



ASSOCIATION OF ENVIRONMENTAL & ENGINEERING GEOLOGISTS

P.O. Box 460518
Denver, Colorado 80246
Phone: 303-757-2926 FAX: 720-230-4846



STRATEGIC PLANNING COMMITTEE – CALL SUMMARY: October 27, 2015

	NAME	COMMITTEE/CAPACITY		NAME	COMMITTEE/CAPACITY
x	Cynthia Palomares	Strategic Planning Co-Chair		Niall Henshaw	Finance Co-Chair
	Nate Saraceno	Strategic Planning Co-Chair	X	Sarah Kalika	Governance Co-chair
X	Yolanda Natividad	AEG Assoc. Manager		Vacant	Governance Co-Chair
	Ken Fergason	AEG Past President		Vacant	K-12 Co-Chair
X	Paul Santi	AEG President		Vacant	K-12 Co-Chair
	Dale Andrews	AEG Vice President		Ken Neal	Licensure Co-Chair
	Kathy Troost	AEG Treasurer		Charles Nestle	Licensure Co-Chair
	Kevin Richards	AEG Secretary		Duane Kreuger	Needs Assessment
	Patty Bryan	AEG Foundation President	X	Cynthia Palomares	Section/Chapter Support Co-Chair
	Vacant	Advocacy Co-Chair		Vacant	Section/Chapter Support Co-chair
	Phyllis Steckel	Advocacy Chair		Velita Cardenas	Student & Young Professional Support Co-Chair
	Vacant	M&M (Advocacy) Chair		Vacant	Student & Young Professional Support Co-Chair
x	Matt Brunengo	Communications Co-Chair			Guest
	Kami Deputy	Communications Co-Chair			Guest
x	Greg Hempen	Finance Co-Chair			Guest

1. HQ's Staff

Yolanda Natividad is stepping in as the new Association Manager. Marijane Jones plans to retire in May 2016. Dawn Kennedy will be transitioning in as a new Offinger/AEG Team Member.

2. New SPC Initiatives

Based on the results of a SPC survey that was conducted in early 2016, it appears that committee co-chairs would like to have more input, directive and support from both the SPC and the EC. Based on the survey and also discussions between Nate, Cynthia and Dale, the following SPC initiatives have been created and were discussed with committee co-chairs:

1. Committee goals to be prioritized and centralized to prevent overlap. The EC and SPC, with help from headquarters, will take the information provided in the survey and any other identified needs and position them in order of importance.

Nate will generate an excel spreadsheet with the list of initiatives and tasks that came out of the SPC survey. The spreadsheet will include a column of who task is assigned to (person and/or committee) and target completion date. The table will be discussed at the EC/SPC workshop scheduled for July 30th. DUE DATE: June 1, 2016

2. Review the current strategic plan and obtain feedback.
(EC/SPC/HQ): Quarterly meetings to define, review, and update AEG's strategic plan and alignment of volunteer activities.

SPC and EC will hold a workshop on July 30th to review the current strategic plan and also identify any unfinished initiatives from the Needs assessment.

3. Maintain a list of active and potential volunteers to draw from (to match volunteers to opportunities).

Nate will create a google form (or other type of form) to populate current volunteer and potential volunteer information.

4. Capture recent volunteer accomplishments for recognition and have them published twice per year in the AEG NEWS.
5. SPC and HQ's – Webpage to compile committee goals/strategic plan for prioritization.
Revamp current Operational Committees webpage and host a "Volunteer Activities and Opportunities" webpage. (out come of our needs assessment/strategic plan workshop we are having this summer).

Cynthia will begin discussions with HQ's on revamping the Operational Committees webpage. The goals are to make the webpage more user friendly, add a webpage to highlight volunteer accomplishments, add a link to the strategic plan (may be revised at EC/SPC workshop in July), and post the table of initiatives, committee goals, and meeting minutes

6. Maintain all committee's current meeting minutes (most recent?) on the Operational Committee's webpage.
AI (HQ): HQ will make sure latest meeting minutes are posted online upon receiving from committees. Request they be sent to webeditor@aegweb.org.
7. **SPC and Committees:** Review and provide updates to the Operational Committee webpage and submit them to HQ by June 1. HQ will have all website revisions completed no later than Sept. 1st.

