



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 January 18th, 2008 PNWIS Board Meeting

The *fourth quarterly meeting* of the 2007/2008 Officers and Board of Directors of the Pacific Northwest International Section (PNWIS) of the Air and Waste Management Association (A&WMA) was held on January 18th, 2008 at the Hilton Hotel in Portland, Oregon. Our meeting convened at 9:30, PST.

Present (board positions, chapter affiliation):

Dan Mahar (President, Puget Sound), Bob Humphries (President-Elect, BC/Yukon), Laurel Peterson (Secretary, Oregon), Martha Moore (Treasurer, Oregon), Steve Van Slyke (Treasurer-Elect, PNWIS 2009 Conference Chair, Puget Sound), Kathi Futornick (Director, Oregon Chapter Chair), C.V. Mathai (A&WMA President), Jim Pfeiffer (A&WMA Vice President, Alaska), Al Trbovich (Technical Committee Chair, PNWIS 2008 Conference Chair, Alaska), Kim Marcus (Inland NW Acting Chapter Chair, Oregon), Steve Rybolt (Student Programs Chair, Puget Sound), Angela Hansen (ACE 2008 General Conference Chair, Puget Sound), Dave Dornbush (ACE 2008 General Conference Vice Chair, Puget Sound), Jay Willenberg (A&WMA S&C Representative, Puget Sound).

Zach Klotovich (PNWIS 2007 Conference Chair, Idaho) joined via telephone.

Introduction/Agenda Approval:

Dan Mahar welcomed everyone to the meeting and touched on the responsibility and accountability of the PNWIS Board. We reviewed the agenda, and proceeded with Martha Moore/Bob Humphries first/second; all in favor, none opposed, no further discussion.

Approval of Minutes:

The minutes from the PNWIS third Quarterly Board Meeting and the Annual General Meeting conducted on October 16th-17th, 2007 in Boise, ID were accepted by Martha seconded by Bob; all in favor, none opposed, no further discussion.

Treasurer's Report:

Martha reported on the status of the accounts. Martha will finish her term as Treasurer and Steve Van Slyke will start his last two year term as Treasurer this May. The next rotation Treasurer-elect will also start this May. A new individual has been identified to prepare the PNWIS 2007 taxes.

Martha brought to the Board's attention the fact that the winners from the 2007 Environmental Challenge to whom the checks were written to more than \$600, is considered taxable income and a 1099 will need to be filed.

Action Item: Steve Rybolt will look into how to handle the prize money for ECi.

PNWIS is on budget so far, and needs to transfer 2K from the EC fund for the EC 2007 prize money. Martha feels the PNWIS budget is doing okay, but would like to see the Board not pass too many items until after the ACE 2008 and the PNWIS 2008 Conference. The PNWIS Conference 2007 income is approximately 15K to PNWIS.

Proposed budgets need to be submitted to Martha for the May budget discussion.

The current PNWIS accounts include 71K in checking (Wachovia), 3K in Wells Fargo, and 106K in the EC fund.

PNWIS Budget 2007-2008				Activity For Period (5/1/07 - 02/18/08)		
Income				Specific	Category	Variance
Dues			\$ 2,500		\$ 3,014	\$ (514)
Previous Year Annual Meeting			\$18,800		\$ 20,587	\$ (1,787)
Specialty Conferences (Spring, Fall, Other)			\$ 5,000		\$ -	\$ 5,000
Dividend Income			\$ 2,000		\$ 1,791	\$ 209
Total			\$28,300		\$ 25,392	\$ 2,908
Expenses						
K-12 Program/Outreach						
Alaska ERG's	\$1,000			\$ -		
SW Clean Air ERG/Trng	\$ 665			\$ -		
Passion for Action	\$ 400			\$ -		
Admin	\$ 100			\$ -		
Subtotal		\$2,165			\$ -	
Student Papers		\$ 525			\$ 525.00	
Environmental Challenge Prizes		\$2,000			\$4,000.00	
Student Program Committee						
EC Promotion	\$ 250					
EC Brochures	\$ 500			\$ 265		
PNWIS EC Promotion gifts	\$ 600			\$ 590		
Student Chapter Initiative	\$2,000			\$ -		
Administrative	\$ 250			\$ 89		
Subtotal		\$3,600			\$ 944	
Subtotal			\$ 8,290		\$ 5,469	\$ 2,821
Awards Meeting			\$ 1,500		\$ 1,441	\$ 59
Turnover	\$6,000			\$ 2,631		
Other	\$2,000			\$ 2,602		
Subtotal			\$ 8,000		\$ 5,233	\$ 2,767
Computer/Web						
Site	\$ 400			\$ 30		
E-Mail Svc	\$ 400			\$ 240		
Web Credit Card Process Dev	\$1,260			\$ 21		
Subtotal			\$ 2,060		\$ 291	\$ 1,769
Travel						
AWMA IOT	\$1,000			\$ -		
S&C	\$1,000			\$ -		
Chapter Support Work	\$ -			\$ -		
President	\$ -			\$ -		
Subtotal			\$ 2,000		\$ -	\$ 2,000
Taxes/Administration						
D&O Insurance	\$ 175			\$ 175		
Bank Charges	\$ 450			\$ 346		
Tax Return Prep	\$ 600			\$ -		
Group Tax Filing & Inc	\$1,500			\$ 50		
Filing Fees/Misc	\$ 500			\$ 88		
Subtotal			\$ 3,225		\$ 659	\$ 2,566
Misc Discretionary Allocation						
Miscellaneous	\$ 500			\$ -		
PNWIS Past Prez ACE07 Support	\$2,250			\$ -		
IUAPPA Support	\$2,000			\$ 1,857		
President Support ACE 07-08 Coord	\$ 600			\$ 620		
Subtotal			\$ 5,350		\$ 2,477	\$ 2,873
Special Board Actions						
Total Special Actions	\$ -		\$ -			
Original Budget			\$30,425			
Total			\$30,425		\$ 15,570	\$ 14,855

ACE – Local Host Committee Meeting/Report

Angela Hansen and Dave Dornbush reported on the status of the Local Host Committee's progress on the A&WMA's Annual Conference and Exhibition (ACE) which will be held in Portland, Oregon in June 2008.

