

**FAEP BOARD MEETING MINUTES**

**June 10, 2013**

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

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

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Kristin Bennett – President | yes |  |
| Erik Neugaard - Past President | yes |  |
| 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 | no | David |
| Amy Mixon- Northwest Chapter | yes |  |
| David Bogardus - South Chapter | yes |  |
| 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 | no | Tim |
| Alexis Preisser - At Large Member | no |  |
| Courtney Arena – At Large Member | yes |  |
| John Lesman – At Large Member | no |  |
|  |  |  |
| Ray Fajardo - USF St. Pete chapter | no |  |

1. **Approve April and May Minutes**

Motion by-Mary

Second by-Dianne

All aye

1. **2013 Annual Conference**
	1. **FAEP retreat Sept 13 1:00 – 5:00 at the hotel in Orlando**

Jennifer reported that the tracks are almost full and a very good response. The hotel can book online. The space is great and sponsors are lining up ($7,000) their goal is $15,000. Courtney Arena volunteered to organize the poster session that is open to students and professionals..

To maximize the time available for the Board retreat, Bruce offered for Faller Davis to sponsor a lunch meal at 12:00. Jennifer will look into including this meal as part of the event.

1. **President’s Report** – Kristin Bennett
	1. **Membership outreach**
		1. **Chapter contact those who have opted out of receiving mass emails**

Dianne shared that the TCC chapter had to create some mirrored accounts for members who do not receive mass emails, Bruce said that Memberclicks is helping with this effort.

* + 1. **TCC success with personalized outreach (Dianne Hughes)**

The TCC has been following up with non-renewals through emails and didn’t get a good response. They then tried by calling the past member and are receiving more information from non-renewals when they talk to the individuals. TCC had a large event last year in May that resulted in a big uptick in members and therefore this May will have the opportunity for a high number of renewals, so a very good event for May could result in another year of high renewals in May.

SF, NW, TB, CN chapters all have Membership committees or individuals working on membership issues.

Kristin suggested that the BOD consider raising the FAEP membership fee and a membership drive associated with that to increase revenue.

* + 1. **Teri available to assist chapters with Memberclicks issues and questions. Information on Memberclicks is also available on the Board Documents section of the website (all Board members have access)**
	1. **Beacon and website sponsorship –**

Sponsorships also provide increased revenue. Kristin suggested that the BOD members consider soliciting sponsorships from their own company or others.

Arnoud suggested that Chapters tie in local chapter sponsorship with FAEP sponsorship by charging a little bit more for the FAEP portion.

Amy suggested that a local chapter promote an add-on to a sponsorship

**Action Item**- handout for annual conference. Kristin and Teri work on developing a marketing piece. Jennifer, Amy and Courtney will help out.

**Action Item**: FAEP website and Beacon sponsorships-Teri suggested that this years’ conference sponsor’s logo be added to the website. Amy pointed out that the highest levels for the conference already receive that benefit. The group will review this while completing the above action item.

* 1. **NAEP update**

Courtney Arena is the Treasurer for NAEP. Kristin shared that the next NAEP BOD meeting is in Dallas Fort Worth at the end of July. Kristin and Bruce participate in the NAEP BOD quarterly meetings and Kristin is also the co-chair of the NAEP Chapter Committee. Kristin let the Board know it is important to participate at the NAEP level to ensure we are receiving the maximum benefit for the NAEP affiliation fee we pay.

* 1. **NAEP affiliation fee sponsorship**

Discussions will be occurring next year to address the affiliation agreement. Kristin would like to work towards getting additional benefits for FAEP from this agreement.

* 1. **FAEP elections and officers**

There are two BOD positions opening up for the upcoming elections. Kristin asked that the chapters consider asking someone besides the local chapter President as the representative to the FAEP Board as a way to develop more active members of FAEP. Tim mentioned that the TBAEP bylaws state that the President is the FAEP representative.

* 1. **FAEP banner (branding)**

There is an upcoming need for an FAEP banner at the Rising Seas Summit co-sponsored by FAEP. A banner is being ordered for this use.

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

63 memberships processed in May (21 new and 42 renewed).

988 current FAEP members, 140 current NAEP members.

Updated annual data for memberships processed, total members and non-renewals in graphs on pages 2 and 3. Note non-renewals in December.

New information at the bottom of page 1-local chapter membership increase or decrease at-a-glance table.

$7,661.85 checking account

$24,756.88 in Vanguard money market account

1. **Chapter Discussion**:
* Central – Amy Guilfoyle (elections)

Elections include 3 new BOD members and Amy.

* Tallahassee Area - Elva Peppers

Dart tournament proceeds to go to the TAAEP Scholarship fun. The chapter was able to send 2 students to the SEEK conference this year. The Chpater is offering a membership renewal incentive, if renew between now and July the member is eligible for free registration (as part of the FAEP sponsorship).. Erik Draper with Audubon will speak in two days at their monthly meeting. Eric Hamilton from Petroleum Council will also be giving a legislative update.

* Northeast - Ed Currie/David Dunkley

Not present.

* South – David Bogardus

Upcoming tour of the Pansuco mine facilities (June 26). Landscapers inspectors training June 28th and 29th.. June 15th tour of Jungle Island ($15). Getting ready for annual symposium planned for Nov. 1st talking about water issues.

* Tampa Bay USF Student Chapter – Ray Fajardo

Not present.

* Northwest - Amy Dixon

Waste Management Association event this month, NW chapter encouraging chapter members to attend the function. Summer social is planned for July. Planning an October workshop.

* Tampa Bay Area - Tim Terwilliger (elections)

Elections filled 4 open positions for 2-year terms. Five new BOD members

* Southwest - Matt Miller

27 people registered for the June workshop, which puts them at capacity. Cristina Urinowski (SWFWMD) giving a workshop on grass identification at Mayaka River State Park.

Action Item; Teri send Matt a membership form.

* Treasure Coast – Dianne Hughes

TC had a resignation from the TCC board and an email was sent out to members creating a vacancy in the middle of the term. They received 2 nominations and the BOD will select the best candidate. Fertilizer ordinance panel discussion on June 20th.

1. **Vice President’s Report**

None

1. **Treasurer’s Report**

Amy mentioned a discussion about increasing the dues for FAEP. This will be at the top of the agenda for the July 8th meeting.

1. **Secretary’s Report**

No report.

1. **Old Business**
	1. **FDACS:** Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution: *FDACS Registration pending*. 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).

Kristin noted that this information is required by the Florida Department of Agriculture and Consumer Services (FDACS) and must be conspicuously displayed by the chapters if they are “soliciting funds” which includes meeting sponsorships. The FDACs registration forms have been filed. When FDACs acts upon the chapter application, the form will be returned to the chapter and will also be posted on the Board Resources section of the FAEP webpage.

* 1. **PDH credits for engineers – Tim Terwilliger**
1. **New Business**
2. **2014 NAEP Annual Conference**

NAEP call for papers and save thedatepost-its have been distributed**.**

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

Teri will mail out FAEP business cards to BOD members.

Kristin & Teri will prepare an FAEP membership handout piece for the FAEP 2013 Conference.

FAEP sponsorship -Kristin, Teri, Jennifer, Courtney and Amy will work on FAEP sponsorships including the issue of 2013 FAEP conference sponsor logos on the website.

Teri will send Matt Miller a copy of a membership form for distribution at the SW workshop.

1. **Upcoming Meetings**
	1. July 8, 2013 FAEP BOD meeting – teleconference
2. **Adjournment at 1:07**