

**FAEP BOARD MEETING MINUTES**

**April 12, 2012**

**12:00 p.m. – 1:30 p.m. EST**

1. Roll Call (Teri Hasbrouck)
	1. Tim Terwilliger (proxy for Paul Bowers)

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| Kristin Bennett | Erin Kane | Tim Terwilliger(proxy for Paul Bowers) |
| Kathy Hale | Melissa O'Connor | John Lesman |
| Bruce Hasbrouck | Mary Gutierrez | Ed Curry |
| Elva Peppers | Jeff Marcus | Amy Guilfoyle |
| Paul Looney | Erik Neugaard |  |
| Absent: | Alexis Preisser | Arnaud Roux |
| Matt Miller |  |  |

1. **Approval of March Minutes**

Motion by: John Lesman

Second by: Kathy Hale

All aye

1. **President’s Report – Kristin Bennett**
	1. Chapter updates for NAEP – March, April, May
		1. Available updates sent via email prior to the BOD meeting.

Email blast with ENews will be coming out soon and Kristin has asked NAEP to promote the FAEP Annual Conference.

* 1. Chapter Leadership
		1. Kristin asked for volunteers for VP and Treasurer position in 2013.
	2. Teaming with ELULS – Kristin was not able to make contact. Melissa O’Connor will take over this task to increase working together with the Florida Bar.
	3. Request from FLERA
		1. Conference theme: Protecting the Environment in Challenging Times -Jeff Halsey
		2. Request to arrange one of the breakout sessions

Kristin met with Jeff and they have asked FAEP to have some skin in the game and have asked us to arrange 1 panel discussion. Jeff suggested that the discussion focus on “how can we all work together.” Kathy Hale, a member of FLERA, suggested that the Central Florida chapter help with FAEP’s involvement in the FLERA conference, as the conference is scheduled to be held in Orlando. It was noted that Lori Cunniff is very involved with FLERA and will probably be involved in the FLERA conference. John and Kathy will coordinate with Lori.

Kristin has asked the chapters to be careful of labels in what the chapter membership make up is and not eliminate or discourage anyone from joining that chapter that doesn't fit into that label.

Kristin is calling for anyone who is interested in assuming a leadership roll in FAEP to consider taking a role in the FAEP Board (especially Vice President and Treasurer), for 2013. She encourages the local chapters to also consider asking members to step up to Board or committee positions to make each chapter sustainable.

Kristin and Bruce asked for local chapter representatives to continue sending monthly meeting information so that Kristin can provide it to NAEP and Bruce can create the monthly notice.

AWRA is having a student oriented meeting to include students at the USGS Center for Coastal and Marine Studies office go to : www.AWRAflorida.org for more information. The meeting will be May 18th with registration open at 11:30 am. Holly Hall and Tom Harmon will be presenting.

1. **Vice President’s Report – John Lesman**

Website committee report was distributed today. See below for discussion.

1. **Treasurer’s Report – Kathy Hale**

As of April 10th the bank balance is $15,007.77 and the Vanguard money market account is $24,748.92.

Bruce and Kathy will distribute the Balance sheet shortly.

The budget requests notice for 2013 will be coming out in July to local chapter reps and all FAEP Board members and there is a $1,000 cap per chapter for funding requests.

Also chapters who have approved expenses for special projects in the 2012 budget need to make their requests for reimbursement before September, 2012.

There was discussion about the Vanguard account and what the reserve account is used for: these funds are FAEP's reserves.

1. **Secretary’s Report – Mary Gutierrez**

Mary mentioned that Bruce and her are working on a schedule for local chapters to know when information is due to FAEP and NAEP. Kristin asked Mary to put together a draft document for this purpose. Mary agreed to prepare a document with due dates for submittal of information to NAEP and the FAEP Administration.

1. **Administrator’s report – Teri Hasbrouck**
	1. Office report, budget report, transactions

902 Current membership (18 new and 64 renewing during March)

163 current NAEP members

* 1. Constant Contact

TBAEP has changed over to Constant Contact (CC) at a cost of approximately $430 per year.

TBAEP uses CC for newsletter distribution. It is a more effective means (short, concise) of communication to members who are very busy.

Mary agreed that it would be a member benefit.

Teri will forward a Constant Contact TBAEP newsletter to the Board members, and will contact CC about cost, benefits and if local chapters could also use the service for their newsletters.

1. **NAEP Update – Kristin Bennett, Paul Looney, Bruce Hasbrouck**
	1. Participating in monthly conference calls and planning for the Annual Conference and Leadership Retreat.

