

**FAEP BOARD MEETING MINUTES**

**July 9, 2012**

**12:00 p.m. – 1:00 p.m. EST**

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Kristin Bennett – President | Yes |  |
| Erik Neugaard - Past President |  | Jeff Marcus |
| John Lesman - Vice President | Yes |  |
| Kathy Hale - Treasurer | Yes |  |
| Mary Gutierrez - Secretary | Yes |  |
| Bruce Hasbrouck - NAEP Representative | Yes |  |
| Amy Guilfoyle - Central Chapter | Yes |  |
| Ed Currie - Northeast Chapter | Yes |  |
| Matt Dimitroff- Northwest Chapter |  |  |
| Jeff Marcus - South Chapter | Yes |  |
| Matt Miller - Southwest Chapter | Yes |  |
| Elva Peppers - Tallahassee Chapter | Yes |  |
| Tim Terwilliger - Tampa Bay Chapter | Yes |  |
| Arnaud Roux - Treasure Coast Chapter |  | Linda Knoeck |
| Erin Kane - At Large Member | Yes |  |
| Alexis Preisser - At Large Member | Yes |  |
| Melissa O’Connor – At Large Member |  |  |
| Teri Hasbrouck - Administrator | Yes |  |

1. **Approve June Minutes**

Motion- Bruce

Second- Mary

All aye.

1. **President’s Report** – Kristin Bennett
   1. 2012 IRS filings - FAEP will pay the 990 IRS filing (8 chapters = $840), the annual state registration (8 chapters- $490) and the 501(c)(3) filing ($70.00).  Each chapter to notify Kristin if they do not want to have FAEP file on their behalf.

Environmental Land Use Law Section- a discount for FAEP members to attend the ELULS conference is not an option due to Florida bar requirements. Kristin is continuing to communicate with Nicole Kibert about a complimentary vendor table for FAEP. Kristin asked about sending the meeting notice to the FAEP membership or an announcement in the FAEP newsletter. Kristin’s goal is to exchange a notice to our members for a table at the meeting.

Mary Gutierrez is interested in Vice President position.

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

None

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

Checking account is $13,315.42

Money market account is $24,751.52

Aug. budget out for review and vote at Sept. BOD meeting

Kathy has received requests from NE and CN chapters. Due date is Aug. 1 for budget requests. Request should include cost for any free memberships the chapter wants to provide to their speakers.

Committee will review the requests and make recommendations to the BOD.

Amy Guilfoyle has offered to serve as the Treasurer next year. Amy will become familiarized with Kathy’s roles and responsibilities as Treasurer. The budget committee needs members to serve.

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

None

1. **Administrator’s report** – Teri Hasbrouck (sent via email)
   1. Office report, budget report, transactions

931 current members

166 NAEP members

20 New and 34 Renewed

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Chapter Membership** | | | | | | | |
| **CN** | **NE** | **NW** | **SO** | **SW** | **TB** | **TC** | **TL** |
| **161** | **75** | **51** | **127** | **75** | **256** | **149** | **57** |

Discussion on a FAEP membership drive. Discussion about a discount for New vs. Renewing members. Bruce, Tim and Alex will work on a motion.

1. **Chapter Discussion**: **How the chapters promote environmental professionals and/or how the chapters retain members and recruit new members**

* Central – Amy Guilfoyle
* Northeast - Ed Currie
* Northwest - Matt Dimitroff
* South - Jeff Marcus
* Southwest - Matt Miller

Not a very good turnout for NAEP webinar, even though they held it at 3 locations. They will be holding them in the future in Sarasota and Ft. Myers (not Naples).

* Tampa Bay Area - Tim Terwilliger

* Treasure Coast - Linda Knoeck

Stuart and West Palm Beach locations for NAEP webinar, but not a very good turnout.

* Tallahassee Area - Elva Peppers

The meeting with Jeff Littlejohn had about 50 attendees and was very successful. It was at FDEP and catered. The chapter reps spoke to him about the perception by FDEP employees that FAEP meetings are not something they should attend. The chapter is seeking to change this perception and would like the support of FDEP upper management.

1. **NAEP Update** – Kristin Bennett, Paul Looney, Bruce Hasbrouck
   1. NAEP BOD meeting and chapter leadership retreat July 21-22
2. **New Business**
   1. Requests for reimbursement: please submit all receipts and requests for reimbursement by the end of August. See Treasurer’s report.
   2. IRS Conflict of Interest documents-

Discussion on the three policies (Conflict of Interest, Non-discrimination, Whistle-blower policies) that Kristin distributed to the BOD with the agenda for this meeting. Bruce mentioned the addition of a records retention policy for review by the BOD. Tim asked if NAEP has policies that need to be considered as FAEP develops its own policies. Bruce reported that NAEP is currently developing similar policies. Bruce and Kristin will tweak the existing document and bring it back to the BOD at the next meeting.

1. **Old Business**
   1. Annual Meeting update (Mary)
   2. Deadline for abstracts is the 15th, Sponsors have been signing up.
      1. Arrangements for BOD meeting are being made for Thursday late afternoon/evening.
   3. FAEP Board Book
   4. 2014 NAEP Annual Conference (Bruce)
2. **Action items and due dates summary of motions (Mary Gutierrez**)
3. Upcoming Meetings

* July 21-22 NAEP chapter leadership retreat, Kansas City
* August 13, 2012 12:00 – 1:00 FAEP BOD
* September 20-21, 2012 Environmental Symposium and FAEP BOD meeting.

Bruce, Tim, Kristin can attend the BOD meeting on the 20th in the afternoon 3-5PM.

1. Adjournment 1:08 PM

Below are the results of an email poll by Kristin Bennett pertaining to FAEP and ELULS.

**ELULS Offer: free space for promotional material if we will send up to three emails promoting the meeting.  The request is two emails this month and one in early August. In return, ELULS will offer FAEP a table in an area that is outside the exhibit hall.  The ELULS will also mention our new partnership at the section luncheon and will introduce an FAEP representative.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Vote** | **Comment** |
| **Kristin Bennett** - President | Yes |  |
| **Erik Neugaard** - Past President |  | Out of office |
| **John Lesman** - Vice President | Yes |  |
| **Kathy Hale** - Treasurer | Yes |  |
| **Mary Gutierrez** - Secretary | Yes |  |
| **Bruce Hasbrouck** - NAEP Representative | Yes |  |
| **Amy Guilfoyle** - Central Chapter |  |  |
| **Ed Currie** - Northeast Chapter |  |  |
| **Matt Dimitroff**- Northwest Chapter |  |  |
| **Jeff Marcus** - South Chapter |  |  |
| **Matt Miller** - Southwest Chapter | Yes |  |
| **Elva Peppers** - Tallahassee Chapter | Yes |  |
| **Tim Terwilliger** - Tampa Bay Chapter | Yes |  |
| **Arnaud Roux** - Treasure Coast Chapter |  |  |
| **Erin Kane** - At Large Member | Yes |  |
| **Alexis Preisser** - At Large Member |  |  |
| **Melissa O'Connor** - At Large Member | Yes |  |