

**FAEP BOARD MEETING Minutes**

**August 11, 2014**

**12 – 1 p.m. EST**

1. **Call to Order –** Mary Gutierrez
2. **Roll Call /Quorum–** @ 12:02

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| **Name** | **Attendance** | **Proxy** |
| Mary Gutierrez – President | Yes |  |
| Kristin Bennett - Past President | Yes |  |
| Amy Guilfoyle  - Vice President | Yes |  |
| Tim Terwilliger - Treasurer | Yes |  |
| Elva Peppers - Secretary | Yes |  |
| Bruce Hasbrouck - NAEP Representative | Yes |  |
| Jennifer Cummings - Central Chapter | No | No |
| Stan Stokes - Northeast Chapter | Yes @ 12:19 |  |
| Amy Mixon- Northwest Chapter | No | No |
| David Bogardus - South Chapter | No | No |
| Melanie Metal - Southwest Chapter | No | Yes-Lauren Edinger |
| Elva Peppers - Tallahassee Chapter | No | No |
| Tim Terwilliger - Tampa Bay Chapter | No | No |
| Paul Fitzgerald - Treasure Coast Chapter | No | No |
| Erin Kane - At Large Member | Yes |  |
| Alexis Preisser - At Large Member | No | No |
| Courtney Arena – At Large Member | No | No |
| John Lesman – At Large Member | No | No |
| Melissa Butcher- USF Tampa | No | No |
| Jonathan Welker - USF St. Pete chapter | No | No |

9 members is a quorum.

1. **Approve July 2014 Minutes**

No minutes provided.

1. **President’s Report** – Mary Gutierrez
2. **CEU’s Update (See sample certificate)**

A sample Certificate of Completion (Professional Engineer CEUs) and a sample Certificate of Attendance were uploaded to the website on the FAEP Board Documents page. Tim reported that form for Professional Engineers that was uploaded to the website should be used by Engineers. Tim is available to all the local chapters to answer questions about CEUs. His contact information is:

813-353-5779

Tim.Terwilliger@arcadis-us.com

1. **Scholarship Program** (Committee members **- )**

Mary reported that NE stated that they have a scholarship program. The TB chapter forwarded their scholarship program information to Mary. NW uses a template very similar to what NAEP uses. Mary will draft an outline and send to the BOD for review.

Amy asked if there is funding in the budget for this effort? Mary answered that she is uncertain at this point but that progress needs to be made on this effort.

1. **Awards Program** (Committee Members - Mary and Sheri Lewin)

Mary will work with Sheri Lewin from the TL chapter to develop a draft for the FAEP Awards Program.

Sheri is developing the Tallahassee chapter program.

1. **Request for FAEP funds for chapters**

Tim reported that 4 chapters (TB, CN, TC, TL) requested funds for the 2014-2015 funding.

Kristin suggested that a reminder be sent out and extend the deadline to Aug. 22nd.

Tim suggested that the notice also include the Chapters request for reimbursement from the 2013-2014 budget with a Sept. 28th deadline. Mary will send out this email to the membership.

1. **Membership Drive**

Mary asked for discussion about the type of membership drive FAEP BOD members would like to have. Stan Stokes pointed out that the consulting community and labs make up most of the NE chapter membership. Lauren mentioned that agency people and consultants make up the SW membership. Kristin mentioned that reaching out to non-renewals is important and she usually reaches out to people from her chapter on the list. Elva mentioned that agency people do not want to pay themselves and that several of their members (mostly agency people) joined when it was free last August. Elva reported that there are reduced costs for TL members for events if they are member. Bruce and Kristin shared that NAEP is providing a "service coupon" of $25 if you bring in a new member, and the coupon is used as a reduction in NAEP services such as webinars or for merchandise. Last year FAEP provided a free FAEP ($30 value) membership for new members joining in August before the cost went up to $40 in Sept. Lauren reported that the SW chapter has been looking for similar opportunities. She also mentioned that if the goal is retention then the drive should also benefit renewing members.

Elva suggested that half price memberships be offered during the month of Sept.

Stan explained that NE notified the membership to bring an extra person to a meeting and that was successful for their lunch attendance.

**Action item:** At Bruce's suggestion Mary will ask the chapters to provide a suggestion on their best idea for a membership drive. Elva volunteered to send this email out and follow up with the chapters.