Kristin is attending the monthly phone calls and the focus recently has been on the NAEP Chapter Retreat. Bruce will try to attend the Chapter meeting on June 24th. One of the issues to be discussed at the retreat is a 5-year strategic plan for sustainability. Options for the retreat are the NAEP Board meeting in Kansas City in July (3rd weekend) or June in Las Vegas.

1. **New Business**
	1. FAEP Community Service Award (Elva)

The Tallahassee Chapter would like the FAEP Board to have a discussion about FAEP having a recognition award for a local or student chapter that has a community or public service initiative or project that is outstanding.

Kristin asked Elva, Amy, Bruce and Mary to organize a committee to develop a proposal for FAEP Board to evaluate for a recognition program. The proposal would include a definition of projects and initiatives and the details of the program.

* 1. FAEP Board Book

Bruce distributed an old hand book for each committee to review and update.

The hand book is very outdated and Kristin has asked the officers to look at it and review what pertains to their position and provide feedback to delete and/or change it. She asked everyone on the call to review it and provide input. Bruce and Kathy will be on the committee to collate the input and incorporate changes.

1. **Committee Reports**
	1. Website review (see attached recommendation)

John has provided a document with review and suggested changes to the website.

 The administrator will provide feedback next Board meeting about the changes to the website.

The NAEP committee submitted recommendations for the distribution of NAEP information. Kristin and Bruce will follow up on the recommendations.

1. **Old Business**
	1. Chapter submittals for newsletter: Chapters can submit articles for the newsletter.
	2. Status of Annual FAEP Chapter IRS Filings (Bruce)

Three local chapters have done the state filings, however Bruce will be asking some chapters for more information to complete their filings.

* 1. 2014 NAEP Annual Conference (Bruce)
	2. Student Chapters
	+ HCC (Tim Terwilliger)-they continue to grow and are working on a t-shirt sponsorship
1. **Chapter Reports (submitted prior to the meeting via email)**
* Central – Amy Guilfoyle
* Northeast - Ed Currie
* Northwest - Matt Dimitroff
* South - Jeff Marcus
* South – they will have 2 locations for NAEP webinar on April 25th.
* Southwest - Matt Miller
* Tampa Bay Area - Tim Terwilliger noted that TBAEP will have board member elections at the May BOD meeting
* Treasure Coast - Arnaud Roux
* Tallahassee Area - Elva Peppers
1. Action items and due dates summary of motions (Mary Gutierrez)

• Teri will forward to the Board an example of Constant Contact Newsletter format for review to discussion for our next Board meeting.

• The newly formed FAEP Community Service Award Committee (Elva, Amy, Bruce, & Mary) will develop criteria, details, and categories associated with this award and presented at the next Board meeting.

• Each board member will review the FAEP Board Book sent out previously Bruce. Officers will review their responsibilities and make any modifications that might be needed. This will be discussed at the next board meeting.

Kathy and John will follow up with Lori Cunniff regarding FLERA.

1. Upcoming Meetings
* May 11 FAEP BOD meeting
* May 21-24 National Conference
* May 25 NAEP BOD
* June NAEP Chapter leadership meeting
1. Adjournment at 1:42

**Committee Reports**

**Distribution of Information (see attached recommendation)**

**NAEP**

Our current website has a link to the NAEP site on the homepage. I think that NAEP should be a selection along the left column. When clicked on (maybe the link would be [www.faep-fl.org/NAEP](http://www.faep-fl.org/NAEP)) the page would consist of links to the past 6 E and E newsletters (3 months); links to the past 3 NAEP newsletters; advertisement for the NAEP national conference; and webinar updates and of course a link to the NAEP webpage. A link to the NAEP page should be included in the monthly FAEP update...perhaps provided as it's own row on the monthly emails. A separate NAEP email should be sent to all FAEP membership bi-monthly (every other month), prepared and sent out by the NAEP rep.

Actions: Committee will work with webmaster to develop a functional NAEP page on the FAEP domain.

Actions: NAEP reps will send out bi-monthly NAEP update email to FAEP membership.

**Chapter emails**

Emails should be distributed at the discretion of each individual chapter's Board of Directors (with the exception of FAEP news).

Unless an event is endorsed or put together from FAEP, authorization from the local chapter president should be received before distributing emails to their membership. Approval for emails for the entire FAEP membership can be authorized by each chapter member as a consent item (local chapter reports) on the FAEP Board Agenda.

**Job Postings**

I think job postings for local and state boards should be cross posted on each others. For example, if FAEP gets a job posting for Earthbalance in North Port, they should forward that posting to SWFAEP for posting on their board's website. This may be able to again be handled as a consent item on the FAEP monthly agenda.

