1. Introductions (5 required for quorum) 3:00
   a. Flint Webb Chair
   b. Ryan Christman Director
   c. Tiffany Dillow Past Chair
   d. Cathe Kalisz Director
   e. Sunhee Park Vice Chair

2. Consent Agenda (Whitken) 3:05
   a. Approve December meeting minutes – Deferred

3. Treasurer’s Report (Open) 3:07
   a. Reimbursement from SASS – Check for $627 received and deposited.
   b. Reimbursement for December Monitors Webinar – Check for $59 received and deposited.
   c. Audit Committee: Clara Puffenberger has agreed to serve on the audit committee. The other Committee members will be the old and new Treasurers.

4. South Atlantic States Section Report (Webb/Christman) 3:10
   a. The last SASS Board conference call was held 12 December.
   b. The main purpose of the call was to establish the slate of officers.
   c. Elections have been held and the new officers/directors are:
      i. Vice Chair: Bob Hall
      ii. Secretary: Stephanie Phillips
      iii. Directors: Ann Quillian, Jeff Saunders, Scott Hicks.
   d. There was no discussion about the web site.

5. Committees
   a. Nominating (Kalisz): 3:12
      i. Cathe Kalisz sent out a request for volunteers to serve on the Board to the membership on November 23rd.
         1. Cathe has agreed to serve as Treasurer
         2. That leaves 1 Director position open since Cathe was (has) rotated off as director. Adam Eisele from EPA has agreed to serve as a director.
         3. The slate was accepted without decent by voice vote.
   b. Membership (Wierman): No report 3:17
c. Education (Webb): (See attached Report)
6. Program
   a. December (Webb): Air Sensors Webinar Viewing at MWCOG
      i. Via e-mail the Board approved the plan to set up viewing of the webinar, providing $50 of food, and charging $10 per attendee.
      ii. Flint reserved the webinar for $99.
      iii. There were 5 people in attendance. We did not break even but Jeff King (from the Council of Governments) requested information about organizational members.
          AI – Flint to check that he followed up with organizational membership information for Jeff.
   b. February (Levy): UMCP Social event?
      i. Cathe suggested that API could offer a class on presentations. The board indicated that there could be interest.
      ii. There is a webinar on interviewing January 17th on interviewing “The one thing you need to do to get hired”. Not much interest in trying to set up a chapter meeting on this.
   c. February (Dillow): Tour of Guinness Brewery (as a backup)
   d. March or April (Kalisz): Canadian Embassy to talk about the Quebec ACE?
      i. Cathe has made contacts with the Canadian Embassy.
      ii. Cathe is thinking the meeting should be in March or April
      iii. AI – Flint and anyone who really wants to attend Canadian Embassy meeting send exclusion dates for March and April to Cathe.
   e. March or April (Webb): ACE presenters
      i. Flint has a list of all the presenters at ACE and will identify possible presenters at the February Board call.
   f. April or May (Webb): Ethics class
      i. At the December meeting it was discussed whether we should have an Ethics Class. SASS has approval to run MD PE classes. The program will need to be approved. We will need instructors and an outline.
      ii. Flint contacted Headquarters to see if they are interested in an Ethics Webinar and they are considering it.
      iii. Flint also contacted Clara Puffenberger to see if:
          1. There might be interested in the legal community, and
          2. If she might be willing to teach it.
   g. May (Wierman?): Regulatory changes? Suggested topic from the S&CC.
          AI – Flint to ask Susan Wierman to organize a regulatory changes talk in May.
h. Future:
   i. Should we consider registering our events with Eventbrite ([https://www.eventbrite.com/organizer/pricing/](https://www.eventbrite.com/organizer/pricing/))? It looks like it is free for free events.
   ii. Survey: Janine indicated that she would put together a survey to the members to find out what topics and types of meetings the membership would like to see.
   iii. Tour of a Materials Recycling Facility: One of the suggestions at the S&CC meeting was to have plant trips.
   iv. Climate Changes in the DC Metro Area: Jason Samenow ([jason.samenow@washpost.com](mailto:jason.samenow@washpost.com)), founder of the Washington Post’s Capital Weather Gang, spoke about observed and predicted climate change impacts in the Washington DC area to the Northern Virginia Conservation Trust in March.

7. Old business  3:30
   a. Environment Virginia (Dillow): Do we want to take a leadership role? Tiffany volunteered to work with Clara on the program. Status?
   b. Web site (Dillow):
   c. LinkedIn group (Whitken)
      i. Janine said that she would look into setting up a B-W Linked In Group.

8. New business – None.  3:35

9. Closing  3:40
   a. Review of Action Items
      i. December board meeting:
         1. **AI** – Flint to set up an audit committee in January with the new Treasurer – Done pending elections.
         2. **AI** – Board to send suggestions to Cathe about possible directors. – OBE
         3. **AI** – Flint will put out a signup sheet and a contribution cup for the December meeting. – Done donations made by 4 of the 5 attendees.
         4. **AI** – Julian will confirm if there is a meeting in January at UMCP by December 14. – Not done. OBE.
         5. **AI** – Susan will send some notes from the Information Exchange to the Board.
      ii. November board meeting:
         1. **AI** – Flint will contact 8 VA lapsed members (4 JMU students). – Contacted 2 directly and 4 JMU students via the JMU faculty advisor.
         2. **AI** – Julian and Tiffany volunteered to contact the 13 MD lapsed members (2 Students)
         3. **AI** – Cathe will call the DC lapsed members.
         4. **AI** – Tiffany will send Diana content for the B-W page.
iii. October board meeting:
   1. **AI** – Janine will look into setting up a B-W Linked In.
   2. **AI** – Susan will get to contacting lapsed members later this month.

iv. September board meeting:
   1. **AI** – Flint to suggest that we will need video links for remote attendance for presenters at ACE. – **There has been discussions about this and one issue is that it may reduce attendance.**

v. June board meeting:
   1. Susan to call lapsed members – **OBE**

vi. May board meeting:
   1. Janine to draft a survey to go to B-W chapter members about future event topics and locations.

vii. April Board meeting Action Items:
   1. Flint, tell HQ to de-activate the link in the Sections and Chapter – There isn’t a separate B-W web page on the SASS web site. **On hold pending set up of B-W chapter web site.**

b. Schedule next meeting 3:45
   
   **AI** – Flint to send out Doodle Poll for the week of 4 February.

10. Adjourn 3:48
Flint Webb

1. **Our Air, Your Future: Creating Clean Air Advocates student air quality network:**
   a. **Supporters**
      i. The Washington DC Council of Governments (COG) indicated that Elizabeth might be able to use the COG training room for the teacher training.
   b. **Funding:**
      i. Elizabeth has been applying for several grants focusing on organizations that are likely to have grant approvals before May so that she can have the monitors in hand when she does the teacher training session.
      ii. Elizabeth received a NAAEE grant to cover the costs of the teacher training in Spring 2019.
      iii. Elizabeth has negotiated special discussions with the equipment suppliers.
   c. Elizabeth attended the December B-W Chapter meeting and webinar on low cost monitors.