

**FAEP BOARD MEETING MINUTES**

**May 11, 2012**

**12:00 p.m. – 1:00 p.m. EST**

1. **Roll Call**

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| 1. **Name**
 | **Attendance** | **Proxy** |
| Kristin Bennett – President | Yes |  |
| Erik Neugaard - Past President | Yes |  |
| John Lesman - Vice President | No | Kristin Bennett |
| Kathy Hale - Treasurer | Yes |  |
| Mary Gutierrez - Secretary | No |  |
| Bruce Hasbrouck - NAEP Representative | No |  |
| Amy Guilfoyle - Central Chapter | No |  |
| Ed Currie - Northeast Chapter | Yes |  |
| Matt Dimitroff- Northwest Chapter | Yes |  |
| Jeff Marcus - South Chapter | Yes |  |
| Matt Miller - Southwest Chapter | No |  |
| Elva Peppers - Tallahassee Chapter | Yes |  |
| Paul Bowers - Tampa Bay Chapter | Yes |  |
| Arnaud Roux - Treasure Coast Chapter | Yes |  |
| Erin Kane - At Large Member | Yes |  |
| Alexis Preisser - At Large Member | Yes |  |
| Melissa O’Connor | No |  |
|  |  |  |

1. **Approve April Minutes**
	1. With noted corrections (treasurer’s report should reflect distribution of balance sheet and correct spelling of Ed Currie’s name) Kathy moved to accept.

Second by Ed

All Aye

1. **President’s Report** – Kristin Bennett
	1. Marketing: business card sponsorship included in the AWRA membership directory. No charge to FAEP.
	2. Recognition from NAEP for submitting information for the newsletter.
		1. FAEP is one of the few chapters to submit information when requested.
	3. NAEP representative
		1. Kristin suggested the vice-president assume the position of NAEP representative during the second year of the president and VP position to enable the VP to become familiar with the NAEP and responsibilities as NAEP representative. This is assuming the VP will in fact become president and wants to serve as NAEP representative. Discussion held regarding the label for the VP position, should it remain VP or change to “president elect.” Decided it is less restrictive to keep the current labels.
2. Vice President’s Report – John Lesman (no report)
3. **Treasurer’s Report** – Kathy Hale
	* 1. $ 15,759 in checking and $24,749.74 in the Vanguard account.
		2. Regarding chapter requests for reimbursement: one request received to date.
		3. Kathy will send out the budget request form in July
		4. The Budget committee will discuss budget amounts if we are adding other benefits to chapters.
4. **Secretary’s Report** – Mary Gutierrez (no report)
5. Administrator’s report – Teri Hasbrouck (sent via email)
	1. Office report, budget report, transactions (see attached)
6. NAEP Update – Kristin Bennett, Paul Looney, Bruce Hasbrouck (see memorandum)
7. **New Business**
	* 1. Requests for reimbursement: please submit all receipts and requests for reimbursement by the end of August.
		2. Discussion held on changing the day of the board meeting. Majority of the board voted to change the meeting to the second Monday of the month.
		3. **KRISTIN TO SEND CALENDAR REMINDER.**
	1. **NAEP affiliation fee –** The fee was sponsored in 2011. Suggest seeking sponsorship for 2012.
		1. **KRISTIN TO SEND OUT FORMAL REQUEST FOR SUPPORT TO THE MEMBERS. EMPHASIZE BENEFITS OF THE AGREEMENT.**
	2. **Collaboration with the AHmP** (Erik) - <http://www.ahmpnet.org/node/2>
		1. Association of hazardous materials professionals: organization disbanded (Int’l haz materials). Invited members to join SFAEP and FAEP. No follow up .
	3. **Society of Wetland Scientists 2013 Conference** (Matt Miller): Kristina Yuronowshi – SWFWMD is the president of the south Atlantic chapter. The Fall 2013 conference is in Jacksonville. Kristina is interested in the FAEP and/or NEAEP being involved. Partnering with Assoc. of Environmental Soil scientists. **Matt to send information to Ed Currie**.
	4. **Request to advertise conferences/events**
		1. Florida Atlantic University's Center for Environmental Studies (CES).
		2. Request to promote commercial venture in newsletter

**Policy – Matt SW – w/email management and NAEP emails, sent out a policy. Consider taking a sponsorship but not offering “free” advertising.**

* 1. **FAEP Community Service Award** (Elva) – to be discussed next mtg.
		1. Kathy – re board book. Lots of categories addressed. Suggest looking at what we already have done. Goal is to have something to announce at mtg in Sept. Can review in August.
	2. **Photo submittals.** Board members encouraged to submit photos for use on the webpage and in the newsletter and also to encourage members to submit photos.
	3. **IRS policies** – please review. To be addressed in June.
1. Committee Reports
	1. Website review – action taken (review webpage)
	2. Distribution of information (see memorandum)
2. **Old Business**
	1. Number of complimentary memberships available per chapter – to be addressed in June
	2. Chapter events open to all FAEP members at membership rate.
	3. **FAEP Board Book**
		1. Kathy – cumbersome for everyone to look through. Recommend a committee to put into a format in a more useful format. Put into summary form. Kathy, Bruce and Kristin. Include policies in board book.
	4. Teaming with ELULS. Melissa leading the effort but is not getting a response from the ELULS.
	5. Status of Annual FAEP Chapter Filings (Bruce). Filings are complete.
	6. 2014 NAEP Annual Conference (Bruce). No report.
3. **Chapter Issues**
4. Chapter Reports (submitted prior to the meeting via email)
* Central – Amy Guilfoyle
* Northeast - Ed Currie
* Northwest -
* South - Jeff Marcus
* Southwest - Matt Miller
* Tampa Bay Area - Paul Bowers
* Treasure Coast - Arnaud Roux
* Tallahassee Area - Elva Peppers

Jeff – SFAEP event: Miami Marlins and Tampa Bay Rays at new stadium. June 9. Seats blocked off. Contact and RSVP info will be on the flyer.

Elva: Requested a table be available for chapters to display information at the annual meeting.

Follow up on the certification issue: DEP supports certification. Crafting ideas, Elva making sure other stake holders are involved. DEP doing it as their own initiative. Jeff Littlejohn is heading the initiative. Erik Hickman with the wetland section and Julian Bitro (just left NWFWMD) head of water resources division. Kathy volunteered to participate. The FAEP is not taking a position.

1. **Action items and due dates summary of motions**
2. Upcoming Meetings
* May 21-24 National Conference
* May 23 NAEP Chapter leadership meeting
* May 25 NAEP BOD
* **June 11 FAEP BOD meeting**
* June NAEP Chapter leadership meeting (conference call)
* July 21-22 NAEP chapter leadership retreat, Kansas City
1. Adjournment