FAEP BOARD MEETING MINUTES

February 10, 2012

12:00 p.m. – 1:00 p.m. EST

1. **Roll Call**

In attendance:

|  |  |  |
| --- | --- | --- |
| Kristin Bennett | Erin Kane | Tim Terwilliger(proxy for Paul Bowers) |
| Kathy Hale | Melissa O'Connor | John Lesman |
| Bruce Hasbrouck | Mary Gutierrez | Ed Currie |
| Elva Peppers | Alexis Preisser | Jeff Marcus |
| Arnaud Roux | Matt Miller |  |
| Absent: | Erik Neugaard(proxy to Jeff Marcus) |  |

1. **Approval of January Minutes**

 Motion by: Erin

 Second by: Jeff

 All aye

1. **President’s Report – Kristin Bennett**
	1. Vice President and Secretarial Elections

Kristin reported that Joel and Victoria have resigned from the board. This opens up two at large positions on the Board of Directors (BOD).

**Bruce nominated Mary Gutierrez and John Lesman as at-large BOD members to the two open at-large board positions. They were nominated to complete the term of the now open at-large positions.**

**Kathy seconded the nomination.**

**By acclimation Mary and John became at-large BOD members. All BOD members are in favor of the motion. Kristin noted that the motion carried.**

**Bruce nominated John as Vice President**

**Kathy seconded the nomination.**

**All BOD members are in favor of the motion.**

**Kathy nominated Mary as Secretary.**

**Alex seconded the nomination.**

**All BOD members are in favor of the motion**.

Kristin noted that CN and NW chapters have positions open for chapter representations. Kristin noted that chapter reps should be individuals who will contribute to the sustainability of the organization by becoming an officer or participating in a committee.

Bruce asked that complete contact information be provided for the new board reps to Kristin and Teri.

Kristin reminded all BOD members that local chapter officers must be active FAEP and local chapter members. She also reminded the FAEP board officers that according to the FAEP bylaws they are required to be NAEP members and that FAEP has a budget item to pay for NAEP dues if the officer needs financial support.

* 1. Sustainability of the FAEP
		1. FAEP leadership - see discussion above.
		2. Chapter leadership - see discussion above.
	2. Membership
		1. Check status of BOD membership - see discussion above
	3. Teaming opportunities

Kristin discussed that teaming has occurred in the past and that there will continue to be opportunities this year.

* + 1. AWRA
		2. Florida Bar ELULS

Kristin asked the BOD for support in contacting ELULS to solicit a booth for FAEP and provide the service of sending a notice to FAEP members about the event. Erin Kane supported Kristin in this teaming effort and would be willing to staff the booth. Melissa also supported the effort and would be willing to staff the booth. Kristin will also ask ELULS that FAEP members be able to attend at the ELULS member rate. All of the Board members supported Kristin in this effort.

* + 1. Other chapters-Kristin encouraged local chapters to partner with each other. Tim Terwilliger noted that TBAEP partners with ASCE and other organizations on luncheon events.
		2. FLERA-Paul Looney has asked Kristin to add FLERA to the list of partnering opportunities.
1. **Vice President’s Report – John Lesman**

 John thanked the BOD for electing him and is looking forward to serving the organization.

1. **Treasurer’s Report –** Kathy Hale -Kathy reported that the financial situation is good.

Checking account - $16,027.78

Vanguard account - $24,747.45

Kathy asked for information from BOD members for planning the new budget and will send out budget request forms to local chapters in June or July so that the BOD can prepare to pass the budget in September, prior to the new fiscal year.

Bruce and Kathy noted that local chapters should consider funding requests for their activities in 2013.

Kristin solicited help on the budget committee from local chapters.

1. Secretary’s Report – Mary Gutierrez

 No report

1. NAEP Update – Kristin Bennett, Bruce Hasbrouck
	1. General NAEP matters
		1. NAEP Election Results

Two FAEP members were elected to the NAEP BOD: Courtney Arena and David Dickson.

* + 1. Membership count-no discussion
		2. NAEP insurance coverage ($75.00 per chapter)

FAEP provides general liability insurance for FAEP and all local chapters at a rate of $75 for FAEP and $75 for each local chapter. Because there is a line item in the budget for this expense, Kristin notified NAEP that FAEP would like to continue this coverage for the current year. If a chapter does NOT want to be covered in 2013, please notify Kristin.

* + 1. NAEP webinar schedule

Kristin noted that these events are profitable for NAEP and provides opportunities for local chapters to have them at meetings and encourages all chapters to consider hosting one. She sees it as a value and benefit of the affiliation agreement to all members. Elva asked if other chapters charge for the webinars? Jeff noted that the charge for hookup is only $39 and that they did not charge additional costs to members. Kristin noted that chapters could consider charging a small fee for non-members or making the webinars available only to members as a member benefit.