Many of the PNWIS Board members are also a part of the Local Host Committee for ACE 2008. They are; Jim Pfeiffer (Sponsorship Committee Co-Chair), Kathi Futornick (Sponsorship Committee Co-Chair, Advisory Committee), Laurel Peterson (Young Professional Committee Chair), Steve Rybolt (Student Programs Committee Chair), and Martha Moore (Entertainment Committee Chair).

Individuals who joined for the LHC meeting were; Sandi Spratt (A&WMA Programs Associate), Scott Freeburn (Advisory Committee), Sunun Setboonsamg (Oregon Economic & Community Development Dept.), Peregrine Edison-Lahm (Exhibits Committee Chair), Louise Wallach (A&WMA Meetings Director), Adrienne Carrolla (A&WMA Executive Director), Linda Willenberg (Social Program Committee Chair), Tracy Barton (Exhibits Committee), Kirk Stopenhagen (Technical Committee Vice-Chair), and Don Caniparoli (Tours/Transportation Committee Chair).

William Riley, former EPA administrator, will be the keynote speaker for the conference (Thursday morning). There is a firm contract in place which eliminates concern that the speaker will cancel at the last minute. Currently, there is no sponsor for the keynote speaker. There are still many items that need sponsors. Intel and Toyota have sponsored a speaker for Wednesday morning. Wednesday will be a critical review on climate change.

The preliminary program is getting ready to be produced and mailed around March 1st. The web is going to be completed (registration, housing, etc.) once the information in the preliminary program is finalized, about the end of January. The website will be in a similar format as last year's website for Pittsburgh.

Also, looking at the international draw, there will be panels/publicity/etc. There was discussion if the international individuals should be included in the first timer's reception and/or having a separate social for just international individuals. The intent of the first timer's reception is a general welcome and to build some face recognition with other first timers reception.

Angie wanted to know if the LHC should be doing anything for the first timer's receptions. Louise Wallach thought the local environmental professionals groups have already been contacted, the relationships have been established, and the mailing will be sent prior to the conference. Louise also mentioned specific groups that A&WMA would like to target (if interested, talk with Louise), there is the possibility of offering a discount to industry and local environmental agencies. Also, local agency individuals can become monitors and attend the conference for free. The monitoring program is listed in the preliminary program and on the website.

Kathi Futornick will talk with ODEQ about an organizational membership at the next Oregon Chapter Board Meeting.

Steve Van Slyke mentioned the costs for attending ACE are large. Steve is encouraging individuals to travel just to see the exhibitions. Martha mentioned volunteers would be needed for the silent auction (volunteers can visit the exhibits for free, but not the technical sessions).

Dan mentioned that EPA is having an air toxic conference in Boise, Idaho in August 2008 for free, the general target audience is the community. Most EPA individuals will probably be attending this conference and may not be able to attend ACE.

Please send Louise contacts for ODEQ, LRAPA, EPA, SWCAA, ORCAA, etc...

The golf tournament is being coordinated with Northwest Environmental Business Council (NEBC). The final program will be finalized soon and sent out. Currently, they have not received any sponsors for the tournament.

Martha talked about the silent auction and having art in the silent auction area. It was mentioned that Peter Hess always donates a week at his vacation house. Martha will be sending out an email to the PNWIS members asking for items. Sandi mentioned there is a goal, last year Pittsburgh it was \$3,000 and this year they would like to see it doubled. Section and Chapters are issuing a call for each to donate items for the silent auction. It was also discussed that items that are easy to travel with should also be considered. Rita Wilson, Kim and Natalie are working on green side of things and all may have listed that could be targeting for auction items. Martha will submit names to Sandi to help avoid double efforts.

Kirk Stopenhagen reported on the status of the Technical program. Currently, the Technical Council is scheduling the panels, sessions, etc for the conference. There are approximately 15 local host focused panels and two climate change panels.

Jim Pfeiffer reported on the status of the sponsorship committee. Currently the sponsorship is at 180K and the conference budget is approximately 250K. They are working on PGE and Northwest Natural Gas for sponsorships. Boeing is a possibility as a sponsor and Geomatrix, Chevron, and Waste Management are other possibilities. Louise suggested holding a sponsorship committee call soon to identify and confirm sponsors.

Steve wanted to know if Coke could be a sponsor and bring in their products, but they could be a sponsor. Linda suggested they could sponsor the golf tournament and use their products at the tournament. Dan has a contact with Kimberly-Clark and will contact them regarding a sponsorship. Jim will follow up with the committee and what tasks need to be completed in the next 30 days and will schedule a conference call.

Peregrine Edison-Lahm reported on the status of the exhibitions. If anyone has contacts, please let her know, cold calls are difficult. Peregrine will ask the LHC for contacts of possible exhibitors. Dave suggested checking the sponsorship excel chart (Google Docs) for additional exhibitor/sponsor/golf resources.

