

**FAEP BOARD MEETING MINUTES**

**August 12, 2013**

**Call-in number: 1-866-692-5721 Password is 6569815.**

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Kristin Bennett – President | yes |  |
| Erik Neugaard - Past President | no |  |
| Mary Gutierrez- Vice President | yes |  |
| Amy Guilfoyle  - Treasurer | yes |  |
| Melissa O’Connor - Secretary | yes |  |
| Bruce Hasbrouck - NAEP Representative | no |  |
| Jennifer Cummings - Central Chapter | yes |  |
| Ed Currie - Northeast Chapter | no |  |
| Amy Mixon- Northwest Chapter | yes 12:19 |  |
| David Bogardus - South Chapter | no |  |
| Matt Miller - Southwest Chapter | yes |  |
| Elva Peppers - Tallahassee Chapter | yes |  |
| Tim Terwilliger - Tampa Bay Chapter | yes |  |
| Dianne Hughes - Treasure Coast Chapter | no | Erin Hodel (sitting in) |
| Erin Kane - At Large Member | yes |  |
| Alexis Preisser - At Large Member | yes |  |
| Courtney Arena – At Large Member | no |  |
| John Lesman – At Large Member | yes |  |
| Ray Fajardo - USF St. Pete chapter | no |  |

1. **Approve July Minutes**

Motion to approve: Mary Gutierrez

Second: Tim Terwilliger

All aye, John Lesman abstain

1. **2013 Annual Conference** 
   1. **FAEP retreat Sept 13 12:00 – 5:00**

This is an opportunity for the Board to develop a strategy for next year. Please RSVP to Teri Hasbrouck so that a meal and accommodations can be made.

* 1. **Request that each chapter announce the conference at their events leading up to September**

Kristin asked that all chapters promote the conference in their newsletters and upcoming events. Matt Miller asked if Jennifer needed the SW chapter email list to send announcements to. Matt updates the SW membership list from Memberclicks in their Constant Contact database regularly.

* 1. **Poster session** – Courtney Arena

Amy reported that Courtney has shared that there are 2 poster submissions so far for the conference but those people are not sure they can/will attend the conference. The poster competition is open to all, it is not limited to students..

1. **President’s Report** – Kristin Bennett
   1. **Promotion**
      1. **FAEP 2013**

Jennifer Cummings, shared that attendance is looking better than 2 weeks ago. Jennifer and Amy will be going by the venue to check out a convention that will be there next week to see how the space is used. Jennifer asked for more silent auction items.

Elva asked that Amy and Jennifer include a post-conference survey that includes questions about what members want from FAEP (as a manner to get member feedback rather than or in addition to attending the BOD retreat).

* + 1. **NAEP 2014**

There is a financial incentive to the FAEP and in turn the chapters to make the 2014 NAEP conference a success, so promotion by all of the chapters will be a benefit.

* + 1. **SWFAEP conference (October)**

October 6-9, 2013. Matt has minimized promotion because of the FAEP conference, but will increase it after the FAEP conference. There will be an NAEP conference booth at the SWFAEP conference to promote the NAEP 2014 conference in St. Pete. SWFAEP, SWS, FAES are collaborating on the SWFAEP conference. At the conference, Sunday will be a field day, Monday and Tuesday will be presentations, Wednesday will be another field day and grass identification workshop.

* 1. **FDACs (see language under “old business”)**

Kristin reminded all chapters it is required to include the mandatory language (see language under “old business”) in all invoices, receipts or requests for sponsorship.

* 1. **Membership outreach**

Continue to reach out to people who do not renew, there is a list each month under Board Resources on the website.

* 1. **Beacon and website sponsorship/ “add on” sponsorship opportunity from local chapters**

Flyer is available for chapters and offer is still available. There were only 2 sponsors for the July meeting notice. The flyer will be placed on the Board Resources page so that chapters can personalize it and use it.