Jeff shared that his BOD voted to support all of the NAEP webinars. They have found that the webinars are educational and a way to add value for members.

Kristin added that it is $79 for an individual hookup. Elva stated that she thinks the TL chapter may try a webinar for an event. Arnaud added that the TC chapter has accessed a couple of webinars and they will aim to host webinars at several locations for members. Tim added that the rest of the year schedule will be helpful for TBAEP for planning purposes. Kristin is to send the webinar schedule to the BOD.

* 1. NAEP Quarterly meeting and NAEP Chapter Leadership meeting update
		1. Joint marketing materials - Kristin shared that Bruce has agreed to help NAEP with a marketing brochure.
		2. NAEP is working on the development of guidelines for the submission and review of chapter annual budget requests.

Chapter leadership retreat planned for June where NAEP will develop a 5-year plan.

* 1. Distribution of NAEP information
		1. NAEP National Desk (bi-weekly) - deferred to next meeting
		2. NAEP newsletter (monthly) - deferred to next meeting
		3. Webinars - see above discussion under NAEP update.
1. **Association Administrator’s Report - Teri Hasbrouck**

898 current members

95 new and renewing, (25 new and 70 renewing)

157 NAEP members

Jeff added that the South chapter provides events free to individuals who attend and join at that event (as a way to increase membership). Tim asked why there are members on the membership list that are not local chapter members? Bruce explained that these are usually members that joined through NAEP and were unable to join a local chapter through that process.

Jeff Marcus asked for directions on how to access an updated local chapter membership list. Teri will provide the board with instructions on how to access this data.

1. **New Business**
	1. TAAEP By-Laws (Melissa O’Connor)

Melissa and Kathy volunteered to review this submittal and provide feedback before the next month's BOD meeting.

* 1. Chapter submittals for newsletter
	2. Committee formation
		1. By-laws
		2. Membership
			1. Membership representative from each chapter

Kristin is requesting that the chapter reps look for members who can be on this committee. Their work would include follow up on accuracy of membership data and non-renewals.

* + 1. Memberclicks
			1. Chapter access to Memberclicks

Erin and Teri are working on a proposed policy for board discussion.

* + 1. Website review

Elva suggested that a FAEP BOD member be assigned to review the website once a month.

John, Joel Thomson, David Dunkley, Elva, will be on the committee that will check the website and provide a report next month.

* + 1. Website postings and Email distribution policy (chapter vs. full membership)

 Mary has agreed to chair a committee that will review an information distribution policy. Matt Miller and Jeff agreed to participate in the committee. Come back in March with a policy.

1. **Old Business**
* Status of Annual FAEP Chapter Filings (Bruce) - Bruce is working on it and will be contacting presidents of local chapters for information.
* 2014 NAEP Annual Conference (Bruce) - Bruce stated that the local committee is working on the hotel location.
* Gainesville Area Chapter -Erik not present
* Student Chapters
	+ FIU
	+ FSU
	+ HCC - Tim reported that this student chapter has formed on campus and has a faculty member as a champion who is driving membership and meetings.
1. **Chapter Reports**

 (Chapter activity reports were submitted prior to the meeting via email and are located at the end of this document)

* **Central - John Lesman**
* **Northeast - Ed Currie**
* **Northwest - Mary Gutierrez**
* **South - Jeff** **Marcus**
* **Southwest - Matt Miller**

Two events in Naples and Fort Myers were somewhat successful. They are currently having events also in Sarasota.

* **Tampa Bay Area - Tim Terwilliger**

Tim shared that TBAEP is supporting NAEP with a conference sponsorship and also a contribution to the Jim Roberts scholarship.

* **Treasure Coast - Arnaud Roux**

TC is offering the same speaker at two locations in some instances

* **Tallahassee Area - Elva Peppers**
1. **Action items and due dates (Teri Hasbrouck)**
* Kristin will reach out to ELULS about their conference and a teaming opportunity.
* Kristin will distribute the NAEP webinar schedule to the FAEP BOD.
* Teri will provide a Memberclicks tutorial to the BOD on how to get current membership data from Memberclicks.
* Kathy and Melissa will review the TL chapter bylaws and provide feedback to Kristin prior to the March FAEP BOD meeting.
* Teri and Erin will provide a proposed Memberclicks access policy to the FAEP BOD at the March meeting.
* Mary will lead a committee to develop a policy for website postings and email distribution and provide a proposed policy at the March BOD meeting.
* Website review committee to review the website, make sure it is up to date, suggest changes/fixes necessary (John Lesman, David Dunkley, and Joel Thomson).
1. **Upcoming Meetings**
* June NAEP Chapter leadership meeting in Las Vegas
* March 9 FAEP BOD Meeting
* April 12 in person (note Thursday not Friday) Tentatively SFWMD Orlando office.
1. **Adjournment 1:20 PM**

