

**FAEP BOARD MEETING AGENDA**

**April 8, 2013**

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

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Kristin Bennett – President | yes |  |
| Erik Neugaard - Past President | no | David |
| Mary Gutierrez- Vice President | yes |  |
| Amy Guilfoyle  - Treasurer | yes |  |
| Melissa O’Connor - Secretary | yes |  |
| Bruce Hasbrouck - NAEP Representative | yes |  |
| Jennifer Cummings - Central Chapter | yes |  |
| Ed Currie - Northeast Chapter | yes |  |
| Amy Mixon- Northwest Chapter |  |  |
| David Bogardus - South Chapter | yes |  |
| Matt Miller - Southwest Chapter | yes |  |
| Elva Peppers - Tallahassee Chapter | no |  |
| Tim Terwilliger - Tampa Bay Chapter | no | Bruce |
| Dianne Hughes - Treasure Coast Chapter | yes |  |
| Erin Kane - At Large Member | yes |  |
| Alexis Preisser - At Large Member | yes |  |
| Courtney Arena – At Large Member |  |  |
| John Lesman – At Large Member | yes |  |
|  |  |  |
| Melissa Butcher - USF St. Pete chapter |  |  |

1. **Approve February and March Minutes**

Motion to approve February and March minutes:

Second provided by:

1. **Chapter Discussion**:

* Tallahassee Area - Elva Peppers

Not present

* Central – Amy Guilfoyle

Annual FAEP conference arrangements are ongoing including signing the contract and reviewing the facility. They will be working on sponsorships.

Doubletree Universal, Sept. 11-13, 3 tracks and call for papers coming out soon.

* South - David Bogardus

Upcoming April 24th meeting. Trying to strengthen coordination with students on local campuses including NOVA University. The students are looking for internships for the summer.

* Treasure Coast – Dianne Hughes

Dianne is checking into using Quick Books for the chapter’s financials.

* Tampa Bay USF Student Chapter – Melissa Butcher

Not present

* Southwest - Matt Miller

They will be participating in the *Economic Growth can Coexist with Florida’s Environment* conference by Florida Gulf Coast University-April 17th. They will be holding a Grass Identification Workshop, May 24th- Mayaka River State Park. They are looking into a joint conference in October 7-9 with the Florida Association of Soil Scientists and the South Chapter of Society of Wetland Scientists.

* Northeast - Ed Currie

The NE Chapter Spring conference has been canceled due to caterer canceling. Change of officers: Kari Reno stepped down as chapter President and David Dunkley is currently the acting President. They are now going through elections. FDACS form and filing coordinated already? Kristin asked Ed to work on getting the form to Bruce as soon as the next Board is installed. Kristin will be attending their April 25th meeting.

* Northwest - Amy Mixon

Not present- Mary Gutierrez reported that they met with the UWF to recruit students for membership, internships, and scholarships. They are planning a cleanup for their April Earth Day celebration. They will be partnering with the AWMA for their June meeting.

* Tampa Bay Area - Tim Terwilliger

Bruce reported that there is a coastal cleanup on Sat. April 27th.

1. **President’s Report** – Kristin Bennett
   1. **LinkedIn (Amy Guilfoyle)**

Amy will be setting up and managing a LinkedIn page for FAEP. Please “like” the page and add comments.

* 1. **Membership committee** (intrinsic benefit back to the chapters)
     1. **Contact non-renewing members**

Please contact non-renewing members to boost membership. The information is available on the Board documents section of the website.

* 1. **FAEP Dropbox (Bruce)**

An email has been sent out with a link and the ability to access the site that has many useful documents for Board member’s use.

* 1. **Access to Memberclicks**

Each chapter has a person responsible for access to Memberclicks membership data.

* 1. **Membership renewal** 
     1. **Encourage renewal on-line**

Renewal on the FAEP website is preferable to the NAEP website because the information is immediately available for communication purposes.

* + 1. **Provide information to FAEP**

Local chapters need to provide new member information to FAEP either by having the Chapter Membership Chapter fill in the information themselves (preferred method) or providing the information to the Administrator.

1. **Vice President’s Report** – None
2. **Treasurer’s Report** – None
3. **Secretary’s Report** – None
4. **Administrator’s report** – Teri Hasbrouck (sent via email)
   1. March financials

Checking account balance is $

Money market account balance is $

* 1. Office report, budget report, transactions

1000 FAEP members, 89 memberships processed in March (29 new and 60 renewals), 177 NAEP members.

Ideas for membership drive-

Renew for two years and get a discount.

Discount for FAEP members to the 2013 FAEP Conference.

1. **2013 Annual Conference**
   1. Sept 11-12 Orlando Doubletree, more information forthcoming.
2. **Old Business**

none

1. **New Business**
   1. **Board Retreat Sept 12 following the annual meeting.**

Please be aware of this meeting and put it on your calendar.

1. **2014 NAEP Annual Conference**

Request to use marketing fund for advertisements for the 2014 NAEP. Conference. Proposal is to place advertisement in the Florida Specifier for 11 months and the cost is ~$3100 for Ad. The ad will include the 2013 FAEP conference until that occurs. Tampa Chapter has committed to $500, the Central chapter has committed to $500, and the 2014 NAEP conference committee has committed to ~$1,700.

The committee motion is for $500 from FAEP for the advertisement. Mary provided a second. All aye, none opposed.

There are dual sponsorship opportunities available that will provide the opportunity for sponsors to advertise at both events (2014 NAEP & 2013 FAEP).

1. **NAEP Update – Kristin Bennett and Bruce Hasbrouck**

None

1. **Action items and due dates summary of motions (Teri)**

None

1. **Upcoming Meetings**
   1. May 13, 2013 FAEP BOD meeting – teleconference
   2. Sept. 15th in-person FAEP Board retreat at the 2013 FAEP Conference.
2. **Adjournment - 1:08 adjournment**