For the exhibition, 98 booths sold for total of 106 booths (includes EPA). Peregrine is chasing 8 or 9 warm contacts. Louise mentioned that they may offer 15 or 30-minute massages in the exhibit hall to draw people in. There will be Toyota prototype cars inside the hall as well as the silent auction. A&WMA just sent all of the exhibitors an advertising offer.

Kim discussed the status of the green meeting committee. The Climate Trust of Oregon sent a MOU for review. There will be an opportunity for individuals to offset their carbon emissions from traveling to the conference. The money from the carbon offsets can go directly to a Climate Trust project or into the general fund. Louise said the green committee could decide which project the funds would go to. Only the online registration form will contain the option for offsetting each individual's carbon emissions. Natalie is looking for a sponsor for the bike; the bike will be the prize for the drawing for those who offset their carbon emissions. Natalie is also working on getting free passes for the rail and street cars. Also, Kim has received free passes for the Arial tram (which will be the transportation to and from OHSU for the Student/YP tour).

Steve reported on the status of Student Programs. Education Council has presented some great last minute ideas, however all of the activities are set. The Environmental Challenge International (ECi) committee has drafted the problem. The problem is local with an international focus. The final problem will be posted January 31. The sponsorship for the ECi is currently being funded by URS and PNWIS.

Laurel Peterson reported on the status of Young Professionals The Outstanding Young Professional award will be presented at the Honors & Awards Luncheon. Young professionals will be invited to attend the Council Reception.

Linda reported on the status of the social program. She is looking for items to go into the goodie bags. POVA will provide tourist materials. Linda sent an e-mail to the LHC requesting that people help obtain items for the goodie bags and for prizes. CH2M is sponsoring the bags. Linda reported that she requested but was not able to negotiate a 15 minute delay in the sailing of the River Cruise. Linda gave a summary of the social schedule which includes at least one event each day.

Don reported that the tours program is complete. There are 4 tours established. Three of them can be reached on TriMet and the energy tour requires a bus. Louise will follow up to see if the tour can use the green bus that Navistar is supplying. Rick wanted to know if a tour of Mt. St. Helens would be an option. The social tour is already set and not weather dependent.

Martha and the Entertainment Committee are ready to work on planning the food, décor, and music for this event and will coordinate with Louise.

The Advisory Committee is no longer meeting but some members continue to provide recommendations and/or are involved in the panel session planning.

Terry Nyman has 13 monitors so far. Once the registration process begins, his committee will be expanded. Louise mentioned that we will be looking for around 170 monitors total - some working one session per day and others working more.

Kathi reported that Brian Doyle will take on the role of Welcome Booth chair. PSU is offering volunteers to help man the booth, etc.

The next few meetings over the next few months need to be faced to faced, either in Portland or Seattle (11:00-1:00).

February 22nd, 2008 – Portland (URS Corp.)

March 25th, 2008 – Seattle (SEA-TAC)

April 21st, 2008 – Portland (URS Corp.)

Monthly conference calls will be March 11, April 8, May 13, and June 10 at Noon PST.

PNWIS 2007 Conference Report:

Zach Klotovich reported on the PNWIS 2007 Conference (attached).

PNWIS 2008 Conference Update:

Al Trbovich reported on the status of the PNWIS 2008 Conference. Conference theme is Environmental Success in the Pacific Northwest. JR Wilcox (BPXA) is working on the basic website, which is up and running. Al Bohn will post a call for papers once the website is complete. The conference will be held September 24-26, 2008 at the Sheraton in downtown Anchorage, Alaska. The professional develop course will be offered on September 23rd, and will be on IC engines. Nancy Sander (Hoeffler Consulting Group) is the registration chair and Al will put her in touch with Warren McCormick. C.V. has been invited to the conference and has already accepted. Possible tours are the Air Force Base and the dump, but there is not a lot of industry in Anchorage. The location for the gala banquet has not been decided on and may be at the Sheraton. Al will plan on having PNWIS 2008 Conference material at the Info/Welcome Booth at ACE 2008.

PNWIS 2009 Conference Status:

Steve Van Slyke reported on the status of the PNWIS 2009 Conference. The conference is scheduled for November 3-6, 2009 and will be north of Centralia, south of Bellingham, and west of the Cascades. The location has not been determined, but they are looking at various locations. Steve also mentioned the PayPal system and the cost (River End = \$1,800) for each conference. He would like to have a registration system in place that would work for all future conferences, without the having to pay for each individual conference.

Spring Specialty Conference:

Al reported on two PNWIS Specialty Conferences are planned for the spring of 2008. The Puget Sound Chapter is organizing a Stack Testing conference on May 6th, 2008 at the Embassy Suites. Greg Lipnickey, TRC, is working on the conference and is still looking for speakers. The Puget Sound Chapter will manage the conference logistics.

The Alaska Chapter is organizing a 2-day storm water control conference, March 20th and 21st, 2008. Day One will be a construction industry site management. Day Two will be practical applications, engineering and precaution design practices. Although the conference is a PNWIS conference, the majority of the attendees will be local.

Two other PNWIS specialty conferences were mentioned. Steve R. mentioned the Puget Sound is considering holding an Environmental Manager's Bootcamp in the fall of 2008. Al also mentioned a NSR conference will probably be in Anchorage in spring of 2009.

Officer Elections/Leadership Training (Pittsburgh, PA)

Dan reported (for Denise Newbould) on the slate of officers. Hank Nelson (Avista) from the Inland Northwest Chapter has accepted a nomination as a Director (2008-2010).