**From:** Victoria K. Colangelo [mailto:victoria@mitigationmarketing.com]
**Sent:** Wednesday, February 01, 2012 11:46 AM
**To:** Bennett, Kristin
**Subject:** FAEP Resignation

Kristin,

Thank you for offering me another year to serve on the FAEP Board, however, I am currently spread to thin with work and other association obligations.

I anticipate to continue to be highly active with my local chapter, as I serve as treasurer for CFAEP and will possibly fulfill a committee position for FAEP.

Thank you for the opportunity, and good luck with the President Role, I know you will be fantastic!

Victoria K. Colangelo

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**From:** Joel Thomson [mailto:joel@thomsonenv.com]
**Sent:** Friday, February 10, 2012 10:40 AM
**To:** Bennett, Kristin
**Subject:** Re: FAEP Feb 10 BOD meeting agenda and chapter reports

Sorry for not sending earlier, but I would like to submit my resignation from the Board. I wish the FAEP continued success in its mission. Good luck Kristin, I think you're doing great.

Joel Thomson

**FAEP Local Chapter Activity Reports**

**Central**

*January 19, 2012* - the Central Chapter's General Membership Meeting featured guest speaker Diane Picket. Ms. Picket provided a presentation on Low Site Score Initiative (LSSI).

*February 23, 2012* - after business hours social event. Details TBD.
*March 15, 2012* - Chapter General Membership Meeting. Details TBD

For information about these events and other Central Chapter news, please visit [www.cfaep.org](http://www.cfaep.org/).

**Northeast**

*February 9, 2012 -* Please mark your calendars for the upcoming NEFAEP meeting.  Our speaker will be Lee Bienkowski, PhD, PG with Shaw Environmental & Infrastructure.  Lee has worked in the environmental consulting industry for the past 22 years and has been with Shaw for the last 14 years.  Lee is also a member of the NEFAEP Board of Directors. Further details on this month's meeting are included below. The topic is “Remediation of Chlorinated Compounds in Jacksonville - Three Case Studies.” The meeting begins at 11:45 a.m. and will be held at the NE Florida Safety Council; 1725 Art Museum Road (Jacksonville, FL). Lunch will be provided.  Cost for lunch and monthly meeting is $10 for current members and $13 for non-members.  Fees will be accepted at the meeting. **Please RSVP by February 7 to** **rsvp@nefaep.org****.** As an additional note, NEFAEP has a website!  It allows members to renew membership online, maintain a professional profile (only viewable by those who have registered), and receive announcements directly from the website.  If you are interested in registering, go to <http://www.nefaep.org/membership.html> and click on the “Click Here” link under the Membership Links sidebar.  It will take you to a registration page. For information about the Northeast Chapter, please visit [www.NEFAEP.org](http://www.nefaep.org/).

**Northwest**

*February 17,* 2012 - The Northwest Chapter of the Florida Association of Environmental Professionals will host a Watershed Workshop on Friday, February 17th from 8:30 a.m. - 3:00 p.m. at the Hagler-Mason Conference Room, Pensacola City Hall. Speakers will discuss land use, stormwater impacts and best management practices and water quality. There is also a walking tour scheduled for the afternoon that shows what works and what doesn't in building and stormwater design. Cost for participation is $10.00 and deadline to RSVP to NWFAEP@gmail.com is Monday, February 13th.
*March 16, 2012* - The Northwest Chapter of the Florida Association of Environmental Professionals monthly membership meeting , 12:00 - 1:00 p.m. at IHMC, 40 S Alcaniz Street. Our guest speaker is Dr. Elizabeth Benchley with the University of West Florida. Dr. Benchley will discuss local archaeological aquatic and terrestrial projects and the methodologies they use in their recovery processes. To attend, the meeting is free, however, the cost for lunch is $12 for non-members, $10 for members, and $5 for students. RSVP to NWFAEP@gmail.com by Monday, March 12th if you plan to join us for lunch. For information about the Northwest Chapter and our upcoming speakers for 2012, please visit [www.FAEPNWFL.org](http://www.FAEPNWFL.org).

