Conference Committee members to transfer knowledge of online registration for conferences and will meet during the November Conference.	Martha Moore	Nov. 2006	Done
Action Item: Steve R will design and develop three letterheads/logo/envelop that follow the A&WMA guidance for section logos and will report back to the PNWIS Board at the November 2006 meeting.	Steve Rybolt	Nov. 2006	Done
Action Item: Dave will email Jayme Graham to determine the size of booth for ACE 2007.	Dave Dornbush	9/29/06	Done
Action Item: Dan Mahar will work with Claude Williams to archive PNWIS photos.	Dan Mahar Claude Williams	Nov. 2006	Done
Action Item: Laurel will email the Board members, requesting PNWIS photos (electronic copies or prints) to be emailed to Dan.	Laurel Peterson	10/15/06	Done
Action Item: Denise and Jay will get Mike Williams a gift for being PNWIS 2006 Conference Chair.	Denise Newbould Jay Willenberg	Nov. 2006	Done
Action Item: Roylene will send Chris ballots for student papers and presentations for inclusion in the registration packets.	Roylene Cunningham		Done
Action Item: Dave will speak with Edith Ardiente regarding nominating PNWIS for the Lyman A. Ripperton Environmental Educator Award – for inspiring students to achieve excellence in their professional endeavors.	Dave Dornbush	9/29/07	
Action Item: Al will put together the nomination form for the Lyman A. Ripperton Environmental Educator Award and work with Jim P.	Al Trbovich	10/15/07	
Action Item: Laurel will email the Chapter Chairs that the Chapter membership lists are due to Claude.	Laurel Peterson	9/29/06	Done

Action Items

Continued

Action Item: Claude will send out an email to everyone on his master list, asking what emails each individual would like to receive, from PNWIS and from which Chapter(s).	Claude Williams	10/15/06	
Action Item: Chris will send Laurel and Denise response letter regarding ERGs. Laurel will also send Denise the negative feedback on ERGs from Portland Public Schools.	Chris Robins	9/26/06	Done
Action Item: Bev will prepare a letter to Harry K at A&WMA regarding ERG and will include the response letters to ERGs from Oregon Chapter and Vancouver Island Chapter.	Bev Williams	May 2007 Meeting	
Action Item: Send comments on the Student Environmental Challenge brochures to Steve.	Steve Rybolt	9/25/06	Done
Action Item: Denise will provide Chris with a President Message for the Fall 2006 Newsletter.	Denise Newbould	9/18/06	Done
Action Item: Kevin will provide Chris will an article on the 2007 Conference for the Spring 2006 Newsletter.	Kevin Schilling	2/17/07	
Action Item: Dan will give AI details on BP sponsoring a Spring Specialty conference on new source review and reform.	Dan Mahar	9/19/07	
Action Item: Martha will email AI and Dave sponsorship information for Tesoro and ConocoPhillips.	Martha Moore	9/19/06	Done
Action Item: Comments to the EC 2006 Problem are due.	Steve Rybolt	9/20/06	Done
Action Item: Steve will email Laurel the EC problem.	Dianne Humphrey Steve Rybolt	9/22/0	Done
Action Item: Denise, Dave, AI, Steve, Kim, Dianne, Roylene, Mike, Dan, Kathi, Mike, Martha, and Laurel will email contact information for potential sponsors for ACE 2008 to Dave.	Dave Dornbush	9/29/06	Done
Action Item: Laurel will email Angela and Dave the Oregon Chapter membership list and copy Kim, Kathi, and Martha.	Laurel Peterson	9/29/06	Done
Action Item: Send viable topics for conferences to Jim.	Jim Pfeiffer		Done
Action Item: Chris asked for volunteers to help with getting sponsors and section chairs for the PNWIS 2006 Conference.	Chris Robins		Done
Action Item: Martha will send Chris the non-profit tax information.	Martha Moore		Done
Action Item: Chris and AI will discuss holding a PNWIS specialty conference in Vancouver, BC after the 2006 conference.	Chris Robins & AI Trbovich	Nov. 2006	
Action Item: Terry report on Environmental Managers Bootcamp, successes, & possibly taking the conference on the road.	Terry Nyman		Done
Action Item: Dave reminds everyone who is holding a conference should have A&WMA membership packages.	Dave Dornbush		Done
Action Item: Jay, Dan, Kathi, Claude, and Terry will discuss	Jay Willenberg, Dan Mahar, Terry Nyman Claude Williams	9/15/06	Done

affiliate membership and bring ideas to the September meeting.

Action Items

Continued

The following Action Items are carry over from past years:			
Action Item – each Chapter Chair should have a representative on the Education & Public Outreach Committee	Denise Newbould	May 2007 Meeting	
Education Website – will post a list of the committee members as well as the PNWIS Ed Committee’s Goals and Mission	Beverley Williams, Laurel Peterson, Dan Mahar	Sept. 2007	
PNWIS Annual Conference Operations Guide	Dave Dornbush & Angela Hansen	Feb. 2007	Done
Add all PNWIS conferences to A&WMA web listing	Jay Willenberg	Ongoing	

Agenda Items

What	Original Meeting	Due	Complete
<i>Agenda Item:</i> Readdress inclusion/exclusion of the geographic description in the BSIII Mission Statement.	May 2006		
<i>Agenda Item:</i> Investment policy guidelines on cash reserves at the May 2007 Changeover meeting.	November 2006	May 07	
The following Agenda Items are carry over from past years:			

Attachments:

- Chapter Reports Compilation
- Awards Report
- Student Program Report
- Technical Committee Report

Events Calendar 2007

February

Vote for PNWIS Board positions February 1
PNWIS Board Meeting, Seattle, WA February 9

March

Chapter reports due to Section/Headquarters March 13

April

Spring Newsletter April 1
Section reports due to Headquarters April 3

May

PNWIS Board Changeover Meeting (*Anchorage, Alaska*) May 18-19

June

A&WMA 100th Annual Conference & Exhibition, Pittsburgh, PA June 26-29

September

Fall PNWIS Newsletter September 1
PNWIS Board Meeting (Boise, ID) TBD

October

PNWIS Board Meeting (Boise, ID) October 16
2007 PNWIS Conference, Boise, ID October 17-19

Events Calendar 2008

February

Vote for PNWIS Board positions February 1
PNWIS/A&WMA Board Meeting, Seattle, WA TBD

March

Chapter reports due to Section/Headquarters March 13

April

Spring Newsletter April 1
Section reports due to Headquarters April 3

May

PNWIS/A&WMA Board Changeover Meeting TBD

June

A&WMA 101th Annual Conference & Exhibition, Portland, OR June 24-27

September

Fall PNWIS Newsletter September 1
PNWIS/A&WMA Board Meeting (TBD) TBD

October

2008 PNWIS Conference, Anchorage, Alaska TBD