Action Item: Denise will prepare a ballot for distribution to the PNWIS membership.

Action Item: Claude will send out the ballot to PNWIS.

There was discussion on who should attend Leadership Training at A&WMA headquarters this April. Kathi as President-Elect would typically attend, but she attended the training in 2006. It was suggested that either Steve Rybolt or Tony Ward attend. As a chair of a standing division on A&WMA's Education Council, Steve will attend Leadership Training at the expense of the Education Council and PNWIS will send Tony Ward.

Revisions to the PNWIS Bylaws:

Action Item: Steve will draft a revision to the PNWIS bylaws to align with the student voting rights of the A&WMA bylaws.

The revision of the bylaws will be voted on by the Board via email and (assuming the Board votes in favor) presented to the PNWIS membership to vote on the revision as part of the 2008 ballot.

Committee & Chapter Reports:

Alaska – N.A.

B.C./Yukon – Attached

Huxley (WWU) – N.A.

Idaho – No activities to report.

Montana – N.A.

Montana Tech – N.A.
Oregon – Attached
Puget Sound – Attached
Vancouver Island – N.A.
University of Montana – Attached
U of Washington – N.A.
Awards – Attached
Ed/Outreach – N.A.
Membership – N.A.
Newsletter – N.A.
Student Programs – Attached
Webmaster – N.A.

Turnover Meeting:

The turnover meeting will be at the Chrysalis Inn on May 9th & 10th, 2008 in Bellingham, WA.

Round Table

Oregon – monthly technical lunches and specialty conferences have not been great successes in the past. They also looked at a conference with McCoy and they wanted a guarantee of 26K. Suggestions included picking the correct topic for the audience, knowing your audience and the number of individuals you could expect to register. Another idea is to talking with WestStar and the local agency. Have the local agency pick a topic. WestStar will pay for a certain amount of the local agency and you can also have a larger registration fee for non-agency individuals.

Steve will be visiting WWU in Pullman, WA. While there is not a lot of interest in Inland Northwest, there is a lot of interest from the University. University of Montana is officially recognized by A&WMA. BCIT is working on getting officially recognized by A&WMA.

Bob discuss the next Chapter specialty conference for BC/Yukon. The conference will be a climate change symposium. The chapter has also working on strategic planning for the chapter as well as working with BCIT. It was also mentioned that the cost of the lunches have increased to \$25 per lunch (students \$15) with the actual cost of the lunches a little more than \$15. Currently, they have a full and active Board, which has proven to be beneficial.

Newsletter – Dan suggested the newsletter be changed to a once a year, written by the past-President.

Other Business:

Laurel mentioned she would like to see A&WMA updates as a standing agenda item for each Board meeting and wanted to know everyone's thoughts. It was discussed that this was practiced a few years ago and should be continued.

Agenda Item: A&WMA Updates.

Jay Willenberg discussed PNWIS and the things we do well; productivity, getting things done, the relationship between the Section & the Chapters. He also touched on other things that we do not do as well, such as hosting an international A&WMA specialty conference. He also mentioned a PNWIS member has been on the A&WMA Board of Directors every year since the 1960s. Currently, Jim Pfeiffer and Laurie Bates-Frymel are on the A&WMA Board of Directors.

Jim report that A&WMA was in better shape money wise and in a good spot if A&WMA wants to be an 8,000 person organization. He also mentioned that people are not joining organizations like they once did; A&WMA excels in membership value and by offering a neutral forum.

There is a push towards encouraging YPs to join and become involved with A&WMA. As for encouraging students, A&WMA and the Higher Education Council have been primary focused on PhD students, with no focus on undergraduate students. For a long time A&WMA has treated students separately and not has pushed to include students. There are challenges ahead with scholarship money where, once again, the focus is on PhD students, verses master and undergraduate students.

The Board was reminded that Blue Sky Strategic Planning is unique to PNWIS; perhaps the A&WMA Councils should consider strategic planning of their own.

There was general discussion on needing more young professionals at the PNWIS and Chapter level. Al, as Technical Committee Chair, Steve, as Student Programs Chair, and others will both be looking for replacements in the years to come. Bob mentioned they are encouraging new hirers to become involved at the Chapter Board level.

Laurel brought to the Board's attention a letter from a university student who attended the PNWIS Conference in Boise in October 2007. The student was displeased by one individual's remarks about environmental engineers, overheard at the banquet gala.

Action Item: Laurel will forward the letter from the student to Al and Dan.

Action Item: Al will draft a response to the letter.

Dan mentioned a new position that is being created for Denise. Denise will audit, manage the investment portfolio, and be a part of pre-budget discussion (consideration, funding, spending, reserves, etc.). She will be appointed to this new position at the May turnover meeting.

Action Item: Denise will prepare a description of the position.

Warren McCormick was interested in working on registration on the Board level. Perhaps this will be a Chapter Services Committee and include registration, membership lists, etc.

Action Item: Steve and Martha will look at the budget to see if there is \$800 to pay for hotel expense for Dave Dornbush for ACE 2008.

The meeting adjourned at 16:15 PST.

