

**FAEP BOARD MEETING AGENDA**

**August 15, 2016**

**12:00 – 1:00 p.m. EST**

**605-475-4000 (code 607028#)**

1. **Call to Order –** Amy Guilfoyle; 12:05pm called meeting to order.
2. **Roll Call –** Debbie Madden

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| **Name** | **Attendance** | **Proxy** |
| Amy Guilfoyle – President | Y |  |
| Mary Gutierrez – Past President | Y |  |
| Tim Terwilliger – Vice President |  |  |
| Debbie Madden – Secretary (At large) | Y |  |
| Tim Perry – Treasurer (At large) | Y |  |
| Bruce Hasbrouck – Parliamentarian | Y | (Proxy for Tim T.) |
| Teri Hasbrouck – Administrator | Y |  |
| Hannah Rowe – Central Chapter | Y |  |
| Stan Stokes – Northeast Chapter |  | N |
| Ashley Jansen – Northwest Chapter |  |  |
| Stephanie Voris – South Chapter | Y |  |
| Arielle Poulos – Southwest Chapter | Y |  |
| Echo Gates – Tallahassee Chapter |  | N |
| Paul Fitzgerald – Treasure Coast Chapter | Y |  |
| Courtney Arena – At Large Member |  |  |
| Todd Hodgson – At Large Member | Y |  |
| Elva Peppers (guest) | Y |  |

1. **Approve June and July Meeting Minutes**

June minutes – Amy asked if there were any comments; there were none. Tim P. moved to approve, Hannah seconded. June minutes were approved. (Mary abstained)

July minutes – Amy asked if there were any comments; there were none. Tim P. moved to approve, Bruce seconded (on behalf of Tim T.). July minutes were approved. (Mary abstained)

1. **Treasurer’s Report** – Tim Perry gave the Treasurer’s report. On Aug. 5th, Tim sent a request to the Chapters for 2016-17 chapter project submittals for the upcoming budget. The 2017 budget requests are due Sept. 15th, and FAEP needs receipts for reimbursements for the previous year (need them for Central, NW, SW, Tampa Bay, and Treasure Coast). Tim P. will send a reminder.

Tim also presented the July financials; income and expenses are almost equal. A draft budget will be sent around and wewill need to vote on it at next month’s meeting. Tim P. reviewed budget. A correction was noted that the budget is based on 850 members. Beacon sponsorship was budgeted at $700, and increased to $1500 because we have $2,050 in sponsorships this year. Membership has stayed around 850, revenue is lower but could be just the timing. In the Expense section, there is a new line item for Awards and Recognitions at $550 for plaques etc. Tim received only four requests for Chapter projects, may need to increase from $4,000 to $8,000 if all the Chapters request funds; however, the budget would not balance and we would need to reconsider. The budget item for the Membership committee increased from $500 to $750. Per Bruce, NAEP affiliation fee is not required and we may add funds to chapter projects. For Income section, it was noted that we do not see the monthly calendar item, and the advertising should be noted as Beacon plus monthly calendar. Bruce said we need to make sure we request the NAEP Grant this year. It can come from Tim P. or Amy, and Amy said she would check into it. For CEU credits, we may need to plan for this expense and this is the year (biannual cost), at $250. Any comments on the budget can be emailed to Tim P. or Amy. We will vote during September meeting.

1. **Secretary’s Report** – Debbie had nothing to report.
2. **Vice President’s Report –** No report provided.
3. **President’s Report**
   1. Membership Committee – There was a discussion on local chapter’s membership committees and how to get previous members to come back.
      1. Conference initiatives have been discussed with the Conference committee.
      2. Chapters have membership representatives and Teri explained that they are listed in Memberclicks. The next Membership Committee meeting is an August 29th conference call.
   2. Sponsorship Committee – Sponsorship has been going well, and we are looking for a $50 sponsor for this month’s calendar. Amy asked that we let her know if anyone wants to sponsor. Elva had two people came to a social and learned about it through the calendar. Another monthly sponsor got 3 calls from the calendar advertisement, so they appear to be working.
   3. Mentoring Committee –SW Chapter Conference is the mentoring event to target for the month of September.
4. **Administrator’s Report**

Teri reported that there were 863 FAEP members in July, and 101 NAEP members. Teri sent the list of non-renewals for follow up, and a phone call and personal touch make a difference. It was a pretty typical month.

1. **Old Business** 
   1. Conference Update – Arielle has abstracts still coming in, still light on assessment and remediation track speakers. Between sponsorship and attendees registration so far, if we only get half of the attendees expected (75 people), we are covered. Tallahassee will send a $250 sponsorship. The conference agenda will be finished in next day or so. Only 37 registrations so far; 8 people are not chapter members, and we need more participation from the chapters to get to 75 attendees. Only about half of the speakers are registered; half of the people registered are speakers.
      1. We need raffle items. The target number of raffle items is one per chapter, approximately 8. We have 3-4 already, and we asked the chapters to consider getting at least one raffle item. Tallahassee committed to send a raffle item, and is getting together a basket of local environmental attractions and will put beer in it. Central will do something also. South Chapter –Stephanie will get an item; Mary will get something for Northwest. Amy will contact Stan for NE Chapter.
      2. Bruce working on the keynote speaker from SFWMD. SFWMD offered Lawrence Glen, but he has already spoken to a Chapter recently. Bruce will try to get someone to talk about Lake Okeechobee.
      3. Amy asked those who know they will attend to register for the Conference.
2. **New Business** 
   1. Echo said the SE Chapter of Society for Ecological Restoration Symposium would like us to advertise this event. It is in Quincey, and we will ask them if they would advertise our conference also. Elva will follow up with them.
   2. Administrator Contract. A draft contract has been circulated to the Board. The membership number for insertion in the contract would be 863. Tim P. asked who is responsible for following up on the contract, and Amy said it would be the Exec. Committee and everyone on the Board. There are items such as making sure the treasurer is named on the accounts, need to switch it to Tim P. or new treasurer. We may want to assign it to a specific board person, potentially the VP, to review the contract and follow up with Administrator on any outstanding items. Amy will add page numbers to the contract. Paul F. had joined the call. A roll call for quorum was held. Paul F. moved to approve the contract, Todd seconded. The Administrator’s contract was approved. No “no’s” or abstentions. Amy will make final corrections as noted in the draft, add page numbers, 863 membership and share with Teri.
3. **Chapter Discussions (as time permits)**
   1. Northeast – Stan Stokes
   2. Northwest – Ashley Jansen
   3. Southwest – Arielle Poulos
   4. South – Stephanie Voris
   5. Tallahassee – Echo Gates
   6. Tampa Bay – Tim Terwilliger
   7. Treasure Coast – Paul Fitzgerald
   8. Central – Hannah Rowe – A luncheon will be held this Thursday for Central Florida.
4. **Upcoming Meeting – Sept 23rd at Conference (in person meeting)**
5. **Review Action Items (if any)**
6. **Adjournment – 1pm**
7. **September 7, 2016 – Vote requested by email re Tallahassee Chapter (with support from NW Chapter) hosting the 2017 FAEP Conference and Training Symposium.**

All comments received via email were positive.

Votes:

Stan Stokes – Yes

Todd Hogdson – Yes

Mike Markey – Yes

Arielle Poulos – Yes

Tim Perry – Yes

Debbie Madden – Yes

Courtney Arena – Yes

Stephanie Voris – Yes

Paul Fitzgerald – Yes

Hannah Rowe – Yes

Amy Guilfoyle – Yes