**Offers to speak/present**

This could again be handled as a consent item on the monthly agenda.

If a local chapter has a presenter willing to travel, the chapter rep can make mention of that and memorialize it in the meeting minutes.

Actions: The chapter reps can put together a uniform format of information to submit chapter reports to the FAEP Administrator, so that our recommendations requiring inclusion on the Board consent agenda and other information is included and memorialized in each set of meeting minutes.

 Website Review Committee Report

April 12, 2012

This document is a summary of the Website Review Committee’s review of the FAEP Website, as it exists in April of 2012. Provided below are short descriptions and change recommendations.

General Comments

1. The layout is awkward and should be more organized. The horizontal tabs at the top of the page seem to conflict with the vertical tabs in the left column. It is just a confusing layout with too many tabs. The horizontal tabs might be better placed within the vertical tab structure.

2.

“Home Page”

1. The list of FAEP Board Members are blue, making them appear to be email links or some other type of link. Should change the color or add email links.

2. There should be a “Contact Us” link somewhere.

3. Login should not be in left column tabs. It should be at upper right corner like other websites.

4. Board Meeting minutes should be accessible through left column tab link.

5. Add border to pictures.

6. Replace photos with photos of more interesting subjects.

7. The link to upcoming chapter meetings would probably be better if it were for two months instead of just one.

8. CEP Certification link (top of page) should be larger with a tab labeled Education/Certifications.

9. Add an “EVENTS” tab listing upcoming seminars, annual events & FAEP conferences, so that members could quickly get info on upcoming FAEP or NAEP events.

10. Eliminate tiny links at top of Home page.

11. Add a NAEP link in the Chapter Links tab.

12. The descriptions of what FAEP is are good, but we suggest bulleting or similar structure.

13. Add a “Mission Statement”.

14. Add an “About Us” tab.

15. Overall, the Home page looks to sterile/plain. We recommend jazzing it up with a background, nicer pictures, and nicer tabs.

16. Sponsors should be recognized and presented in a better fashion on the Home page. Additionally, you should be able to click on the sponsor to open a link to more information about that sponsor or maybe the sponsor’s website.

17. “Newsletters” links are at top of page and left column tabs. Should eliminate the one at the top of the page.

“FAEP BOD Meeting Minutes”

1. Why are some missing? Can we add these or something that indicates the status? (“Unavailable” would be fine).

“Chapter Links”

1. Add an NAEP link.

2. All but two chapters are one-per-line. Need to make uniform.

3. Links to chapters should open up as a new page (not closing FAEP page).

“Renew/Join Here”

1. The link under Environmental Jobs for SFWMD is broken.

2. Application should have a drop down menu-type of format here to eliminate confusion over how much someone joining should pay.

3. We don’t think you should have to submit your email address before you can see the next step in the application process.

“Profile”

1. Under profile there is a tab called Type of work 2. There should be the option to select more than one from the list because many people do lots of those things.

“Member Home Page”

1. The “logout” tab is in an awkward position and should be relocated (perhaps bottom of page).

“Membership Reports”

All seemed to work well.

“FAEP Policies”

There is only one policy listed, group memberships (2009). Should there be more stuff in here?

“Chapter Contacts”

The list is very outdated & the left edge is cut off. This table is good & should be updated & possibly shared on the general website & not restricted to members only.

“Approved Budgets”

Most of these are excel spreadsheets. It would be much more appropriate to display them as PDF’s.

“Chapter By Laws”

All chapters should be represented if the tab is included. They should be signed & updated as needed.

**LOCAL CHAPTER REPORTS**

**Central**

*March 22, 2012* – The Central Florida Chapter of the FAEP will be hosting a lunch event at Buca di Beppo in Mailtand, FL. The guest speaker is Stephen Tonjes, Environmental Scientist, Florida Department of Transportation District Five talking about Wildlife Crossings in Central Florida.

One of the many impacts of human transportation corridors on native habitats is the severing of wildlife transportation corridors. Building wildlife crossing structures is one way we have been mitigating this impact. Engineers have standard specifications and drawings for moving water or intersecting traffic from one side of the road to the other, but methods of accommodating wildlife passage are not nearly as well established. Mr. Tonjes will describe the process FDOT has been using in Florida to decide where we should build these expensive structures and how we can locate, design and maintain them so they will be effective.

*April 19, 2012* – The Central Florida Chapter of the FAEP will be hosting a lunch presentation at Leu Gardens in Orlando from 11:30-1:00.  The guest speaker will be Eric Olsen with Hopping Green & Sams who will provide an overview of environmental related legislation that passed the 2012 Florida Legislature.

