FAEP BOARD MEETING MINUTES

9 MAR 12

12:00 p.m. to 1:30 pm

I. Roll Call

 Amy Guilfoyle, Arnaud Roux, Kristin Bennett, Ed Currie, Elva Peppers, Erin Kane, John Lesman, Kathy Hale, Mary Gutierrez, Matt Miller, Melissa O'Connor, Tim Terwilliger, Bruce Hasbrouck

II. Minutes were approved with a motion from Bruce and a second from Tim.

III. President's Report

 Kristin reported about the request for a letter in support of the RESTORE Act. The email discussion lead to an agreement that FAEP should not support any position unless complete and careful consideration is accomplished. She did encourage members to consider writing a letter for the upcoming newsletter that discussed the Act and its benefits.

Coordination with NAEP occurred regarding liability insurance for the chapters. A form has been added to the Board section of the website to request a certificate of insurance. If the venue needs to be added as an additional insured, there is a $25 fee for each request. Once FAEP gets a copy of the policy from NAEP, that will be added to the website as well.

Kristin has created an ad hoc committee to address the members' ability to attend a different local chapter as a member of that chapter. Arnaud pointed out that this issue is particularly important with events that are free to members. Kathy, Arnaud, and Kristin will draft a policy and report back to the Board.

She is continuing to explore teaming/coordination efforts with other Florida associations that may have good synergy such as the Environment and Land Use Law Section of the Florida Bar and the Florida Local Environmental Resource Agencies (FLERA). The Board supports Kristin efforts. Tim indicated that TBAEP has a policy regarding teaming arrangements that includes assessing the organization's mission and other due diligence. Tim is to send Kristin a copy of the policy.

IV. Vice President

 Nothing to Report

V. Treasurer

Kathy reported the was 16, 021.09 in Wells Fargo checking account and 24,748.18 in Vanguard Money Market account. She discussed the upcoming budgeting process including budget requests. That will start soon with the final budget being approved during the September Board Meeting.

VI. Secretary

 Nothing to Report

VII. Administrator

Teri provided a written office report. FAEP had a total membership of 903 at the end of February. A discussion was held regarding members who join through NAEP. By doing so, there is a lag created that results in different renewal notice dates and increased confusion for the members. As a result, chapters should encourage their members to renew their NAEP memberships through FAEP. Furthermore, NAEP does not have the ability for members to join the local chapters. Bruce is to send a list of FAEP members who do not belong to a local chapter so that the chapters can contact the members and encourage them to join.

VIII. NAEP Update

Kristin discussed her participation with the NAEP chapter committee conference calls and the upcoming chapter representatives retreat in June in Las Vegas. The topics will include a five-year strategic plan, member benefits, the affiliation agreement, and chapter comments/suggestions/challenges. Bruce will attend the retreat as NAEP Rep. It was also noted that there may be a total of four FAEP members in attendance.

Kristin recognized Courtney Arena and David Dickson who were recently elected to the NAEP Board of Directors and Paul Looney's re-election as President. FAEP will now have five members on the NAEP Board.

IX. New Business

 Tabled

X. Committee Reports

Melissa reported about her review of the Tallahassee chapter's by-law revisions. She did not find any conflicts with FAEP's by-laws and moved for acceptance. Mary provided the second and the chapter's revised by-laws were accepted.

The MemberClicks discussion item regarding chapter board members' access to the data base was tabled.

John and Elva are reviewing the website and will provide a update next meeting.

Postings and email distribution of NAEP communiques was discussed. Kristin has asked Mary, Jeff, and Matt to review the details and be prepared to give a detailed report at the April Board meeting. Currently, Kristin is forwarding emails from NAEP to the chapters for them to send to their members. Those emails include notices for webinars, newsletters, and other member benefits that are provided to FAEP members as a result of the Affiliation Agreement.

XI. Old Business

Chapters are to provide the monthly updates regarding meetings and other events to Kristin by April 1st.

Discussion regarding 10 free speaker membership per chapter per year was tabled.

XII. Chapter reports were provided via email prior to the meeting.

XIII. Mary provided a recap of the action items and the due dates. The action items are highlighted in yellow above.

IX. Upcoming meetings were noted with the April meeting being held on a Thursday - the 12th.

The meeting was adjourned at 1:12

**Action Items/Motions/Discussions**

**Motions**;

Melissa moved that Tallahassee by-laws be approved as written.
Mary seconded the motion.
The motion carried unanimously.

Bruce moved that the January meeting minutes be approved.
Mary seconded the motion.
The motion carried unanimously.

**Discussion Items:**
Complimentary FAEP membership for speakers will be discussed at the April Board meeting. This will assist in the budget preparation for the next fiscal year.

There will be a discussion on NAEP decimation to the chapter at the April Board meeting.

The website committee will give an update on their findings at the April Board meeting.

**Action Items:**

Bruce or Teri will provide non-chapter members information to the Board prior to the next meeting.

Tampa Chapter will provide a copy of their policy on partnering with other organizations to Kristin prior to the next Board meeting.

The memberclicks committee will provide information to Kristin prior to the next Board meeting.