Attachments:

- Action Items
- Agenda Items
- Event Calendar
- Awards Committee Report
- Chapter Report Compilation
- PNWIS 2007 Conference Report

Action Items

What	Who	Due	Complete
Action Item: Steve will look into how to handle the prize money for ECi.	Steve Rybolt	May 2008 Meeting	
Action Item: Denise will prepare a ballot for distribution to the PNWIS membership.	Denise Newbould	February 15, 2008	
Action Item: Claude will send out the ballot to PNWIS.	Claude Williams	February 15, 2008	
Action Item: Laurel will forward the student letter to AI and Dan.	Laurel Peterson	February 1, 2008	Done
Action Item: AI will draft a response to the letter.	AI Trbovich	February 15, 2008	Done
Action Item: Steve and Martha will look at the budget to see if there is \$800 to pay for hotel expense for Dave at ACE 2008.	Steve Van Slyke Martha Moore	May 2008 Meeting	
Action Item: Denise will prepare a description of her new Board position.	Denise Newbould	May 2008 Meeting	
Action Item: Steve will draft a change in the bylaws to include student membership voting rights.	Steve Rybolt	January 2008 Meeting	
Action Item: Zach will assist in finding someone from the Idaho Chapter to help with ACE 2008 publicity.	Zach Klotovich	October 2007 Meeting	
Action Item: AI will assist in finding someone from the Alaska Chapter to help with ACE 2008 publicity.	AI Trbovich	October 2007 Meeting	
Action Item: Dan will post the job tree on the PNWIS website	Dan Mahar	October 2007 Meeting	Done
Action Item: Dave will send an email regarding the job tree to the Chapter Chairs and PNWIS Board.	Dave Dornbush	October 2007 Meeting	Done
Action Item: Dave will contact Bev Williams regarding hard copies of the Environmental Resource Guides (ERGs) & what should be done with them, since he currently has the ERGs on CD.	Dave Dornbush	February 2008 Meeting	Done
Action Item: Steve will send out an email to the Chapter Chairs regarding sponsoring ECi for 10 to 15K. Need to know by the October 2007 meeting.	Steve Rybolt	October 2007 Meeting	Done
Action Item: Laurel will email Zach (and copy Steve) the outline of the student programs for inclusion in the preliminary program.	Laurel Peterson	August 13, 07	Done
Action Item: Dan will contact Jay regarding who from PNWIS is eligible for Fellowship.	Dan Mahar	August 13, 07	Done
Action Item: Laurel will check into the By Laws, Articles of Incorporation and schedule of Board Meeting from 2003 (the last time the conference was held in Alaska).	Laurel Peterson	October 2007 Meeting	Done
Action Item: Dan will contact Bob regarding membership committee.	Dane Mahar	October 2007 Meeting	

Action Items, Continued

Action Item: Steve will write an article regarding the student/YP focus at the PNWIS 2007 Conference.	Steve Rybolt	August 31, 07	
Action Item: Warren will talk with Chris regarding the fall newsletter. Steve offered to help get newsletter articles.	Warren McCormick	August 31, 07	
Action Item: Steve will talk with Claude regarding the website and if Claude can recruit someone who can help re-design the website.	Steve Van Slyke	October 2007 Meeting	
Action Item: Al will talk with J.R. Wilcox, from the Alaska Chapter, who may be interested in helping with the website.	Al Trbovich	October 2007 Meeting	Done
Action Item: Steve will help with finding a person for Claude to help with the website as well.	Steve Rybolt	October 2007 Meeting	
Action Item: Denise will write a newsletter article asking for nominations for the PNWIS Fall 2007 Newsletter.	Denise Newbould	August 31, 07	Done
Action Item: Please send Denise (copy Laurel) nominations for the 2008 elections prior to the October Board Meeting.	All Board Members	October 2007 Meeting	
Action Item: Kathi will work on the sustainability session for the PNWIS 2007 Conference and will get Zach the information by the end of August.	Kathi Futornick	August 31, 07	Done
Action Item: Each present Board Member will ask two (2) young professionals to help/join A&WMA at the Chapter or Section level.	All	May 2008 Meeting	
Action Item: Zach will ask Claude to send out an email requesting Session Chairs for the PNWIS 2007 Conference.	Zach Klotovich Claude Williams	June 30, 2007	Done
Action Item: Kim will send Zach an email regarding a session on agriculture, nitrates, BOD and with contact information.	Kim Marcus	June 30, 2007	
Action Item: Bob will contact a colleague regarding being a Session Chair on modeling smoke from forest fires.	Bob Humphries	June 30, 2007	
Action Item: Denise will email Clifford Glantz with PNLL regarding being a Session Chair.	Denise Newbould	June 30, 2007	
Action Item: Zach will email Laurel Session Chair information for distribution to the PNWIS Board.	Zach Klotovich	June 15, 2007	Done
Action Item: Jim and Kim will contact Hugh at Northwest Public Power Association regarding being a sponsor for the conference.	Jim Pfeiffer Kim March	June 30, 2007	
Action Item: Jim will contact Kevin with Tyson regarding being a sponsor.	Jim Pfeiffer	June 30, 2007	
Action Item: Dan will call Dave regarding getting the final version of the PNWIS Conference Planning Guide and post the Guide to the web.	Dan Mahar	October 2007 Meeting	Done
Action Item: Denise and Al will review the ACE 2008 potential sponsorship list with Jim and identify any conflicts with the PNWIS 2008 Conference.	Denise Newbould Al Trbovich Jim Pfeiffer	October 2007 Meeting	
Action Item: Dan will contact Dave regarding the job tree list and will have the job tree posted to the web.	Dan Mahar	June 30, 2007	Done

