



Calmentor North Region Steering Committee Meeting March Monthly Meeting

3/18/2015

10:00 AM to 10:45 AM

Phone Bridge: 866-702-1225 - when prompted enter code 9361783.

Meeting called by: Steering Committee **Type of meeting:** Monthly
Note taker: Carole McCoy

Attendees: *Becky Alexander*, Becky Rozumowicz, *Blake Hinman*, Debra Lilly, Ellen Voermans, *Rochelle Jenkins*, *Mathew Philp*, *Mike Schaaf*, Patricia Preston, Ravi Narayanan, *Susan Fenrich*, Sandy Wong, Millard Totman, Carole McCoy
Unavailable -

Please read:

----- Agenda Topics -----

Welcome & Introductions	Patty	5
Calmentor North Region Event District 3 Open House	Patty/Blake/Rochelle	10
Outreach Update: LinkedIn/Newsletter - Updates	Patty/Blake	5
Mentor Protégé Corner	Sandy/Debra	10
Caltrans Update – D3 CSU/Admin/SB Update	Millard/Ellen/Rochelle	5

Attachments

December Meeting Minutes, Updated Organization Chart, Flyer, Newsletter Articles (Draft)

Priority: High, Medium, Low



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Attendees: Becky Alexander, Becky Rozumowicz, Blake Hinman, Carole McCoy, Debra Lilly, Ellen Voermans, Rochelle Jenkins, Mathew Philp, Mike Schaaf, Millard Totman, Patricia Preston, Ravi Narayanan, Susan Fenrich

Please read: Meeting Minutes

----- Agenda Topics -----

<p>Welcome & Introductions</p> <p>Discussion:</p> <p><i>Updated</i> CNR membership list posted. <i>Updated</i> links to Caltrans Look Ahead Report. <i>*New*</i> On line Payment services. <i>Future:</i> Update Company Brochure Links</p> <p>Conclusions: There needs to be a follow up discussion with Matt Bidart the logistics of obtaining the brochures or website links from our core membership firms. Core firms being Mentor-Protégé-Sponsors</p>	<p>PPreston</p>	<p>5</p>
<p>Action items:</p> <p>Website Maintenance</p>	<p>Person responsible:</p> <p><input checked="" type="checkbox"/> All/Ellen</p>	<p>Deadline:</p> <p>4-13-15</p>

Calmentor North Region Event District 3 Open House Patty 10		
<p>Discussion: Event update: Late April or early May between 4-6 PM at the Peach Tree Country Club Speaker: SB743. Events will take place on May 20. Outreach at DO 1:30-4:00; Open House at Peach Tree 4:00-6:00</p>		
Action items: Planning Committee to meet to finalize budget/schedule April D3 Planning Committee Meeting – Speakers and Budget	Person responsible: <input type="checkbox"/> Patty/Mike/Blake/Rochelle <input type="checkbox"/> Ravi - Speakers for Round Table discussion	Deadline: 4/3/15
Start Outreach: 30 days before event		
Special Events Workshop - Environmental District 1 Workshops Becky/Matt 10		
<p>In process: District 3 Workshop: Environmental CEQA changes focused on the new project approval requirement as a result of SB743. Presentation update. Identify Caltrans staff to participate. Presenters: Aimee Dour-Smith (Area West Environmental) and Heather Emery (cultural specialist from ECorp) and Caltrans Environmental staff to contribute.</p>		
<p>In process: Moved to Fall: D1 Event - round table event and possible HSU connection and a fall networking event.</p>		
<p>In planning: Suggest a timeframe: D2 Event- Also, Becky Alexander will have information to provide regarding a General Services outreach meeting in April for the new HP facility in Crescent City.</p>		
<p>In planning: D3 Event – Southwest Corridor or Streetcar Project. Possibly high speed rail Tentatively scheduled for Fall as a ACEC/Calmentor join event. Other options?</p>		
Action items: D1 Environmental Round Table follow up; Moved to Fall D2 Small Business Events Follow up D3 Environmental Workshop Course Outline, Presenters and Location D3 Event: Doodle Meeting for D3 Networking Event Env. To help out, Erin Dwyer	Person responsible: <input type="checkbox"/> Matt/Patty <input type="checkbox"/> Becky A. <input type="checkbox"/> Becky R. <input type="checkbox"/> Ravi/Susan/Sandy	Deadline: TBD TBD 4-10-15 3-25-15
Outreach Update: LinkedIn/Newsletter - Updates Blake 5		
<p>Discussion: Postings to the LinkedIn site.</p>		
<p>Conclusions: Would like to post items weekly – Send to Patty in text doc</p>		
Action items:	Person responsible: Patty	Deadline:

Priority: High, Medium, Low

Mentor Protégé Corner		Sandy/Debra	15
Discussion: Update on data collection for mentor/protégés teams in preparation for graduation from CNR. Team Building: Maybe a pizza and bowling night is in order.			
Conclusions: Update is in process. No forms back from pairings yet.			
Action items:		Person responsible:	Deadline:
Sent out Assessment Reports		<input type="checkbox"/> Sandy	3/6/15
Follow up Assessment Reports progress, phone calls		<input type="checkbox"/> Debra/Sandy/Patty	3/15/15
Debra is following up with mentors. Almost ready to pass on to Sandy.			4/6/15
4/6/15 2 nd notice. 4/20/15 3 rd notice.			4/20/15
In planning - Team Building Mixer		<input type="checkbox"/> Debra / Volunteer?	3/18/15
The mentor/protégé committee will follow up on the Remedy Engineering's protégé application.		<input type="checkbox"/> Sandy/Debra	3/25/15
Caltrans Update – D3 CSU/Admin/SB Update		Millard/Ellen/Rochelle	5
Discussion: Upcoming Environmental Contracts for the North Region. There are potential for five contracts in the next 3 to 6 months. Announcement of the D3 Look Ahead at the Open House event, if that information is available. Possible outreach event for Calmentor North Region.			
Conclusions: Caltrans North Region has contracts coming up. We need to step our outreach!			
Action items:		Person responsible:	Deadline:
Follow up on Environmental contracts for the North Region		<input checked="" type="checkbox"/> Patty/Millard Totman	

Other Information

District 1 would like to have an event similar to the June 2014 event CNR held in Redding. Patty suggested that this happen in either May or September and that we make the HSU entrepreneur program aware of the event during the publicity for the event.

Patty would like to hold a Fall(?) CNR event to cover such topics as: the Southeast County Core Project, the Hwy 65/I80 interchange project, the Streetcar Project, High Speed Rail, to name a few.

The CNR Newsletter is back in process.

Next phone bridge meeting schedule for April 15th, 10:00-11:00 AM

Priority: High, Medium, Low