*April 26, 2012* – The Central Florida Chapter of the FAEP will be hosting a Social Event at Shipyard Brew Pub, Winter Park from 5:30-7:30.  For information about these events and other Central Chapter news, please visit [www.cfaep.org](http://www.cfaep.org/).

**Northeast**

*April 12, 2012:* The NEFAEP Chapter is hosting Ms. Rebecca Johnson with the University of North Florida's Career Services Department.  The topic is “The Best Resource Your Company is NOT Tapping:  The How and Why of Internships.” The lunch will be held at theNE Florida Safety Council (1725 Art Museum Road, Jacksonville, FL). Ms. Johnson, SPHR, is a senior-level human resources professional with a wide array of employment law and leadership experience. Ms. Johnson uses her years of professional exposure to internal and external recruiting processes to employers who are interested in students and alumni from the College of Computing, Engineering, and Construction in achieving their recruitment goals.  Lunch will be provided.  Cost for lunch and monthly meeting is $10 for current members and $13 for non-members.  Fees will be accepted at the meeting. **Please RSVP by April 10 to****rsvp@nefaep.org****.** For information about the Northeast Chapter, please visit [www.NEFAEP.org](http://www.nefaep.org/).

**Northwest**

The Northwest Chapter of the Florida Association of Environmental Professionals will host the Florida Association of Environmental Professionals 2012 Annual Conference on Friday, September 21, 2012in Pensacola, Florida. Abstract Categories are Water Quality, Air Quality, and Land Use. We are seeking presentations that address the bulleted items under each category.

For information about the Northwest Chapter and our upcoming speakers for 2012, please visit [www.FAEPNWFL.org](http://www.FAEPNWFL.org).

**South**

For information about these events and other South Florida Chapter news, please visit, please visit [www.sfaep.org](http://www.sfaep.org/) .

**Southwest**

The SWFAEP is holding Board elections in April. For information about Southwest Chapter news, please visit [www.SWFAEP.org](http://www.swfaep.org/)

**Tallahassee**

*April 11, 2012* – The TA AEP is hosting a luncheon meeting discussion and ppdate on Numeric Nutrient Criteria. The speakers include Rick Cantrell (CardnoEntrix), Daryll Joyner (FDEP), and Dave Shields (Hopping Green & Sams). R**SVP to Sheri Lewin at** slewin@cfl.rr.com

*May 9, 2012:* Networking Social 5:30-7:00 PM Ray’s Steel City Saloon 515 John Knox Road Tallahassee, FL 32303-4117. RSVP to: slewin@cfl.rr.com

*June 13, 2012 –* Luncheon meeting Discussion on Statewide Environmental Resource Permitting with guest speaker Florida Department of Environmental Protection Deputy Secretary Jeff Littlejohn. The meeting will be held from 11:30 – 1:00. **RSVP to Sheri Lewin at** slewin@cfl.rr.com

*July 11, 2012 -* Networking Social 5:30-7:00 PM at Ray’s Steel City Saloon 515 John Knox Road
Tallahassee, FL 32303-4117

**Tampa Bay Chapter:**
**April 18, 2012- The April lunch meeting will feature a presentation on** [Background “Contaminant” Concentrations in Soil](http://www.tbaep.org/content/Calendar.php), **Determining Background and Implementing FDEP Guidance** by Terry Griffin from Cardno TBE. We will meet at [Brio at International Mall](http://www.brioitalian.com/location.html?id=37).

*April 26, 2012 5:30 PM - ?* Networking event.

*May 16, 2012-* Lunch meeting. Location and speaker TBD.

*May 24, 2012 5:30 PM - ?* Networking event.

For information about these events and other Tampa Bay Chapter news, please visit [www.tbaep.org](http://www.tbaep.org/).

 **Treasure Coast**

***April 18 2012*** - “Seagrass survey methodology” Jocelyn Karazsia, with the National Marine Fisheries Service, who will review the best available science, seagrass survey windows for coastal development planning in Florida, BMPs for seagrass surveys and seagrass survey ID. In the planning stages is an in-water workshop that will follow on a separate day. To express interests or questions, contact Adrienne Carter acarter@coastaleco-group.com.

***May 2012*** – Our guest speaker is Ms. Melissa Meeker – Executive Director of the South Florida Water Management District.

For information about these events and other Treasure Coast Chapter news, please visit our link on the FAEP webpage at [www.faep-fl.org](http://www.faep-fl.org/)  or on the TCC home page at <https://sites.google.com/site/tccfaep/>.