Action Items, Continued

Action Item: Jim will look into A&WMA's finances and find out what percentage of the revenue goes to their core purpose.	Jim Pfeiffer	October 2007 Meeting	
Action Item: Dan will see if someone from the Puget Sound Chapter is interesting in Co-Chairing the Technical Committee with AI.	Dan Mahar	October 2007 Meeting	
Action Item: Dan will work with Steve for getting Chapter liaisons on the Student Program Committee.	Dan Mahar Steve Rybolt	October 2007 Meeting	
Action Item: Laurel & Martha will facilitate a teleconference with the Education & Outreach Committee members and others to see if there is interest in re-evaluating the committee.	Laurel Peterson Martha Moore	May 2008 Meeting	
Action Item: Dan will work on Pod Cast/new age event.	Dan Mahar	October 2007 Meeting	
Action Item: Kim will give Martha contact information for a tax accountant who specializes in non-profit organizations.	Kim Marcus	October 2007 Meeting	
Action Item: Kim will assist Steve in putting together a thank you letter to all of the EC sponsors.	Kim Marcus Steve Rybolt	October 2007 Meeting	
Action Item: Jim will send the Ina Link survey to Bob and Dan.	Jim Pfeiffer	October 2007 Meeting	
Action Item: Denise will follow up with the status of reactivating Inland Northwest Chapter.	Denise Newbould	August 2007 Meeting	
Action Item: Denise will make a template for reactivating inactive chapters.	Denise Newbould	October 2007 Meeting	
Action Item: Laurel will follow up with Zach regarding the next Board Meeting, confirming the date and venue.	Laurel Peterson	June 1 st , 2007	Done
Action Item: Laurel will look at flights going into and out of Boise, ID from SEA and PDX and will base the meeting start and end time on the flights, and send the board this information.	Laurel Peterson	June 1 st , 2007	Done
Action Item: Steve will discuss holding the PNWIS Conference 2009 in Olympia, WA with the Puget Sound Chapter.	Steve Van Slyke	August 2007 Meeting	Done
The following Action Items are carry over from past years:			
<i>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.</i>	Dan Mahar	February 2008 Meeting	
<i>Action Item: Laurel will make a list of PNWIS Board Members who have & have not attended Leadership Training.</i>	Laurel Peterson	October 2007 Meeting	
<i>Action Item: The Finance Committee – Scott, Steve, Terry, Kim, and Martha – will meet on an annual basis.</i>	Finance Committee	Annually- May Meeting	
<i>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.</i>	Finance Committee	May 2007 Meeting	
<i>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.</i>	Bev Williams	September 2007 Meeting	
<i>Action Item: Dan will give AI details on BP sponsoring a Spring Specialty conference on new source review and reform.</i>	Dan Mahar	9/19/07	
<i>Add all PNWIS conferences to A&WMA web listing</i>	Jay Willenberg	Ongoing	

Agenda Items

What	Original Meeting	Due	Complete
Agenda Item: A&WMA Updates	January 2008 Meeting	Each Meeting	
Agenda Item: Revision of the By-Laws	October 2007 Meeting	January 2008 Meeting	
Agenda Item: ECi Sponsorship PNWIS Contribution – October 2007 Board Meeting	August 2007 Meeting	October 2007 Meeting	Completed
Agenda Item: A&WMA Nominations will be an annual agenda item.	August 2007 Meeting	Annual Aug/Sept Meeting	On Going
Agenda Item: 2008 Board Meeting Schedule – October 2007 Board Meeting.	August 2007 Meeting	October 2007 Meeting	Completed
Agenda Item: Chapter and Committee Reports, examining the new template October 2007 meeting.	August 2007 Meeting	October 2007 Meeting	Completed
Agenda Item: Nominations - October 2007 Annual General Business Meeting (Denise Newbould)	August 2007 Meeting	October 2007 Meeting	Completed
Agenda Item: Investment policy guidelines on cash reserves at the May 2007 Changeover meeting.	November 2006 May 2007	August 2007 Meeting	Annual
The following Agenda Items are carry over from past years:			

Events Calendar 2008

January

PNWIS Board Meeting, Portland, Oregon

January 18

February

Vote for PNWIS Board positions

February 1

March

Chapter reports due to Section/Headquarters

March 17

April

Spring Newsletter

April 1

Section reports due to Headquarters

April 7

May

PNWIS/A&WMA Board Changeover Meeting

May 9 & 10

June

A&WMA 101st Annual Conference & Exhibition, Portland, OR

June 24-27

September

Fall PNWIS Newsletter

September 1

PNWIS/A&WMA Board Meeting (Anchorage, Alaska)

September 23

2008 PNWIS Conference, Anchorage, Alaska

September 24-26

Awards Report

We have no action items to bring before the Board, and we are continuing with our tasks on time and as expected. The awards program is within budget.

We were pleased with the Boise awards program (the whole luncheon was done within 1 hour!) and the Boise committee's active contributions to give us local nominations. This is a good time to give us comments and feedback on anything you'd like to see done differently for the Anchorage awards program and Friday luncheon.

This year we piloted and issued the first Young Professional's Award. Laurel was quite deserving, so that was great fun!

Thank you to Angela for continuing to serve on our committee and for the beautifully prepared certificates! Roylene is updating the awards history for the website. She can also make a copy available for the winter newsletter if there is one.

We are prepared to have an early call for nominations for the upcoming September 2008 conference (as we just did for the October 2007 one). Everything is going smoothly with no issues at this time.

