

**FAEP BOARD MEETING MINUTES**

**February 10, 2014**

**12 – 1 p.m. EST**

1. **Roll Call @**12:03

|  |  |  |
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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 | no |  |
| Jennifer Cummings - Central Chapter | no |  |
| Ed Currie - Northeast Chapter | no |  |
| Amy Mixon- Northwest Chapter | yes |  |
| David Bogardus - South Chapter | yes |  |
| Jason Perryman - Southwest Chapter | no |  |
| Elva Peppers - Tallahassee Chapter | yes |  |
| Tim Terwilliger - Tampa Bay Chapter | yes |  |
| Paul Fitzgerald - Treasure Coast Chapter | yes |  |
| Erin Kane - At Large Member | no | Tim  |
| Alexis Preisser - At Large Member | yes |  |
| Courtney Arena – At Large Member | yes |  |
| John Lesman – At Large Member | no |  |
| Melissa Butcher- USF Tampa | no |  |
| Jonathan Welker - USF St. Pete chapter | yes |  |

1. **Approve January 2014 Minutes**

Motion by Kristin to accept the minutes

Second by Elva

All aye

1. **President’s Report** – Mary Gutierrez
	1. Goals for 2014-Discussed at Executive meeting on February 3, 2014.
2. Increase membership

Mary talked about activities to increase general membership and student membership increases

1. Increase the student chapters – goal is for each chapter to have an affiliated student chapter
2. Complete a Board Book
3. Finish the CEU, CEP certifications
	1. State Scholarship – Mary will send out a description of the duties of this committee and is asking for volunteers. There is no budget item for a scholarship in the current budget.
	2. State Environmental Excellence Awards – Mary will send out a description of the duties of this committee and is asking for volunteers. Intent is to build off chapter awards, with chapters submitting for the state award and the state award(s) to be submitted to NAEP. There is a budget item in the current budget for this.
4. **Treasurer’s Report** – Tim Terwilliger

$3,600 behind (percentage used) in income and expenses which even out in the budget

For example $12,666.67 in dues expected so far and $8,488.83 actually received.

Checking account balance: $6,265.43

Investment Account balance: $24,756.88

CEUs report- Tim and Bruce are working on the financial requirements for certification and will meet on March 12th to work out more of the details. Tim has the application packet ready to submit for Engineering CEUs for local chapter certification and the NAEP conference certification.

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

932 current FAEP members

13 new and 54 renewed in January

142 NAEP members

Non-renewals have increased.

Teri will attach the non-renewal list each month to the monthly office report sent to the BOD.

Amy G. noted that CN is already contacting the non-renewals each month.

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

No report

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

Elva plans to finish the Board Book by the end of 2014. Prior to the next monthly meeting Elva will read what is currently available and will evaluate which people to work with for specific parts of the book. She will be sending out a schedule soon. Kristin will share what she has with Elva.

1. **Chapter Discussion**:
* Southwest - Jason Perryman

No report

* Treasure Coast – Paul Fitzgerald

Members attended the event on the 6th and 7th of Feb. poster presented to the Indian River lagoon symposium.

TC BOD meeting this evening for planning ongoing events.

* Northeast – Ed Currie

No report

* Tallahassee Area - Elva Peppers

Legislative preview lunch meeting this Wednesday. FDEPs legislative Director and Joe Ullo and Terry Lewis with Lewis Longman & Walker will be speaking.

Add on sponsorship for FAEP at local chapter events. Elva thinks Sheri Lewin will be buying on.

Kristin added that the check goes to FAEP and should be payable to FAEP and sent to the P.O. Box.

Kristin is sending out a PowerPoint slide with information about the month add on advertising opportunity.

* Central – Amy Guilfoyle for Jennifer Cummings- Next event is a luncheon Feb 20th at Leu Gardens.
* South – David Bogardus

In Jan. they had a luncheon on the tri-rail east coast link given by Amy Gudile from FDOT. Next is Feb. 26th at Plantation Preserve. The chapter just had their annual retreat and talked about inviting all the colleges come and meet EPs and talk about what EPs do. They have an awards program in Nov. and are looking to see what other chapters are doing.

* Tampa Bay Area - Tim Terwilliger

Jan. lunch meeting was the Environmental Excellence Awardee Keep Tampa Bay Beautiful presentation. Feb. luncheon Chris Anastasiou-*Restoring our Springs* from FDEP. Feb. 27th upcoming evening social event. Board elections will be coming up in May.

* Tampa Bay USF Student Chapter

Jonathan reported that they had a January meeting and asked students to bring professional goals that they have for the year. Jessica Gattenby (Arcadis) will be speaking in February.

* Northwest - Amy Mixon

Amy reported that the chapter had a Jan. participation in the local Science Fair. Award junior project was the pH effects on mollusks. Working on a speaker for Feb. event next week. They are planning a social in April and an Earth Day event.

1. **Old Business**
	1. Chapters “Adopt a month” add-on sponsorship

Tim T. wondered about the NAEP Conference and what the FAEP BOD wants to do to participate. Consensus was that the BOD should be there at the conference, but there would be no additional duties.

1. **New Business**

NAEP Representative – the Board came to a consensus that Bruce will continue to be the FAEP Chapter rep to NAEP.

1. **Action items and due dates summary of motions (Teri**)

Elva will send out a schedule of her activities moving forward with the Board Book.

Teri will be sending out the nonrenewal list each month with the office report.

Mary will send out the specific duties for FAEP Scholarship and Environmental Excellence Awards

Kristin will send out the monthly add on FAEP advertisement information in PowerPoint and Amy will send out the handout.

1. **Upcoming Meetings**
	1. April 7-10 2014 NAEP Annual conference
	2. April 10 2014 NAEP BOD St. Pete
2. **Adjournment at 1:00PM**

Our next teleconference is Monday, March 10th.