



FAEP BOD Meeting Minutes
October 24, 2022
Call in Number 1-605-475-4000
code 607028#

I. Call to Order

II. Roll Call

Name	Attendance	Proxy
Elva Peppers– President & At Large Member Tallahassee elvapeppers@felsi.org	X	
Ryan Goldman – Past President South Florida rgoldman@broward.org	X	29
Gina Chiello – Vice President Treasure Coast Chapter Rep gchiello@cumminscederberg.com	X	
Kelley Samuels – Treasurer & At Large Member Central Florida Kelley.samuels@aecom.com	X	
Jen Savaro – Secretary South Chapter jsavaro@res.us	X	29
Bruce Hasbrouck – Parliamentarian* Tampa Bay Bruce@HasbrouckEnv.com		
Teri Hasbrouck – Administrator* Tampa Bay info@faep-fl.org		
David Wood – Northeast Chapter David.Wood@ApexCos.com		
Mike Cobb– Northwest Chapter mcobb@uwf.edu	X	either
Amy Guilfoyle aguilfoyle@scsengineers.com	X	
Brian Bendis – Tampa Bay Chapter Brian.Bendis@xylem.com		
Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com	X	either
Tim Perry – At Large Member, NAEP Rep Tallahassee tperry@gbwlegal.com	X	29
Joe Penta – At Large Member Treasure Coast Chapter jpenta619@aol.com		
Christina Hall - SW Chapter Rep christina@thanaples.com		
Jane Gregory – At Large Member Jane.gregory@ocfl.net	X	either
Don Medellin – At Large Member donshotbuck@yahoo.com		
Susan Martin – At Large Member smartin@nelsonyeager.com	X	either
George Sprehn- SW Chapter Rep gsprehn@earthbalance.com	X	either

A majority of the board or their proxies shall constitute a quorum. *Non-voting position. 17 voting members. 9 = quorum. Elva reported a quorum was present.

III. Approval of Meeting Minutes

III..i. Approval of September meeting minutes. Susan made a motion to approve the September 26, 2022 meeting minutes. Jane seconded; all were in favor; none opposed; none abstained; motion passed.

IV. Presidents Report-

- IV..i. Elva Planning to be in Jax Nov 9-10 for FAMB workshop. Would like to meet with BOD or potential BOD members again. Possibly Nov 10 at lunch? Stayed tuned

V. Secretary's Report (Jen) – no report

VI. Past President's Report (Ryan) – no report

VII. Treasurer's Report (Kelley)

- VII..i. Wells Fargo – \$30,018.34
VII..ii. Bank United – \$26,479.99
VII..iii. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
VII..iv. Kelley to report Bank CD rates
VII..v. If any chapters want to enroll in direct deposit, fill out form with routing and account information and send to Teri at info@faep.com and Kelley.
VII..vi. Kelley stated there was \$4,200 in income and \$4,990 in expenses.
VII..vii. Elva reminded the board that it is a new budget year. The chapter reimbursement can be submitted anytime during the year.

VIII. Administrator's Report (Teri)

- VIII..i. Chapter representatives to continue to reach out to non-renewals. Use non-renewal spreadsheet to contact people.
VIII..ii. Membership stats: 735 FAEP, 44 new 13 renew, 54 NAEP.

IX. Old Business

- IX..i. **2023** Hosted by Tallahassee Chapter May 2023 dates (update- Tim)
IX..i.1. Here is a list (in process)

Conference Chair: Tim Perry

Treasurer –

Speaker Coordination – Chairs D. Irwin/J. Ullo, Susan volunteered to assist

Registration –

Sponsors/Vendors – K. Sands

Program – E. Gates

Hospitality –

Reception/Entertainment –

Transportation –

Field Trips –

Check In/SWAG Bags –

Social Media –

Volunteer Coordinator –

Advertising/Promotions –

Silent Auction/Door Prizes –

Conference app-

Dine around organizer

Golf tournament

- Josh Hirten volunteered general help

Tim provided the following updates:

NAEP update – attended board meeting and strategic planning

- Budget – Budget approved for Permitting Summer School booth.
- Affiliation agreement – Sending draft affiliation agreement towards the board for review in the next few months.
- Looking at ways to increase the value of NAEP membership.
- Build up working groups
- Spotlight recognition on chapter events.
- Finding a way to push diversity and inclusion at a national level.