1. **Treasurer’s Report** – Tim Terwilliger (no financial report prepared for July by the date of this meeting-Bruce will get the financial reports out in the next couple of days due to vacation).

Kristin provided a motion that the financial reports be distributed no more than 5 calendar days prior to the Board meeting Mary seconded the motion. All agreed, none opposed.

Balance in checking: $5,056.87

Balance in money market: $24,828.51

Tim suggested that a committee be formed to work on preparing the budget for 2014-2015 and bring a budget to the BOD for the Sept. meeting. Kristin offered to be on the committee. Bruce suggested that Chapter Treasurers be tapped for this activity. Tim suggested that Bruce be part of the committee. Bruce offered to send contact information for local chapter Treasurers so that Tim would have individuals at each chapter to reach out to.

Action Item: Teri sent Stan Stokes the request form.

1. **Administrator’s report** – Teri Hasbrouck

909 FAEP members

44 renewed in August (17 new and 27 renewed)

138 NAEP members

1. **Vice President’s Report –** Amy Guilfoyle

No report

1. **Secretary’s Report** - Elva Peppers

No report

1. **NAEP Update** – Kristin Bennett – Bruce Hasbrouck
2. 2014 conference - Kristin Bennett

At the July 19th 2014 NAEP BOD meeting the conference administrator reported that the hosting chapter's share of the proceeds is $10,747.15.

Three part motion by Kristin:

1) That the chapters that contributed to the NAEP/FAEP conference be reimbursed their contribution.

2) $1,000 for an FAEP sponsorship of the 2015 NAEP annual conference.

3) The remainder of the proceeds be deposited to the FAEP operating accounts.

Second by Mary.

Bruce asked if the local chapter will be benefiting from the proceeds of the conference.

Erin suggested that the proportion of the proceeds to the local chapter, TBAEP, should match the proportion of work that TBAEP put into the chapter which is understood to have been 70%. Discussion occurred about the level of effort by TBAEP and the proportion of the proceeds that TBAEP would receive from the proceeds.

Kristin amended her motion to take out the third part of the motion (the remaining proceed distribution to the FAEP operating accounts) and delay discussion on the distribution of the funds in part 3 to the Sept. FAEP Board meeting.

Elva suggested that voting be delayed until the next meeting so that additional financial information can be provided to the Board.

Erin and Tim suggested that a vote be taken on the motion on the table and the issue revisited at the Sept. FAEP BOD meeting.

Erin- nay

Amy- nay

Bruce-nay

Stan-yes

Lauren-nay

Elva-nay

Tim-nay

1. NAEP FY 2015 Budget Request Form (See form attached to Agenda)

NAEP is running a very lean budget and Kristin suggests that receiving funds will be difficult this year.

1. **Chapter Discussion**: No chapter reports this month.

* Southwest - Lauren
* Treasure Coast – Paul Fitzgerald
* Northeast – Stan Stokes
* Tallahassee - Elva Peppers
* Central – Jennifer Cummings
* South – David Bogardus
* Tampa Bay Area - Tim Terwilliger
* Tampa Bay USF Student Chapter - Jonathan Welker
* Northwest - Amy Mixon

**XII Other Discussion**

None

**XIII. Old Business**

1. 2015 FAEP Annual Conference: Mary reported that she has only received an email from Elva that TL chapter is not interested. No other chapters have responded.

**XIV. New Business**

1. American Water Resources Association (see FAEP invite PDF attached to the agenda)

AWRA has provided an invitation to FAEP members to attend their annual meeting at the AWRA member rates in exchange for marketing their event on Sept. 19th.

1. Florida Bar Environmental and Land Use Law section (ELULS).

Kristin reported that ELULS is discussing canceling their conference, and she would like to reach out to ELULS to see if a joint conference is possible in 2015. Kristin will bring back information to the next Board meeting from ELULS on whether they would entertain this idea.

**XV. Action items and due dates summary of motions –** Teri Hasbrouck

Mary will draft a outline of the scholarship program.

Mary will also draft an awards program and send to the Board with Sheri Lewin.

Mary will send out a reminder to the chapter reps about requesting funding for this year with a deadline of Aug. 22, 2014.

Elva will send out a request to the local chapter representatives to solicit membership ideas.

**XVI. Upcoming Meetings**

Our next teleconference is Monday, September 8, 2014

**XVII. Adjournment @1:32**