

**FAEP BOARD MEETING MINUTES**

**February 11, 2013**

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

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Kristin Bennett – President | yes |  |
| Erik Neugaard - Past President | yes |  |
| Mary Gutierrez- Vice President | yes |  |
| Open - Treasurer |  |  |
| Melissa O’Connor - Secretary | yes |  |
| Bruce Hasbrouck - NAEP Representative | yes |  |
| Amy Guilfoyle - Central Chapter | yes |  |
| Ed Currie - Northeast Chapter | yes |  |
| Amy Mixon- Northwest Chapter | yes |  |
| 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 | yes |  |
| Erin Kane - At Large Member | yes |  |
| Alexis Preisser - At Large Member | no |  |
| Courtney Arena – At Large Member | yes |  |
| John Lesman – At Large Member | no | Kristin |
| Melissa Butcher - USF St. Pete chapter | yes |  |

1. **Approve January Minutes**

Motion by - Erin

Second by- Mary

All aye

1. **President’s Report** – Kristin Bennett
   1. **Financials**
   2. Kristin and Bruce discussed the need for the chapters to submit the necessary financial documents for IRS filings. **Membership reports available on Memberclicks**

Each chapter has access to the reports by the FAEP Board representative and the Membership Committee chair. Each chapter should check their non-renewals especially for members who have changed employers. This is important because we communicate with them through email.

Teri-Send out access information again.

* 1. **Local chapter membership drive to promote the NAEP 2014 conference**

Increasing membership - It will be a benefit to members to be a FAEP member because they will receive a $100 discount to attend the conference. Kristin is asking if local chapters have a membership drive and consider waiving the local chapter membership rate to increase total FAEP membership. FAEP did this in September of last year and boosted the total membership of the organization. Erin suggested that the FAEP increase the FAEP membership rate by $5 in the fall and have a membership drive giving a month opportunity to members to take advantage of the old ($30) rate to raise some funding. Elva suggested that Tallahassee would not be receptive to this proposal because they do not see that they would benefit. TBAEP and CFAEP are not in favor of waiving local chapter fees.

1. **Vice President’s Report** – Mary Gutierrez

Mary mentioned that the committee is still working on the Board book.

1. **Treasurer’s Report** – (in the absence of an official Treasurer, Bruce Hasbrouck provided the Treasurer’s report)

$11,334.92 in the checking account

$24,756.26 in the Vanguard money market account

Bruce will look into transferring the Vanguard account into a different account that offers a higher interest rate.

1. **Secretary’s Report** – Melissa O’Connor  
   no report.
2. **Administrator’s report** – Teri Hasbrouck (sent via email)

1031 current members, 30 new and 64 renewed, and 163 NAEP members

* 1. **December and January financials were distributed**
  2. Office report, budget report, transactions, tax filings

1. **2013 Annual Conference**

There will be a combined sponsorship opportunity for sponsors who are interested in Bronze ($1000) and Pewter ($500) sponsors of the 2014 NAEP conference and a sponsorship for the FAEP 2013 conference (target is September in Orlando). They will have an opportunity to do a dual sponsorship with the 2013 FAEP Conference. Contact Amy Guilfoyle, Shane Billings (TBAEP), Kristin or Bruce with questions. There will be a 20% discount on the two conferences if a sponsor does both (ex. If $1,000 for each conference, would receive a 20% discount thereby paying only $800 per conference).

1. **2014 NAEP Annual Conference**no discussion due to time constraints
2. **New Business**
   1. **Consider a Board retreat to be held in conjunction with the annual meeting**

Kristin would like to have an in person BOD retreat at the 2013 FAEP Annual conference. The intent is to schedule a 3 or 4 hour retreat following the annual meeting to address goals and objectives for the FAEP.

Kristin would like to have a discussion about using Constant Contact as a way to send out FAEP information. More information will be provided at the next meeting.

Courtney Arena would like to use a service that will let FAEP upload sponsor logos and Memberclicks does not allow that.

1. **Old Business**
   1. **By-law amendments**

A quorum of the board voted to approved the proposed by-law amendments allowing for any board member to serve as an officer and to allow the board to appoint a new member in the event of a vacancy. Kristin will work with Teri to send out a message to the membership to vote

* 1. **Continuing Education Credits**

Dianne reported that about 23 CEUs are needed by surveyors and that they are interested in classes like endangered species and wetlands. Kristin noticed that there were some ethics classes that were also offered in the information provided by Dianne. Kristin noted that attorneys also need ethics CEUs annually.

Tim reported that Engineers CEUs providers can apply in May for a 2-year contract to offer credits. Tim will follow up on this.

Bruce reported that NAEP may be a provider for AICPs and that FAEP may also provide through their contract. Bruce will follow up with Tim Bower with NAEP.

**FDACS registration**

CN-has submitted their package although a few corrections are needed.

NW –has submitted their package.

TL -has submitted their package.

Bruce has received the necessary information from TCC, SO, TB.

He is waiting for info from SW and NE.

* 1. **Tax filings (Bruce) - Deadline is Feb. 15th for FAEP federal filing.**

**Federal**

All federal taxes except FAEP have been filed. Bruce will work with Kristin on the FAEP filing.

**State Dept. of State Division of Corporations - SUNBIZ**

TCC needs to provide information on their filling name (old name vs. new name).

SW-needs to provide a list of officers

There was discussion about local chapters changing their fiscal year and voting for board members in a fiscal year that matches FAEP’s fiscal year in order to coordinate tax filings at one time for all chapters. No decision was made.

1. **Chapter Discussion**:

* Central – Amy Guilfoyle
* South - David Bogardus
* Tallahassee Area - Elva Peppers

Feb. 26th is the CEP Application workshop. Elva asked all the local chapters to advertise the event at their meetings this month.

* Treasure Coast – Dianne Hughes
* Tampa Bay USF Student Chapter – Melissa Butcher
* Southwest - Matt Miller
* Northeast - Ed Currie

Monthly meeting this week will be a Jacksonville OSHA Compliance Officer. Spring conference will focus on Sustainability.

* Northwest - Amy Mixon
* Tampa Bay Area - Tim Terwilliger

Courtney asked if the CEP Application Training could be held at the 2013 FAEP conference this year. Amy replied that they are considering this option and are waiting to see how the workshop numbers turn out at the Tallahassee Chapter.

1. NAEP Update – Kristin Bennett and Bruce Hasbrouck – no report
   1. NAEP Chapter Committee Meeting held Jan 22
   2. NAEP BOD meeting April
2. **Action items and due dates summary of motions (Teri)**

Business card layout changes. Get business cards purchased.

1. Upcoming Meetings

* March 11, 2013 FAEP BOD meeting – teleconference

1. Adjournment

Motion to adjourn at 1:08