

**FAEP BOARD MEETING MINUTES**

**November 12, 2012**

**12:00 - 1:00 p.m.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Kristin Bennett – President | yes |  |
| Erik Neugaard - Past President | no | David |
| John Lesman - Vice President | yes |  |
| Kathy Hale - Treasurer | yes |  |
| Mary Gutierrez - Secretary | no |  |
| Bruce Hasbrouck - NAEP Representative | yes |  |
| Amy Guilfoyle - Central Chapter | no | Victoria Coangelo |
| Ed Currie - Northeast Chapter | no |  |
| Matt Dimitroff- Northwest Chapter | yes |  |
| David Bogardus - South Chapter | yes |  |
| Matt Miller - Southwest Chapter | no |  |
| Elva Peppers - Tallahassee Chapter | no |  |
| Tim Terwilliger - 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 – At Large Member | no | Kristin |
| Melissa Butcher - USF St. Pete chapter | yes |  |

1. **Roll Call**
2. **Approve October Minutes**

Motion to Approve by - Bruce Hasbrouck

Second by- Erin Kane

All aye

1. **President’s Report** – Kristin Bennett
	1. **NAEP 2014 conference committee**

Bruce and Kristin will be working on an MOU for the financial distribution from the proceeds of the conference. The host chapter gets a portion of the proceeds and the plan is for the chapter portion of the proceeds to be split between FAEP and TBAEP. Kristin is requesting volunteers, one from each local chapter, to be on the conference committee that is currently meeting via teleconference once per month. Bruce reviewed needed items and active committees. There will be a technical group that determines tracks and presentations. There will be a group that helps with workshops and activities. Transportation logistics is another group that will help determine transportation to and from the conference and to venues. Kristin added that there are small and large commitments of time for activities. She would like a person's name from each chapter by the January FAEP BOD meeting.

1. **Vice President’s Report** – John Lesman

No report. see Central Chapter report below.

1. **Treasurer’s Report** – Kathy Hale

Bank Account-$12,341.31

Vanguard Account-$24,755.01

Bruce noted that there is a lag in the time that membership fees are received and when checks will be shown in expenses for distribution to the local chapters.

1. **Secretary’s Report** – Mary Gutierrez
	1. **Board Book (Mary and Bruce)**

Mary and Bruce have been working on the Board book. Mary has been editing old information and Bruce is adding newer policies and procedures that have been adapted in recent years. The intent is to update the guidelines and procedures that are used to run the organization, like IRS filings. It is intended to be a resource for all of the chapters including rolls and responsibilities. If BOD members can think of things that should be added, please forward to Bruce or Mary.

1. **Administrator’s report** – Teri Hasbrouck (sent via email)
	1. Office report, budget report, transactions

1096 current members

85 New and Renewing members (10 from expired members and 5 members from St. Lucie County)

5 NAEP members

1. **New Business**
	1. **Nomination committee**

Kristin congratulated Alexis and Melissa on agreeing to be the nominating committee and they were able to get 2 nominees for one at-large position available on the BOD. A ballot email has been distributed and votes are coming in. The BOD will vote on the Executive Committee in January.

* 1. **Corporate membership**

NAEP has 2 levels of corporate membership. Kristin was asked by Palm Beach County if FAEP would have a corporate membership option. Kristin has requested that BOD members come back next month with information from local entities that may want a corporate membership option. Kristin would like the BOD members to actively ask local entities about this option.

* 1. **Tax filings (Bruce)**
		1. **draft 990 filing protocol**

Bruce will be doing the federal filing again this year. He is preparing a protocol that he will distribute so that the institutional knowledge is incorporated into the Board Book. The requirements for filing are defined by the IRS. He has TC, TB, and CN so far. End of the year budgets are part of the submittal. The deadline is December 1 to get the information to Bruce.

1. **Old Business**

FLERA conference. Bruce, Lori and Kristin gave a presentation on collaborative relationships and professional education and memberships. There is an opportunity for collaboration between FLERA and FAEP. The relationship between the two organizations will be growing in the future.

1. **Chapter Discussion**:
* Northeast - Ed Currie

No report.

* South - Jeff Marcus (David Bogardus)

85 attendees at last meeting on invasive species. Holiday party will be coming up.

* Tampa Bay USF Student Chapter – Melissa Butcher

Chapter is at ~95 student members. The Environmental Showcase will be at the end of this week with 60 RSVPs. They will be changing their bylaws to include additional officers, including younger students so that the chapter is sustainable. Melissa graduates May 2014 and will be looking for help with the 2014 NAEP conference effort because she will be defending her thesis that semester.

* Southwest - Matt Miller

No report.

* Northwest - Matt Dimitroff

They've had one chapter meeting since the annual conference. They are in the process of their election cycle.

* Treasure Coast - Arnaud Roux

Dec 6 will be the annual award ceremony, networking event and silent auction. They are in the process of their election cycle.

* Tallahassee Area - Elva Peppers

No report.

* Central – Amy Guilfoyle - Victoria

Annual member appreciation event Thursday this week, including a food drive for second harvest.

* Tampa Bay Area - Tim Terwilliger

Falliday member-appreciation event on Nov. 29th, expect 200-250 attendees. Erin pointed out that reaching students is effective on Facebook. Erin will place a notice on the TBAEP Facebook page about FAEP BOD meetings.

1. **NAEP Update – Kristin Bennett, Paul Looney, Bruce Hasbrouck**

NAEP held the quarterly BOD meeting on Oct. 27th. Bruce participated in person, Kristin participated via phone on the budget discussions. FAEP has requested $2000 for support from NAEP. NAEP provided $400 to FAEP to cover credit card fees for memberships. Kristin believes that $400 is the maximum that can be expected from NAEP in the future.

Bruce shared that NAEP is looking at a membership option for the young environmental professional (about 3 years experience). The journal has a couple of focused publications coming out. Webinars continue from NAEP (about 600 people attended the last one). Kristin encourages Florida members to provide relevant topics that apply to Florida professionals. Bruce shared that FAEP is about 15% of the national membership and about 15% of FAEP members are NAEP members.

1. **Action items and due dates summary of motions (Mary Gutierrez)**
2. **Upcoming Meetings**
* December 10, 2012 FAEP BOD meeting
1. **Adjournment**

Motion to adjourn: Erin

Adjourned at 1:02