Thank you and respectfully submitted,
Melissa McAfee, Awards Chair

British Columbia & Yukon Chapter Report

Submitted by Dan Hrebenyk

Chapter Details

- As of October 2007, membership has increased to 113 members¹ of the A&WMA (from 98 members in September 2006). The following pie charts provide some additional information on our membership. For instance, individual members make up the largest component (72%) followed by student (15%) and organizational (11%). Almost a third of our members are affiliated with government, another third with consulting or testing companies and the remainder are associated with education, industry, law and municipalities.
- The 2006/2007 Board is as follows:

Chair	Dan Hrebenyk	SENES Consulting
Chair-Elect	Cindy Walsh	BC Ministry of Environment
Past-Chair	Ken Reid	MetroVancouver
Treasurer	Gordon Esplin	Genesis
Secretary	Kathy Preston	RWDI AIR Inc.
Director	Laurie Bates-Frymel	MetroVancouver
Director	Soren Jensen	Rescan
Director	Alex Schutte	Levelton
Director	Bob Humphries	Levelton
Director	Eric Mazzi	University of B.C.
Director	Stephanie Meyn	Environment Canada
Director	Olga Petrov	BC Institute of Technology

Monthly Luncheon Seminars

- Monthly luncheon seminars are the primary manner in which our members are engaged locally.
- Seminars are held consistently at the same venue and are well-attended. Approximately 50% attending are non-members.
- Financially they are just under "break-even" partly due to subsidized meals for students.
- There were no seminars held during the period June to August 2007.

Other Activities

- Arguably our biggest accomplishment in 2007 was the establishment of a student chapter at the British Columbia Institute of Technology (BCIT). The chapter has 21 members. We hope to entice them to participate in the Environmental Challenge in Portland.
- The Chapter spent time developing vision and mission statements as well as drafting a five-year strategic plan for 2008 to 2012.
 - Our vision statement is: *Our Chapter will provide value to our members and the public by assisting current and future environmental professionals to make the best air quality, climate change, and waste management decisions.*
 - Our mission statement is: *Our Chapter provides its members and the public with environmental leadership, professional development opportunities, and forums for information sharing.*

¹ Note that this number does not include the 21 new student members in our BCIT chapter.

- The strategic plan is still a work in progress and will be reviewed by our new board in spring 2008.
- On-going improvements to Chapter website and links.
- Analysis of membership statistics.
- Developed technical program, planned and held a conference with A&WMA Pittsburgh – “Environmental Nuisances: Noise, Light, Odour and Fugitive Dust”, May 7-9, 2007 in Richmond, BC.
 - Covering a range of issues, the conference attracted many non-members.
 - Overall well-attended and successful.
 - The Chapter sponsored the attendance of several students, who presented posters.
- Planning for IUPPA (International Union of Air Pollution Prevention and Environmental Protection Associations) World Clean Air Congress in Vancouver, BC in 2010 continued. Laurie Bates-Frymel and Ken Stubbs, co-chairs for the conference, attended IUPPA 2007 in sunny Australia. The Chapter sponsored the attendance of Ken Stubbs.
- Laurie Bates-Frymel and Stephanie Meyn have been helping with ACE 2008.
- Currently organizing a joint AWMA/CWRA Symposium on Climate Change to be held in April 2008. Dan Hrebenyk is leading the charge. This has included a mini member-survey using Survey Monkey, which was very successful.

Oregon Chapter

Submitted by Kathi Futornick

Members of the Oregon Chapter have been focused on ACE 2008, to be held in Portland June 2008, therefore, membership drives and specialty conferences have been placed as a lower priority due to time limitations. Several members such as Scott Freeburn/Kathi Futornick serve as Oregon Liaison reps and managed the ACE 2008 Advisory Committee. Kim Marcus, Vice-Chair of the Oregon Chapter has developed a sustainable approach to the conference to make it not only green but to encourage participation of several non-profits. Other committee chairs include; Laurel Peterson – Young Professionals, Martha Moore – Food & Entertainment, and Merlyn Hough – Fun Run.

Board Meetings: Nevertheless, the Oregon Chapter did hold several Board meetings to solicit support for ACE, to identify speakers for the monthly technical lunch program, and to work on a possible specialty conference. The Board will meet on January 30th to address the 2008 program, elections, as well as depleted finances. Board members include the following:

Kathi Futornick, Chair	Kim Marcus, Vice-Chair
Tom Wood, Secretary	Frank Jones, Treasurer
Laurel Peterson, Director	Greg Lande, Director
Debbie Silva, Director	Bruce Snyder, Director
Carlo Pearson, Director	Merlyn Hough, Director
Martha Moore, Director	Christy Schmitt, Membership Chair
Martha Moore, Communication Chair	Phil Allen, Past-chair

Monthly Technical Lunches: Monthly technical lunches are our main get-togethers with members. Typically we have from 10- 15 in attendance. The lunches are at best, a break-even in terms of finances. In December, a holiday get-together was held at the Rock Bottom Brewery and on January 15th, as in the past 2 years, a joint meeting with the Northwest Environmental Business Council (NEBC) will be held at the Greek Cuisina on the State-of-the-State.

Website Update: Carlo volunteered to be the Oregon webmaster, and not been able to update the website. The website issues the chapter is having aren't just isolated to the Oregon Chapter, but for all of PNWIS.

Student Chapter: Kathi Futornick has met with professors at Portland State University and University of Puget Sound, as well as spoke with Oregon State University about participation in the EC at ACE 2008 as well as forming a student chapter. PSU and UPS seemed favorable and further discussions are planned.

