

FAEP BOARD MEETING AGENDA

7 Dec 07

12:00 – 1:00

Conference Call

I. Approval of October 2007 Meeting Minutes

Revised Minutes redistributed December 2007 (Heather Maggio on conference call)

II. Chapter Reports

Chapter's to provide election cycle.

Bridgett Tolley- CN

- May elections.
- 55 people at Fall Social.
- Bridgett will contact award recipients to attend Central chapter's December meeting.

Ed Currie - NE (not able to attend)

- We are very sad to report, Ed's wife passed away in October. FAEP is sending a condolence card.

Paul Looney – NW (not on call)

Kevin Carter (Erik Neugaard reported)- SO

- Elections at annual meeting in November.
 - o Great attendance.

Debbie Tyson (Jennifer Evans reported) -SW

- May elections.
- Bald Eagle guidelines at November meeting, December is Holiday Dinner.
- Will have booth at nature care fair in January.

Heather Maggio-TB

- May elections.
- Falliday event in November. Complimentary for members.
- Satisfaction survey sent out to current and non-current members.
- Having a student paper competition.

Mary Lindgren - TC

- November elections.
- There was a tie and finalizing in December.

Curtis Watkins - TL

- January elections.
- Busy meeting with student chapters.
- Planning a January/February social event.

Discussion about the different election cycles. Per Bruce Hasbrouck, it is allowable for different cycles just not optimal. Each chapter has their own by-laws that establish the elections.

III. President's Report

- Had conference calls the last month with the four committee chairs and Danielle Weitlauf.
- Working with Teresa Biggs on an advertising plan.
 - o Creating list of conferences/events statewide as opportunity to advertise FAEP.
 - o Example is the International Conference on Coral Reefs.
 - o Opportunity to utilize reserves from NAEP conference to help further organization.
- Attended workshop on Florida Forever. This is sun-setting in 2010, brainstormed on the next phase.
 - o Members will be asked to attend when a meeting is held in their area.

IV. Association Administrator Report

Membership:

- 19 new members and 2 renewals in November. Brings membership to 711. Need 7-8 new members each month to reach budgetary goal of 800.
- Renewal letters going out second week of December for January renewals and end of December for February renewals.
 - o Approximately 100 renewal letters for January and 250 for February.
 - o Letters will have members information pre-printed and they can edit as necessary before returning.
- Will be contacting each chapter's membership chair to set up a conference call with Don Deis & self to discuss their membership list (discrepancies, process, etc.).
- Downloadable membership application on website.

Newsletter:

- Did not receive any submittals for a name or design for the newsletter.
- Next newsletter is January.
- Articles due by December 20th. Need them!!!! Can be forwards of other articles, do not need to create them.

Website:

- Job listings are hottest item on site. Five in November alone.
 - o A big change to the page is the list of postings at the top that directly link to the posting. Easier for viewing.
- Application page now prints on two pages rather than three.
- Main page has been updated for the monthly chapter happenings section to download the monthly meeting notice.

V. Treasurer's Report

- Checking account balance of \$17,413.55.
 - o Not reported on call, there is \$23,508.71 in Vanguard account. Includes \$16,000 from NAEP Conference.
 - o Kathy requests the statements from Vanguard with all the account info since this cannot be accessed online.

VI. Membership Report

- Nothing to add

VII. Committee Reports

- Membership

- Internet – Bridgett Tolley
 - Discussed with website developers options available to FAEP's website.
 - Going to meet with one to discuss site further.
- Newsletter – Nancy Rodlun
 - Looking for articles and committee members.
 - Creating competition for student chapters to create name and logo for newsletter. Cash award of \$100.
 - Discussion as to where in budget cash award should come.
 - Kathy Hale moved to amend the miscellaneous \$500 line item to allocated \$100 for cash award. Don Deis second.
 - Danielle Weitlauf will send notice of contest to student chapters. Please provide her the contact list.
 - The newsletter committee will select the winner.
- Awards
 - Evaluating an Environmental Professional of the Year award.

VIII. Old business

IX. New Business

- <http://www.memberclicks.com>
 - Don Deis, Bridgett Tolley and Danielle Weitlauf will form ad hoc committee to discuss further at January meeting.
 - Program such as memberclicks can provide real time membership data to all who have access. Chapters would be able to pull up their member data whenever they need to and be able to make changes to it.
 - Bruce Hasbrouck would like to use reserves from NAEP conference for this expense. Could do a lot for upgrading membership process including online applications.
 - Company has offered webinar for ad hoc committee and whomever else would like to join in (Nancy Rodlun).
 - Kathy Hale proposes pushing more sponsorships to help cover the monthly costs of a program such as this.
- IRS filings
 - Chapters have been receiving notices from the IRS regarding the need to file themselves due to changes in legislation.
 - Chapters that are not incorporated, provide their financial data to FAEP for a group filing.
 - Incorporated chapters should be filing on their own.
 - Central Florida was told by Peter that they did not need to file themselves.
 - There is a need to look further into this.

X. Upcoming Meetings

- January – Board Meeting in Orlando – January 11th.
- February – Executive Committee TeleCon – February 1st.

XI. Adjournment