Conference

- Finalizing conference contracts
- Speaker coordination – getting speakers from various agencies.
- Conference agreement – requested split – 60% Tallahassee/40% FAEP
 - Asking for approval of split
 - Conference agreement is the standard form what we used in the past.
- Susan volunteered to assist with speakers and agenda.
- Josh volunteered for general help with the conference.
- Anyone else wants to volunteer send Tim an email.
- Conference is in person. There is a possibility that it may be a hybrid conference as a backup option.
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IX.ii Conference agreement needs to be completed. TAAEP proposes 60/40 split (TAAEP/FAEP)

IX..ii. Elva called for a motion to accept the conference agreement. Ryan made a motion to approve the conference agreement with a 60/40 split. Gina seconded; all were in favor; none opposed; none abstained; motion passed.

IX..iii. 2024 Central to be host chapter (any update?) – Central will host in 2024
IX..iii.1. Central board approved hosting the 2024 conference. Will begin conference discussions and planning.

IX..iv. Memberships

IX..iv.1. New Chapter/FAEP dues to go into effect Nov 1st. Please send out reminder or ask Lindsey to do it from each chapter.

IX..iv.1.a. FAEP - \$50, TB - \$40, and all other chapters - \$25.
Retiree options – same as students

IX..iv.1.a.i. Lindsey sent out reminder to all chapters to send out email to members about the dues increase.
Lindsey is available to send out emails if you need her to.

IX..iv.2. **Please send Brian chapter sponsorships flyers from each chapter at new email addresss. In roll call section.**

IX..iv.2.a. Highlighted emails in roll call are updated emails.

IX..v. **Get calendar events in for October. Link located at bottom of agenda.**

- Updates for Membership/Renewal:
 - Need mechanism to allow membership in all chapters. Add choice to FAEP membership page on the website and on each chapter's websites.

- Each Chapter to verify that rates are correct (Do you have student rates for each chapter?) Each chapter will be contacted this week for confirmation.
 - Modify selection to include retired persons. (Do chapters agree that student & retired persons are the same?) Change on chapter pages also.
 - Professional Training
 - IX..i.1. Soils Course for Treasure Coast (Don & attachment)
 - IX..i.1.a. Filled up classes. 13 attendees for one day and 14 for the other. Needed 10 to break even.
 - IX..i.1.b. Feedback survey – Travis got an A+ on teaching., Some people said they would have preferred to do the two day instead of one day. Would like to see wetland, grasses, prescribed fire and listed species. Most common requested training was wetland delineation.
 - IX..i.2. Dates for additional training. Need one in January/February. Central Florida? Talk about getting it scheduled. Set down in Mid November for planning. One of the topics to discuss.
Second course to be Phase 1 ESA. ASTM trainer cost (\$6500), 1 full day, Julie Kilgore
 - Northeast Chapter revitalization (**Skipped this section**) – getting together in November with David and some other folks.
 - Lindsey is working with the NE chapter to build a website/constant contact list. Please share email lists with her or David of people who may Membership growth committee - (Ryan, Elva, Brian, Jane, Teri) be interested in joining the chapter.
- Membership growth committee - (Ryan, Elva, Brian, Jane, Teri) - skipped
- IX..i. Elva reported that we received responses from 28 people from marketing questionnaire. Committee to have a special meeting and report to BOD at November BOD meeting.
 - IX..i.1. Most did not have a strong feeling about staying with current website.
 - IX..i.2. Interested in centralized website through FAEP.
 - IX..i.3. Not cross-pollinating with other chapters.
 - IX..i.4. All chapters would like to have access to member list.
 - IX..i.5. Would like a repository of presentations for members only.
 - IX..i.6. Requested trainings
 - IX..i.7. Suggested sponsor booths at conference
 - IX..i.8. Highest priorities - centralized membership and attendance
 - IX..ii. Great idea for condensing chapter presence online and theme. Changed ways we do our calendars.
 - IX..iii. Growth committee fall group discussion – happy to have one. Elva to send out calendar invite. Data and information from survey needs to be shared with board. Discussed offline and bring to boards attention.
- Marketing questionnaire was sent out to all local chapter board members, we had a response from 28 people. Central-1; NW-1; South-5; SW-4; TLH-7; TB-4; TC-6; NE-0
 - Some general results from responses- full presentation will be given later.

