

**FAEP BOARD MEETING MINUTES**

**January 14, 2013**

**11:30 - 1:00 p.m.**

**SFWMD Orlando Service center**

Bold items are for discussion. Other items are either FYI, back up information is included or discussion is not necessary at this time unless requested by a BOD member.

1. **Roll Call:** Kristin Bennett, Amy Guilfoyle, Tim Terwilliger, Bruce Hasbrouck, Amy Mixon, Elva Peppers, Dianne Hughes, Courtney Arena, Mary Gutierrez, Alex Preisser . Melissa O'Connor proxy to Kristin.
2. **Elections**
   1. **President: Kristin Bennett**
   2. **Vice-President: Mary Gutierrez**
   3. **Treasurer: Open**
   4. **Secretary: Melissa O'Connor**

The nominating committee presented the slate of officers with the Treasurer position open. There are two options for filling the position: change the by-laws to allow officers to be chosen from all Board Members or to have an At-large Board member resign. After discussing the alternatives, Bruce made a motion to start the process of amending the by-laws to allow any board member to serve on the Executive Committee. Dianne 2nd. The vote was unanimous.

Mary moved to amend the by-laws to allow the board to fill vacant At-large Board positions. Tim 2nd. The vote was unanimous.

Kristin will draft amended language to circulate for a Board vote as an Action-without-a-meeting.

The slate of officers was approved by unanimous approval.

1. **Approve December Minutes**

Tim moved approval of the December minutes. Amy 2nd. The vote was unanimous with one abstention.

1. **President’s Report** – Kristin Bennett
   1. **Calendar information**

Kristin provided encouragement for the chapters to submit upcoming meeting information by the 28th of each month in order to have timely information for the membership.

* 1. **Timely and accurate exchange of information**

Discussion was held regarding the most effective way to forward notices of NAEP benefits such as webinars and newsletters. Kristin will coordinate with Teri for the dissemination of NAEP information with the monthly meeting notice.

* 1. **End of year reporting (IRS, State)**

One of the chapter benefits provided by FAEP is annual filings for IRS, Florida Department of State Corporate Annual Reports, and Florida Department of Agriculture and Consumer Services (FDACS) Charitable Organizations Registration. Each chapter is to provide accounting information including a budget and balance sheet as well as contact information for each board member.

Kristin will send the FDACS form to each chapter. They are to provide the information by January 21st. Tampa Bay and Treasure Coast chapters have already provided the information necessary to fill out the forms.

The FDACS registration is $10 per year. Tim moved that FAEP will pay for the FDACS fee ($90) from the Miscellaneous line item in the budget. Mary 2nd. The vote was unanimous.

The FY 13/14 budget will include the amount in the filing fee line item.

* 1. **By law revision to address Executive committee positions**

This item was addressed above.

1. **Vice President’s Report** – No report. Mary provided Board Book updates to Kristin and Bruce.
2. **Treasurer’s Report** – No report. Bruce will send the December financial reports to the Board this week.
3. **Secretary’s Report** – no report
4. **Administrator’s report** – Teri Hasbrouck (sent via email)
   1. November and December non-renewals will be sent to the chapters to follow up with their members and to encourage renewing.
5. **2013 Annual Conference -** Amy reported the conference will be in September and that CFAEP is busy planning and making arrangements.
6. **New Business**
   1. **FDACs filing –**This item was discussed above.
   2. **Business cards** - Kristin provided example business cards for comment. The Office Products line item will be used for the cost of the cards. Board members are to send comments to Kristin and let her know how many each person is interested in having/
7. **Old Business**
   1. **Continuing Education Credits -** Tim Perry provided some in-depth information regarding continuing ed credits for monthly meetings. Elva indicated the Tallahassee chapter provides a flyer each month that attorneys can use for their credits. She will forward for the other chapters to see the format. Discussion was held about various other professions.

Elva discussed the Certified Environmental Professional workshop that TAAEP is putting on.

* 1. **Tax filings (Bruce)** 
     1. **draft 990 filing protocol -** Bruce will be filing IRS 990 tax returns for each chapter and will develop written protocol to be included in the Board Book. Chapters were reminded to updates if their Board Members change.

1. **Chapter Discussion**: **Status of Chapter Elections and** **Goals and Objectives for 2013**

Time did not provide an opportunity for chapter discussion.

* Central – Amy Guilfoyle
* South - David Bogardus
* Tallahassee Area - Elva Peppers
* Treasure Coast - Arnaud Roux
* Tampa Bay USF Student Chapter – Melissa Butcher
* Southwest - Matt Miller
* Northeast - Ed Currie
* Northwest - Matt Dimitroff
* Tampa Bay Area - Tim Terwilliger

1. **NAEP Update – Kristin Bennett and Bruce Hasbrouck** 
   1. Time was not available to discuss the NAEP BOD meeting January 12.
2. **Action items and due dates summary of motions**

**Action items are highlighted in yellow**.

1. Upcoming Meetings

* February 11, 2013 FAEP BOD meeting - teleconference

1. Adjournment