

**FAEP BOARD MEETING MINUTES**

**September 25, 2015**

**12:00 – 1:00 p.m. EST**

**Call – In Number: 605-475-4000**

**Code: 607028#**

1. **Call to Order –** Amy Guilfoyle 12:40ish PM EST
2. **Roll Call –** Elva Peppers

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| **Name** | **Attendance** | **Proxy** |
| Amy Guilfoyle – President | Yes |  |
| Mary Gutierrez- Past President | No |  |
| John Lesman  - Vice President | Yes |  |
| Melissa O’Conner - Treasurer | Yes |  |
| Elva Peppers - Secretary | Yes |  |
| Bruce Hasbrouck – Parliamentarian | Yes |  |
| Teri Hasbrouck - Administrator | Yes |  |
| Todd Hodgson - Central Chapter | Yes |  |
| Stan Stokes - Northeast Chapter | No |  |
| Amy Mixon- Northwest Chapter | No |  |
| Stephanie Voris - South Chapter | No |  |
| Lauren Edinger - Southwest Chapter | Yes |  |
| Elva Peppers - Tallahassee Chapter | Yes |  |
| Tim Terwilliger - Tampa Bay Chapter | Yes |  |
| Paul Fitzgerald - Treasure Coast Chapter | No |  |
| Courtney Arena – At Large Member | Yes |  |
| Todd Hodgson– At Large Member-NAEP Representative | Yes |  |
| Debbie Madden- At Large Member | Yes |  |
| Arielle Poulos | Yes |  |

Additional Attendees: Tim Perry (TAAEP) and Tom Hammill (TBAEP)

1. **Approve August Minutes**

Melissa motioned for approval & Todd Seconded. Motion passed unanimously. Courtney abstained.

1. **Treasurer’s Report** – Melissa O’Conner

Passed out budget but it was the wrong version. Added $500 to in-person BOD meeting. Added $500 to membership committee line. Budget was approved unanimously.

**V Secretary’s Report** **–**Elva Peppers, Asked if the deadline for the Beacon article submittals had passed. The opportunity was still open & should be sent to Teri. Discussion about getting the student chapter links/information listed on the FAEP website. The student chapters are a National Affiliation, but the National is not really nurturing the student chapters. Bruce proposed that the FAEP take on responsibility for the student chapters. Suggestion was made to add student chapter reps to the FAEP BOD. Bruce requests that local chapters of student chapters send him contact information for the student chapters.

Discussion on Board Book & that it has not been done. Bruce suggested using Microsoft One Note and 1 Drive to manage the completion of the book. That way it is accessible to all & other BOD members can help populate it.

1. **Vice President’s Report –** John Lesman; No report
2. **President’s Report** – Amy Guilfoyle

Committee Updates

* 1. Membership- There are 860 FAEP members. 44 members renewed in response to the ipad drawing. Need to think of ways to get people to renew. Possibly have Corporate membership; multi-year memberships; Mosaic is a sponsor of TBAEP and gets 15 memberships;
  2. Sponsorship- Send monthly events to Amy for calendar. EDR to sponsor Oct calendar. Discussions concerning the cost for sponsorship of calendar. Keep at $50 for now, but discussed changing to $100.

1. **Administrator’s Report** – Teri Hasbrouck. See the member report. 860 current members
2. **Old Business** 
   1. 2016 Conference Update- There will be a conference boildown conference call between Kristin & SW Chapter. TAAEP is interested in being part of the 2106 committee to be able to learn about conference organization. Discussion concerning having a rep from most or all chapters on the committee. There was concern that there would be too many people. As a compromise, there was discussion about assigning tasks to each chapter to help out the planning of the conference (sponsors, speakers, etc). FAEP will donate $1,000 to the 2016 conference. There was discussion about the division of funds for the 2016 conference. Everyone would like the split to be fair and Melissa suggested discussing the division with the 2015 committee to air out any issues. After the financial report, there will be a vote on the financial splits during the Nov 2015 BOD call. Training sessions are important because they attract agency personnel. Some agencies cannot attend conferences but are allowed to attend for the training. Bruce suggested that there be a standard Conference agreement & the last few years have been able to move toward that direction & fine tune issues.
   2. 2017 Conference – Tim Perry is interested in TAAEP hosting the 2017 Conference in Tallahassee.
3. **New Business**
   1. Elections- There will be FAEP elections in December for 2016. Solicit nominations and include in the newsletter. Each chapter is requested to bring a nomination.
   2. Administrators Contract- The contract was approved for one year unanimously as is. Teri had requested that it be extended to two years. There was no objection, however the contract was not written for two years and needed to be approved at this meeting. Next year the new language could be included and voted on. Melissa made motion to approve; second by John and approved by all except Amy because she wanted to accommodate the two year contract.
   3. Misc.- Bruce suggested having two face-to face meetings per year (one in March/April and one at the conference). There was a suggestion to have it at the Summer School in Orlando.
4. **Adjournment** 3:08PM