* 1. **Florida Urban Forestry Council:** FAEP’s Annual Meeting information is posted on FUFC’s online calendar <http://fufc.org/calendar_september13.html> and was included in the July issue of *In A Nutshell*

This organization is reaching out to FAEP to look for collaboration opportunities and has promoted the FAEP 2013 conference on their website.

* 1. **FLERA**

FLERA has asked to get together on the first day of the FAEP conference to look for teaming opportunities. They have an October conference coming up. The general opinion is that FLERA is for the agencies and FAEP is for other people. Kristin will work on a time for a meeting on Sept. 11th, perhaps after the networking event at the FAEP conference.

1. **Administrator’s report** – Teri Hasbrouck (sent via email)

96 memberships processed (38 new and 58 renewed)

1021 current members, 142 current NAEP members

Checking acct. balance is $6,558.20

Vanguard Balance is $24,756.88

1. **Treasurer’s Report**
   1. Proposed FY 2013-2014 Budget being prepared, and will be presented before September BOD meeting. Will be discussed and voted on at September BOD meeting.

Kristin asked if anyone wanted to be on the budget committee to discuss next year's budget.

* 1. Requests for reimbursement for 2012-2013 fiscal year no later than August 30.

Kristin has received several requests for reimbursements but warns that time is running out to submit requests.

Amy didn't have anything additional to report.

1. **Vice President’s Report**

No report

1. **Secretary’s Report**

No report

1. **Chapter Discussion**:

* Southwest - Matt Miller/Jason Perryman

Jason is not present. Jason will be attending in addition to Matt to represent their chapter and eventually representation will transition to Jason.

The SW chapter has gone to quarterly meetings. They are organizing a Red cockaded woodpecker workshop in January.

* Treasure Coast – Dianne Hughes (Erin Hodel)

Erin Hodel reported that they will have a dart tournament and social during August. They are organizing a soil workshop on hydric soils.

* Northeast - Ed Currie/Jeff Close

No report

* Tallahassee Area - Elva Peppers

Elva reported that they have a meeting this week on Land Management (Nature conservancy and the State Forestry Dept.). Sept. is the networking social, but the date will be changed due to a conflict with FAEP 2013 conference. In October there will be a field trip on historical resources. The chapter has a new board, Elva will still be President.

* Central – Amy Guilfoyle

Jennifer reported that there will be a social this Thursday. They are mostly working on the conference.

* South – David Bogardus

No report

* Tampa Bay Area - Tim Terwilliger-Erin Kane reporting

Upcoming events include August educational luncheon August 21st (Nexlube), there will be a networking social in August. August Bowling fundraiser (proceeds to USF Tampa student chapter), the membership drive is ending this week, the 2nd annual photo contest is going on, and there will be a September educational luncheon.

* Tampa Bay USF Student Chapter

No report

* Northwest - Amy Mixon & Mary Gutierrez

There will be a lunch and learn this Friday. There is a meeting scheduled for next month. October 18th will be the annual symposium. Awards and scholarship winner banquet will be held in December. The scholarship is college-based ($1,000), available to students who attend colleges that are within the boundaries of the NW chapter.

1. **Old Business** 
   1. Reminder to include FDACS language**:** *FDACS Registration Number XXXXX*. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. Registration information may be obtained by calling 1-800-HELP-FLA (435-7352).
   2. **Increase in rates effective October 1**

There will be a change in membership rates as of October 1st, until that time members can renew at the $30 rate.

1. **New Business**

A new member requested a certificate for membership to hang on her wall. Kristin and Teri are working on a certificate that can be uploaded to the Board page for use by chapters to fulfill these requests.

1. **2014 NAEP Annual Conference**

No report

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

Kristin will resend the add-on flyer to the Board again.

Teri will add it to the Board documents on the webpage.

Kristin will distribute the financial report to the Board after this Board meeting.

Teri and Kristin will work on the member certificate.

Kristin will work out and announce a time for the meeting with FLERA on September 11th.

1. **Upcoming Meetings**
   1. September 11-13 Annual Meeting
   2. September 13 Board retreat/September BOD meeting
   3. October 14 BOD
2. **Adjournment** - 12:57 PM