

**FAEP BOARD MEETING MINUTES**

**January 13, 2014**

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Kristin Bennett – President | yes |  |
| Erik Neugaard - Past President | no | David |
| Mary Gutierrez- Vice President | yes |  |
| Amy Guilfoyle  - Treasurer | yes |  |
| Melissa O’Connor - Secretary | yes |  |
| Bruce Hasbrouck - NAEP Representative | yes |  |
| Jennifer Cummings - Central Chapter | no |  |
| Ed Currie - Northeast Chapter | no | David D. |
| Amy Mixon- Northwest Chapter | yes |  |
| David Bogardus - South Chapter | no |  |
| Matt Miller - Southwest Chapter | no |  |
| Elva Peppers - Tallahassee Chapter | yes |  |
| Tim Terwilliger - Tampa Bay Chapter | yes |  |
| Paul Fitzgerald - Treasure Coast Chapter | no |  |
| Erin Kane - At Large Member | yes |  |
| Alexis Preisser - At Large Member | yes |  |
| Courtney Arena – At Large Member | yes |  |
| John Lesman – At Large Member | yes |  |
| Melissa Butcher- USF Tampa | yes |  |
| Ray Fajardo - USF St. Pete chapter | no |  |

1. **Approve November and December 2013 Minutes**

Motion to accept the Nov. and Dec.minutes-Alexis Preisser

Second by Melissa O’Connor

Abstentions

Lauren Gibson

Tim Terwilliger

David Dunkley

1. **President’s Report** – Kristin Bennett
   1. **Chapters’ “Adopt a month” add-on sponsorship opportunity** –is still available.
   2. **FDACs language**

Please include the FDACs information on all soliciting materials that your chapter sends out.

* 1. **Chapter event information**

Submitting chapter events facilitates the monthly meeting notice. Please forward your events to info@faep-fl.org.

* 1. **Member Survey**

The survey will include information about the affiliation benefits from NAEP to find out if FAEP members take advantage of these benefits. Kristin solicited the people on the conference call for appropriate questions for the survey.

1. **Treasurer’s Report**

Checking Account Balance $9,423.87

Money Market Account Balance $24,756.98

1. **Administrator’s report** – Teri Hasbrouck (sent via email)

919 current members

5 new and 31 renewed in December

139 NAEP members

72 memberships are due in January

1. **Vice President’s Report**

Mary G. thanked Kristin for her leadership and mentoring during the past 2 years.

1. **Secretary’s Report**

No report.

1. **Administrator’s Contract**

Kristin asked Elva to take minutes for the part of the board meeting where the Administrator’s contract was reviewed. Elva reported that after discussion Erin Kane made a motion to approve the contract with no changes. Mary G. seconded the motion, all approved.

1. **Nominations and voting for 2014 Executive Committee**
   1. **President**

Bruce nominated Mary G. for President

* 1. **Vice President**

Kristin nominated Amy Guilfoyle for Vice President

* 1. **Secretary**

**Kristin nominated Melissa O’Connor**

Melissa declined her nomination

Kristin Nominated Elva Peppers for Secretary

* 1. **Treasurer**

Mary nominated Tim Terwilliger for Treasurer

All were in favor of the Executive Committee as presented. Kristin congratulated the new Executive Committee.

1. **Chapter Discussion**: No chapter discussions this meeting.

* Southwest - Jason Perryman
* Treasure Coast – Paul Fitzgerald
* Northeast – Ed Currie
* Tallahassee Area - Elva Peppers
* Central – Amy Guilfoyle
* South – David Bogardus
* Tampa Bay Area - Tim Terwilliger
* Tampa Bay USF Student Chapter
* Northwest - Amy Mixon

1. **Old Business**
   1. **Reminder to submit financial information to Bruce for IRS filing**

There is a time limit and IRS fines if the information is late. Please have each chapter submit end of year financial information in a timely manner. Especially TL, TB.

**b. Technical Presentations and Continuing Education Credits**

Tim Terwilliger is arranging Board of Professional Engineers CEU capabilities for chapter educational meetings. Individual chapters can submit a list of attendees/P.E.s that attend a workshop or lunch to Tim and he will be doing the reporting via an online reporting system.

For AICPs- forms need to be submitted prior to a conference or meeting for Planner CEUs. These forms can be submitted to a local APA chapter (the chapter will have the correct forms). Mary has experienced that the forms take 30 days for APA to review.

AIA-forms are also available through local chapters for Architect CEUs.

1. **New Business**
   1. **FAEP Board retreat in lieu of an Annual Conference (Courtney)**

Courtney Arena has suggested that the Board utilize the NAEP conference as the FAEP conference in 2014. In lieu of a conference Courtney has suggested a board retreat (in the fall) and is asking for comments and suggestions on the content and structure of the retreat. Courtney suggested that the retreat have an educational component. Discussion included potential locations, timing of a retreat and fun activities.

Bruce reported that board retreats have occurred in the past, but he cannot remember one in the past 10 years.

Discussion occurred about when the retreat would occur and what the purpose would be. Kristin suggested a meeting that includes what is the role of the FAEP in regards to the local chapters.

* 1. **Statewide Trainings (NEPA Workshop) (Courtney)**

Courtney suggested that FAEP offer a training opportunity, such as the NAEP NEPA workshop. Revenue could be generated from this type of training opportunity. Discussion occurred about the potential of offering a webinar as well as in-person training.

1. **Action items and due dates summary of motions (Teri**)
2. **Upcoming Meetings**
   1. January 25, 2014 NAEP BOD Phoenix, AZ
   2. February 10, 2014
   3. April 7-10 2014 NAEP Annual conference
   4. April 10 2014 NAEP BOD St. Pete
3. **Adjournment at 1PM**