- Majority did not have strong feelings about staying with their current website (SW/TB and TC were more opposed than other chapters)
- Majority were interested in having a centrally hosted website available for all chapters.
- All chapters would like to have access to member list sharing from all chapters.
- Help with advertising/flyers seemed to be important for most chapters.
- Branding and consistency were important.
- Majority would like to see repository for member-only recorded presentations.
- Requested trainings: wetlands; legislative updates; mangrove trimming; stormwater; soils; wildlife; plant ID; professional communication; procurement procedures; WOTUS; GIS; things with certifications; professional marketing; resume development; marketing; presentation bootcamp; seagrass; and more
- Highest priorities for marketing: Centralized services, sponsorship in other organizations; FAEP funding/managing websites; attendance at conferences; website redesign
- Most agreed that FAEP should sponsor booths at conferences- mostly mentioned Summer School
- Suggestions for increasing communication: mentorship, member bios, trainings, partnerships with other organizations, statewide membership meetings, success stories and member recognition.

X. New Business

Small Project Committees: (NEED VOLUNTEERS)

1. Workshop Guidance Committee- develop short list of information for Chapters to put on workshop through FAEP training program. Suggested members: Kelley, Lindsey, Elva, (input/help from Bruce?)
 2. Set up You Tube Channel for posting of recorded chapter presentations and provide chapters with information on how to get that set up.
 3. Research and determination of best option for Conference/Workshop/Event registrations. Event Bee, Memberclicks, Constant Contact, etc.
 4. State Sponsorship Committee: report on some ideas, pros & cons of having a state chapter sponsorship and options of how to do it or providing benefits to chapter sponsors through the local chapters. Suggested Members: Elva,
 5. Awards Program Development- Research other organizations and past FAEP programs to present some options for awards for outstanding members/projects/ or ???.
 6. FL Chamber Summer School Booth Coordination: Booth registration, graphics, staffing, etc. July 18-21, 2022.
 - a. Susan can give advice
 - b. Swag
 - c. Kelley to get with Tim on who to submit reimbursement request to.
- If interested in participating in any of these small project committees, email Elva.

• Board Goals

1. Increase membership (860)

- All chapters should set up a LinkedIn Account – get with Lindsey
- Monthly events submittal is by a new method. The form will work for any future events, not just the next month. **DUE NOW.**
 - [EVENT CALENDAR FORM](#) (click to link)

2. Professional Training

In process with Soils and Phase 1 ESA

3. **Beacon Publication and Articles Goal** – 2 articles per chapter per year (Winter through Fall) –**Spring** issue (articles due April 1) Central,

Northeast, Northwest, South; **Summer** issue (articles due July 1)
Southwest, Tallahassee, Tampa Bay, Treasure Coast; **Fall** issue (articles
due October 1) Central, Northeast, Northwest, South; **Winter issue**
(articles due December 31) Southwest, Tallahassee, Tampa Bay,
Treasure Coast

Sponsorship, multi month discount?

4. **Additional Member Benefits (suggestions)**

- Offer member-only recorded videos of chapter presentations
Potential media organizer identified to assist with recordings and
posting of presentations to members only on FAEP website.

5. **State Sponsored Student Scholarship**

6. **State Coordinated Community Service Day/Event**

7. **Ways to promote FAEP**

- i. Attendance/sponsorship at Other conferences
(booth/flyers/giveaways)
- ii. Swag items (should FAEP have items at the conference)
- iii. Awards program
- iv. Calendar
- v. Diversity programs/Women in Science/Young Professionals

XI. Chapter Discussions –

- Tallahassee -
- Tampa Bay – Falliday Nov 3rd
- Treasure Coast – Wednesday – meet the candidates, Lake Worth water keeper seminar at Lake Worth library
- Central – UCF panel discussion.
- Northeast - None
- Northwest – Annual Symposium – 8 speakers. Picked up 3 sponsors and 6 new members. 55 attendees.
- Southwest – Fishing tournament has been postponed. Swampwalk in November.
- South –Clean up at Oleta, FDEP ERP/ Section 404, sea level rise update in Miami.

XII. Upcoming Meeting –November 21 (Monday-2:00) or 29 (Tuesday at noon)

REMINDER TO GET THE CALENDAR EVENTS & BEACON ARTICLES IN ASAP

- [EVENT CALENDAR FORM](#) (click to link)
- Meeting moved to Tuesday 11/29th at noon

Elva made a motion to adjourn the meeting. George seconded; all were in favor; none opposed; none abstained; motion passed.

Meeting adjourned at 1:08pm