8. SPC - Advertise meet-ups for volunteers/committees (once in person at the Annual Meeting and once via webinar.)

Cynthia will organize a volunteer event at AM 2016 in 2016. The event will be scheduled for Wednesday, September 21st from 1-2:30 PM. The format will be 30 minutes of committee/volunteer achievements, 20-30 minutes of volunteer recognitions (i.e. AEG Volunteer of the Year) and then the remainder of the time for socializing and volunteer recruitment. Beverages and snacks will be served.

The SPC plans to implement an AEG “Volunteer of the Year” Award. There was some discussion that one award probably isn’t enough. Folks may feel offended if they did a lot of work, and didn’t get any recognition. There may be several volunteers that should be recognized. Matt mentioned that several certificates could be handed out and maybe it wouldn’t be called an award, but just “Outstanding Volunteer of the Year”, “Special Recognition”, etc. Greg suggested that each volunteer of the year should get a gift, i.e. gift card, etc. Paul suggested one person could receive outstanding volunteer of the year and several others could get a more humorous recognition. Cynthia and Nate and co-chairs will have more discussion on this topic.

9. Committees –The SPC requests that committees draft a succession plan for their committee that outlines when the co-chair plans to step down, who is targeted to move into co-chair position, how mentoring of new co-chair will be accomplished and how co-chairs plan to recruit new volunteers. Deadline: June 1, 2016.

3. Committee Reports

- There were no committee reports given.

4. Committee Communication Assignments:

- AEG *Insider* article
Finance Committee – May 31, 2016
- AEG *NEWS* article (~600 or ~1200 words) (pictures at least 300 dpi)
Governance Committee – April 30, 2016
Strategic Planning Committee – April 30, 2016

There was some discussion that “committee profiles” could be generated for the next committee communications deadlines. The profiles would provide a summary of the committee goals and list of active members. Sarah and Cynthia will provide summaries for the GC and SPC by April 30, 2016 to Anna

- ALL - Social Media posts (send to Yolanda and Nate)

Next call: Tuesday May 24th at 1 Eastern-10 Pacific**Upcoming Committee Calls:**

Advocacy/M&M (Phyllis)		12 pm EST – 9 PAC
Collaboration Call (Steve and Cynthia)		3 EST- noon PAC
Communications (Matt)	5/6/2016 (Monthly-take July and Sept off)	2:30 pm EST – 11:30 PAC
Finance (Niall and Greg)	Quarterly	TBD
GC (Sarah)	6/14/2016	5 pm EST – 2 PAC
MAC (Sarah)	5/19/2016	5 pm EST – 2 PAC
K-12 (Need co-chairs!)	TBD	
Licensure (Ken and Charles)		1 pm EST-10 PAC
SCSC (Steve and Cynthia)	5/11/2016	12:30 pm EST – 9:30 PAC
SPC (Cynthia and Nate)	5/24/2016	1 pm EST – 10 PAC
SYSPC (Nate & Velita)	?	1 pm EST – 10 PAC
Kona Meeting	5/12/2016	7 pm EST – 4 PM PAC
IAEG 2018 Meeting (San Francisco)	(Quarterly) 7/20/2016	3 pm EST – noon AM PAC

Committee Reporting Deadlines

COMMITTEES	AEG NEWS Deadline	AEG Insider Deadline
STRATEGIC PLANNING	October 31, 2016	December 31, 2016
SYSPC	October 31, 2016	February 28, 2016
COMMUNICATIONS	January 31, 2016	April 15, 2016
FINANCE	January 31, 2016	May 31, 2016
GOVERNANCE	April 30, 2016	June 30, 2016
K-12	April 30, 2016	July 31, 2016
LICENSURE	April 30, 2016	August 31, 2016
SECTION/CHAPTER SUPPORT	July 31, 2016	October 31, 2016
ADVOCACY	July 31, 2016	November 15, 2016

Reports can be brief, but use them as a chance to get the word out to membership and the profession about recent accomplishments, current tasks, and what you need help with (think volunteers). Submit *Insider* articles to enews@aegweb.org. Submit *NEWS* articles and direct any questions regarding style guidelines, content or length to AEG *NEWS* Editor Anna Saindon rmsain@gmail.com. Please cc: the SPC on all communications.

REMEMBER...

S pecific	Specifically state task
M easurable	Create metric(s) by which to measure success/performance
A chievable	Does committee have resources to complete task (volunteer time, etc.)?
R elevant	Is task/initiative in line with AEG and committee mission?
T ime Based	Set specific deadline