



Calmentor North Region Steering Committee Meeting February Monthly Meeting

2/18/2015

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
Unavailable - Millard Totman, Carole McCoy

Please read:

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

Welcome & Introductions	Patty	5
Calmentor North Region Event District 3 Open House	Patty/Millard/Ellen	10
Special Events Workshop – Environmental Workshop and District 1	Becky/Matt	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)



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Meeting Minutes

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

Welcome & Introductions

PPreston

5

Discussion: Welcome to Rochelle Jenkins, the new Small Business Liaison for District 3 in District 3

Conclusions:

Action items:

Update CNR contact list

Person responsible:

Ellen/Susan

Deadline:

3/18/15

<p>Calmentor North Region Event District 3 Open House Patty 10</p>		
<p><u>Discussion: Invite Executive and Support staff to attend a mixer/open house. Rochelle suggested having it at the Peace Tree Country Club. Late April or early May between 4-6 PM is the suggested time frame. Need to discuss format and whether we can get DPAC to present something on the new form requirements before the mixer – 2-4 PM with mixer to follow. Planning committee is Blake, Mike, Patty and Rochelle</u></p>		
<p>Action items: Planning Committee to meet to set budget/schedule February, March and April Planning Committee Meetings</p>	<p>Person responsible: <input type="checkbox"/> Patty/Mike/Blake/Rochelle</p>	<p>Deadline: 2/2/15</p>
<p>Special Events Workshop - Environmental Workshop District 1 Becky/Matt 10</p>		
<p>Discussion: 3rd quarter workshop focused on the new project approval requirement as a result of SB743. Presenters for the workshop will be Aimee Dour-Smith (Area West Environmental), cultural representative from ECorp and Caltrans Environmental staff to contribute.</p>		
<p>D1 Event - round table event and possible HSU connection or a summer networking event.</p>		
<p>D2 Event- No events planned at this time. 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>D3 Event – Southwest Corridor or Streetcar Project. Possibly high speed rail Tentatively scheduled for Fall as a ACEC/Calmentor join event. Other options?</p>		
<p>Action items: D1 Environmental Round Table follow up; D2 Small Business Events Follow up D3 ACEC Joint meeting</p>	<p>Person responsible: <input type="checkbox"/> Matt/Patty <input type="checkbox"/> Becky A. <input type="checkbox"/> Ravi/Susan/Sandy</p>	<p>Deadline: 3/4/15 3/18/15</p>
<p>Outreach Update: LinkedIn/Newsletter - Updates Patty/Blake 5</p>		
<p><u>Discussion: Not much happening with our LinkedIn account. Please be sure you join the group.</u></p>		
<p>Conclusions:</p>		
<p>Please sign up for Calmentor North Region LinkedIn</p>		
<p>Action items:</p>	<p>Person responsible:</p>	<p>Deadline:</p>

Mentor Protégé Corner		Sandy/Debra	15
Discussion: Collect data and determine which protégés are ready to graduate from CNR. There are currently 9 mentors as well as 9 protégé firms in our program. As a team building exercise for the group, maybe a pizza and bowling night is in order.			
Conclusions: Sandy and Debra to send out Assessment Reports to Mentor/Protégé pairs this week. For team building, suggest a date and venue.			
Action items:	Person responsible:	Deadline:	
Sent out Assessment Reports	<input type="checkbox"/> Sandy	3/6/15	
Follow up Assessment Reports progress	<input type="checkbox"/> Debra/Sandy/Patty	3/15/15	
		4/6/15	
		4/20/15	
Team Building Mixer	<input type="checkbox"/> Debra/Patty/Volunteer?	3/18/15	

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.			
Ellen announced her retirement effective 6/10/15			
Conclusions:			
Action items:	Person responsible:	Deadline:	
Follow up on Environmental contracts for the North Region	<input type="checkbox"/> 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 at a bit of a standstill due to illness last month. To be continued.

The committee unanimously approved Green Valley Consulting Engineers' application for the CNR Program. Ellen will send out the welcome letter.

Next phone bridge meeting schedule for March 18th 10:00-11:00 AM