**South**

*January 2012*: The SFAEP hosted the cultural resources seminar at two locations, held a Board retreat and hosted a general membership luncheon at which the speaker from Oceangate discussed deep sea submersibles.

*February* *22, 2012:* The SFAEP is hosting Charles Messing, Ph.D. from Nova Southeastern University The topic is **“**Dark Reefs and Ancient Gardens: Life on the Floor of the Gulf Stream.” As the Gulf Stream pours through the narrow Strait of Florida, it bathes a crossroads in the sea where a wide range of deep-sea communities overlap to create an extraordinary hotspot of biodiversity. Here we will visit ancient precipices and vast muddy wastes, meadows of sea lilies reminiscent of the Mesozoic, huge deep reefs over a hundred feet tall, and great golden sea fans over a thousand years old. The meeting will be held from 11:45 – 1:15 at the Plantation Preserve, 7050 W. Broward Boulevard, Plantation, FL 33317-2209. The cost for FAEP members is $15, non-members $25 and students $10. Please RSVP by February 17th to erik.neugaard@rsandh.com. For information about these events and other South Florida Chapter news, please visit, please visit [www.sfaep.org](http://www.sfaep.org/) .

**Southwest**

*February 16, 2012:*  The Southwest Chapter of the FAEP is hosting its monthly membership meeting from 6-8 p.m. at Vanasse Hangen Brustlin (VHB) (8043 Cooper Creek Boulevard, Suite 201, Sarasota). Amy Wicks, P.E. with HSA Engineers and Scientists will be presenting on "Treatment Wetland Design: Pitfalls and Solutions".  Dinner will be provided.  Please RSVP to Matt Miller (mpmille3@mail.usf.edu) by Tuesday, February 14th. For information about these events and other Southwest Chapter news, please visit [www.SWFAEP.org](http://www.swfaep.org/)

**Tallahassee Area**

*February 8, 2012-* Luncheon Meeting: Sustainability Initiatives in Leon County- Presentation by Maggie Theriot, Director of the Resource Stewardship Office. Discussion will include the forward-thinking initiatives of Leon County relating to the Solid Waste Division, Extension Office and Sustainability Office.

Jane Bixler Conn- Energy Rater, ES Green & Company, LLC. Ms. Conn is a spectacular speaker and educator who is deeply involved in the green building initiative in Florida. She will be discussing the local programs, general techniques and certification programs. 11:30-1:00 at Ray’s Steel City Saloon 515 John Knox Road Tallahassee, FL 32303-4117

*March 14, 2012* Networking Social 5:30-7:00 PM Ray’s Steel City Saloon 515 John Knox Road Tallahassee, FL 32303-4117

*April 11, 2012* Luncheon Meeting Discussion and Update on Numeric Nutrient Criteria 11:30-1:00

Ray’s Steel City Saloon 515 John Knox Road Tallahassee, FL 32303-4117. For information about these events and other Tallahassee Chapter news, please visit [www.faep-tally.com](http://www.faep-tally.com) or check out the Facebook page.

**Tampa Bay**

*January:* The Jan lunch meeting included a presentation on Numeric Nutrient Criteria by Chris Hill and Brown and Caldwell, Tampa.  Chris did a nice job of summarizing how we got to where we are today, where we are now and where we are headed**.** Chris is open to presenting this at other AEP chapters.

*February 15, 2012*- The February lunch meeting will be held from 11:30 AM – 1:00 PM at Brio Tuscan Grille at International Plaza in Tampa.   Linda Hoffman, Senior Engineer with HSW Engineering will present on the Use of ADaPT in the Workplace.

March 21, 2012- The speaker for our March lunch meeting will be Neil Beckingham, Sustainability Manager for The Mosaic Company.  Mr. Beckingham’s presentation is entitled “Sustainability and The World Food Story- The importance of Phosphate and Potash ore reserves”.  Location to be determined.

For information about these events and other Tampa Bay Chapter news, please visit [www.tbaep.org](http://www.tbaep.org/).

**Treasure Coast**

*February 24, 2012* – The FAEP-TCC will be hosting its first ever Wetland Plant Identification Workshop – This 8 hour workshop will be held in Jonathan Dickinson State Park on February 24th. The instructor for this event will be Dr. George Rogers, professor at the Horticulture Department at the Palm Beach State College. This workshop will focus on wetland plant morphology and the use of proper tools and techniques to successfully identify plant species and genus. RSVP to Arnaud Roux at aroux@ewconsultants.com. For information about these events and other Treasure Coast Chapter news, please visit our link on the FAEP webpage at [www.faep-fl.org](http://www.faep-fl.org/)  or on the TCC home page at <https://sites.google.com/site/tccfaep/>.