



FAEP BOD Meeting Minutes
March 27, 2023
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		
Gina Chiello – Vice President Treasure Coast Chapter Rep gchiello@cumminscederberg.com		
Kelley Samuels – Treasurer & At Large Member Central Florida Kelley.samuels@aecom.com	X	
Jen Savaro – Secretary South Chapter jsavaro@res.us		
Bruce Hasbrouck – Parliamentarian* Tampa Bay Bruce@HasbrouckEnv.com	X	
Teri Hasbrouck – Administrator* Tampa Bay info@faep-fl.org	X	
David Wood – Northeast Chapter David.Wood@ApexCos.com		
Mike Cobb– Northwest Chapter mcobb@uwf.edu	X	
Amy Guilfoyle aguilfoyle@scsengineers.com	X	
Brian Bendis – Tampa Bay Chapter Brian.Bendis@xylem.com		
Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com	X	
Tim Perry – At Large Member, NAEP Rep Tallahassee tperry@gbwlegal.com	X	
Christina Hall - SW Chapter Rep christina@thanaples.com		
Jane Gregory – At Large Member Jane.gregory@ocfl.net	X	
Don Medellin – At Large Member donshotbuck@yahoo.com	X	
Susan Martin – At Large Member smartin@nelsonyeager.com		
George Sprehn- SW Chapter Rep gsprehn@earthbalance.com		
Catarina Shoemaker – Southwest Rep		X

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

- III. **Approval of Meeting Minutes**
 - III.i. Quorum not present to approve the Feb 2023 minutes.

IV. Presidents Report- Elva – Updates on agenda items listed below.

V. Treasurer's Report (Kelley)

- V..i. Wells Fargo – \$30,081+; chapter workshop income, workshop expenses; bank charges for direct deposits
- V..ii. Bank United – \$26,480+
- V..iii. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
- V..iv. Reminder to enroll in direct deposit, fill out form with routing and account information and send to Teri at info@faep.com and Kelley.
- V..v. Bruce stated we are ahead of year to date on income, but slightly over on expenses.

VI. Administrator's Report (Teri)

- VI..i. Chapter representatives to continue to reach out to non-renewals. Use non-renewal spreadsheet to contact people.
- VI..ii. Membership stats: FAEP Membership – 780, NAEP membership – 58, New – 27, Renewal - 35

VII. Old Business

- VII..i. **2023** Conference May 11-12 (update- Tim)

Here is a list (in process)

Conference Chair: Tim Perry

Update on abstract submittals.

Registration open attendance registrations are only at 50.

Sponsor and Exhibitors - open. Limited space for exhibitors.

No keynote yet; no title sponsor or gold or silver sponsors yet.

Chapters who are sponsoring are TBAEP and Central
Will have FAEP BOD meeting space during the conference.
Bruce to organize the luncheon
Box lunches will be ordered with field trip orders
Call in is tentative, but should be able

General Help: Josh Hirten

Treasurer –

Speaker Coordination – Chairs D. Irwin/J. Ullo/Susan

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- Kiel Sims

VII..ii. 2024 Central to be host chapter (any update?) – Central will host in 2024
VII..ii.1. Planning on hosting in Spring of 2024. [Tim to send Amy the contact for Robin Frye- planner](#)

VII..iii. Memberships

- **Please send Brian chapter sponsorships flyers from each chapter.**

VII..iv. **Get calendar events in for March in. Link located at bottom of agenda.**

VII..iv.1. [In future, send out email in the middle of the month.](#)

- Professional Training

VII..i.1. Soils Course for Central Chapter scheduled for April 28th, Save the Date to go out

VII..i.2. Review class agreement & vote.

VII..i.2.a. [Christina stated the Central board needs to discuss and will provide any comments.](#)

VII..i.2.a.i. [Will proceed with agreement and modify once Central provides comments.](#)

VII..i.3. Dates for additional training. NE Florida, has expressed interest. Need two months to prepare and advertise.

VII..i.3.a. [South chapter interested in hosting a soils training – Jen to send potential dates.](#)

- Northeast Chapter revitalization- Meeting to be scheduled with BOD and interested parties.

Small Project Committees: (NEED VOLUNTEERS)

VIII. 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?) **Draft Workshop agreement in review (Vote Feb Meeting)**

IX. Set up You Tube Channel for posting of recorded chapter presentations and provide chapters with information on how to get that set up. **TAAEP recorded one that can be used to try this.**

X. Research and determination of best option for Conference/Workshop/Event registrations. Event Bee, Memberclicks, Constant Contact, etc.

XI. 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,

XII. Awards Program Development- Research other organizations and past FAEP programs to present some options for awards for outstanding members/projects/ or ????. Elva

XIII. FL Chamber Summer School Booth Coordination: Booth registration, graphics, staffing, etc. July 18-21, 2022. (Susan & Elva) **Booth is secured! Need volunteers to man the booth.** [Lindsey to do a year in review for FAEP and Summer School](#)

- XIII..i. Gina is attending. Can assist when available.

XIV. **New Business**

- NAEP affiliation agreement. Elva To send out request for email voting, needs to be approved by May. Courtney Arena to ask NAEP about using link for registration since they don't send information/money very quickly when someone registers on the NAEP website for FAEP.
- Any other items that Chapters need help with?
 - XIV..i. NW and SFAEP chapter interested in using Lindsey for website and social media.
 - XIV..ii. Teri to send out Beacon, needs articles by April 1.

- **Board Goals**

- 1. Increase membership (860) we are currently at 780 (80 short of the goal)**

- All chapters should set up a LinkedIn Account – who has LinkedIn site? (Tallahassee, Tampa Bay, South, Treasure Coast, FAEP)
 - Monthly events submittal 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**

- 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

- XV. Chapter Discussions –**

- Tallahassee – April 20th social
- Tampa Bay PFAS EPA Update, social; coastal cleanup
- Treasure Coast – Bike ride, solid waste authority, lighthouse tour
- Central – Wejkiva Island Cleanup; hydric soils class;
- Northeast
- Northwest – Cleanup for earth day

- Southwest – [Preserve management training; coastal cleanup of hurricane debris/maybe a fossil hunt in May](#)
- South –
 - XVI. Upcoming Meeting –April 25 (noon) MONDAY**
 - REMINDER TO GET THE CALENDAR EVENTS IN ASAP**
 - [EVENT CALENDAR FORM](#) (click to link)

Meeting adjourned 1:00pm.

Skipped items

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

Membership growth committee - (Ryan, Elva, Brian, Jane, Teri) (**Skip**)

- XVI..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.
 - XVI..i.1. Most did not have a strong feeling about staying with current website.
 - XVI..i.2. Interested in centralized website through FAEP.
 - XVI..i.3. Not cross-pollinating with other chapters.
 - XVI..i.4. All chapters would like to have access to member list.
 - XVI..i.5. Would like a repository of presentations for members only.
 - XVI..i.6. Requested trainings
 - XVI..i.7. Suggested sponsor booths at conference
 - XVI..i.8. Highest priorities - centralized membership and attendance
 - XVI..ii. Great idea for condensing chapter presence online and theme. Changed ways we do our calendars.
 - XVI..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.