Puget Sound Chapter

Submitted by Chris Drechsel

Past Activities (past three months): During the 4th quarter 2007, the chapter held meetings in October and November. Since PS chapter members are providing support for the PNWIS Spring 2008 Specialty Conference, certain details for this conference were worked out (conference location, budget, etc.). A nomination committee was formed and candidates for most of next years' vacant officer/board positions have been identified.

Future Activities: In addition to helping with the PNWIS Spring 2008 Specialty Conference, the chapter is planning to host other events in 2008 including the following:
An Environmental Managers Boot camp: this may be put on before the PNWIS conference of '08 (Alaska).

Possible brownbag events: "Climate Change Solutions" (green roofs, etc) - looking @ Feb/March/April

"Alternative Transportation Sustainable Brewery Day"... chapter would buy 1st drink if you get there by any other means than personal transport. Looking @ April/May/June @ Red Hook Brewery

University of Montana – A&WMA Student Chapter

Submitted by Tony Ward

This will be our third year participating in A&WMA activities at the University of Montana. So far, this is our strongest year yet. We had informal student meetings this past summer that were regularly attended by about 10 students at each meeting. We also held elections to elect the governing body for the student chapter. In the fall semester 2007, we had two guest speakers come and talk. The first speaker talked about forest fires in the Northwest with about 100 people in attendance. The second speaker came and talked about updates to the Milltown Dam project happening in Bonner, MT. For the spring 2008 semester, we have plans to invite more speakers and participate in some community activities such as the Clark Fork River Clean-Up and Earth Week.

This past October 2007, some of the student members from the University of Montana chapter attended the PNWIS conference in Boise, Idaho. Four students gave presentations on their research, with one student (Megan Bergauff) winning an award for her presentation. The four of them also participated in the Environmental Challenge. We hope to travel to the AWMA conference this summer in Portland and have students participate and present their research.

PNWIS 2007 ANNUAL CONFERENCE REPORT

Submitted by Zach Klotovich, General Conference Chair

PNWIS 2007 was the 47th annual PNWIS conference.

This report presents

- Organizing committee
- Participation statistics
- Financial summary
- Successes and challenges
- Recommendations to the Board

PNWIS 2007 Organizing Committee

Position	Person	Affiliation
General Conference Chair	Zach Klotovich	Idaho DEQ
Technical Chair	Cheryl Robinson	Idaho DEQ
Treasurer	Troy Riecke	Millenium Science and Engineering
Reservations	Warren McCormick	BC Ministry of Environment
Exhibits	Kris Hansen	AmTest Air Quality
Publications	Doug Hardesty	EPA
Web	Dennis Meier	Idaho DEQ
Gala Banquet	Jen Cole	Idaho DEQ
Protocol	Steve Cory	Washington Group Int.
Environmental Challenge	Steve Rybolt	Port of Seattle
Professional Development	Steve VanSlyke	Puget Sound Clean Air
Awards	Melissa McAfee	Puget Sound Clean Air
	Roylene Cunningham	EPA Region 10
Sponsorship	Eric Hansen	Geomatrix Consultants
	Rick McCormick	CH2MHill
Fun Run	Troy Riecke	Millenium Science and Engineering

PARTICIPATION STATISTICS

General

		<u>% by Origin</u>	<u>2007</u>	<u>2006</u>
Delegates	181	Washington	38%	31%
Exhibitors (included in delegates)	19	Canada	3%	43%
Students (included in delegates)	39	Montana	12%	4%
Sugar Plant Tour	12	Idaho	31%	1%
		Oregon	11%	8%
		Alaska	3%	3%
		Outside PNWIS	14%	10%

Daily Attendance

Wednesday	153			
Thursday	174			
Friday	151			

FINANCIAL SUMMARY – Subject to final review – All funds in U.S. Dollars

Revenue	
Sponsorships	\$ 7,550.00
Delegate & Exhibitor Fees	\$ 49,015.39
Laptop raffle	\$ 520.00
TOTAL REVENUES	\$ 57,085.39
Expenses	
DoubleTree (food, beverage, rental, hotel rooms, exhibition, audio/visual)	\$ 24,013.54
Transportation (bus)	\$ 397.80
Gala Banquet	\$ 8,821.93
Laptop for raffle	\$ 982.53
Recognition, gifts	\$ 350.00
Registration System Dev. (River End)	\$ 1,836.00
Signs, banners, badges	\$ 1,090.15
USB memory (promotional)	\$ 1,400.00
TOTAL EXPENSES	\$ 38,891.95
NET INCOME	\$ 18,193.44
First \$12,000 USD to PNWIS	\$ 12,000.00
Net after PNWIS Portion	\$ 6,193.44
Share to PNWIS	\$ 3,096.72
Share to Idaho Chapter	\$ 3,096.72
Total Proceeds to PNWIS	\$ 15,096.72
Total Proceeds to Idaho Chapter	\$ 3,096.72

Successes

- DoubleTree Hotel provided a smooth operation
- Exhibits incorporated into the registration and high traffic areas
- Online registration system saved significant time and stress
- PayPal worked well
- Using donated laptops and projectors (saved ~\$5,000)
- Website
- Terrific volunteer support
- Environmental Challenge

Challenges

- Identifying a topic and presenters for the professional development seminar
- Attracting sponsors
- Keeping track on online registration comments (food allergies)
- Keeping track of sponsors that paid through online registration (returned \$250 to City of Boise because they were not listed as a sponsor in the program).
- Obtaining registration payment from some institutions that resist paying with credit card
- Laptop raffle – it was fun, but not a big moneymaker

RECOMMENDATIONS THAT THE BOARD...

- Continue to use the online registration and payment systems