

**FAEP BOARD MEETING MINUTES**

**March 11, 2013**

1. **Roll Call**

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| --- | --- | --- |
| **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 | yes |  |
| - Central Chapter | yes |  |
| Ed Currie - Northeast Chapter | no |  |
| Amy Mixon- Northwest Chapter | no |  |
| 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 | yes |  |
| Alexis Preisser - At Large Member | yes |  |
| Courtney Arena – At Large Member | yes |  |
| John Lesman – At Large Member | yes |  |
| Jennifer Cummings -  | yes |  |
| Melissa Butcher - USF St. Pete chapter | no |  |

1. **Approve February Minutes**

Minutes have not been distributed to the Board of Directors yet.

1. **Nomination and election of Treasurer**

Motion by: Kristin nominated Amy Guilfoyle as Treasurer

Second by: Mary Gutierrez

All aye

1. **President’s Report** – Kristin Bennett
	1. **Contact about “sponsorship”**

The law firm ERM (Economic Recovery Group) requested to sponsor an FAEP meeting. Kristin is concerned about the firm having only a goal to marketing our membership and wants to let the local chapters know about this effort. Daphne Cohen is the contact with ERM.

* 1. **Submit chapter information by the 28th of each month**

Kristin stated that Bruce continues to have challenges with collecting meeting data on a timely basis. Kristin asked the local chapters to please get their meeting information to Bruce and herself by the 28th of each month.

1. **Vice President’s Report** – Mary Gutierrez, no report
2. **Treasurer’s Report** – Amy Guilfoyle, no report

Kristin would like the BOD to consider having the President, Vice President and Bruce prepare tax forms next year.

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

$6,190.25 in checking account, $24,756.26 in money market account

Kristin asked about getting the bank transaction fees reduced. Tim Terwilliger asked about TBAEP's request for financial assistance. Kristin stated that the request has been received and that a check will be mailed out. Kristin reiterated that FAEP needs documentation of payment by the local chapter, of an invoice as backup for FAEP.

* 1. Office report, budget report, transactions

1005 members, 21 New and 35 renewals, 165 NAEP Members

1. **2013 Annual Conference**

Amy reported that a contract for the venue will be signed very shortly. Jennifer will send two contracts for Kristin to review.

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

The amendments to the bylaws were passed. The vote was 89 yes for amendment one, and 2 no's for amendment one. The vote tally was 81 yes for amendment two and 10 no's for amendment two. Both amendments passed.

* 1. **Continuing Education Credits (prioritize and level of effort v. benefit)**
		1. **Process:**
			1. **APA**
			2. **Attorneys**
			3. **CEP**
			4. **Surveyors and mappers**

Discussion about relevant CEUs that can be marketed by local chapters for their events. Kristin will provide something by the end of the week that summarizes all of the efforts towards CEUs so far

APA planners CEUs need to go through NAEP in order to provide them at FAEP chapter events, and Kristin is working on that.

Tim T. is checking on the Engineers CEUs, and will update the BOD in May.

David, SFAEP says that their chapter is looking into arborist's CUEs.

* 1. **FDACS registration**

Bruce is waiting on information from some of the chapters to complete the filings.

* 1. **Tax filings (Bruce)**

All federal taxes have been filed. Two chapters (NEFAEP and SFAEP) need to coordinate with Bruce regarding the form and fees for missed previous years. The SFAEP Board has requested that IRS be contacted again to request a reduction or elimination of fines.

Bruce asked Treasure Coast Chapter to determine what name they want to move forward with on the State filing. They have filed under two different names in the past.

1. **New Business**

Local chapters have requested that FAEP provide file sharing/storage capacity for local chapters. Bruce suggested that Drop Box be considered for this use. Bruce has been using Drop Box for the NAEP 2014 conference for sharing files. Bruce proposed to establish a Drop Box for each chapter to store files. He would like to also establish a folder for FAEP historical documents. It is a free service. As members are added to the list, more room for storage is provided. There are no advertisements on it.

Bruce will set up the FAEP Drop Box with FAEP historical records and set up a sample subchapter folder. If individuals have a problem at work with accessing the files, they can access from home.

1. **2014 NAEP Annual Conference-** not covered today
2. **Chapter Discussion**:
* Tallahassee Area - Elva Peppers

The CEP workshop went well. It was helpful to have someone from ABCEP explain the requirements for certification. The majority of attendees were there on a fact-finding mission to check it out. The State is working on a wetland delineation certification and was checking on the requirements for CEP certification. Elva thinks it would be good to have other chapters provide this workshop to their membership. The FDEP is looking at a wetland certification similar to the Gopher Tortoise certification.

* Central – Amy Guilfoyle
* South - David Bogardus
* Treasure Coast – Dianne Hughes

Treasure Coast has requested a map of the county boundaries for FAEP, so that they can be clear about the chapters that fall under their local chapter. There used to be a Space Coast Chapter, but they are not active anymore. There are concerns about overly large chapters and serving everyone in their area.

Courtney shared that local chapters can change their bylaws and add BOD members to help accommodate larger geographic areas. David said that the South chapter has done this and it has helped their chapter serve more members. They have representatives from each of the counties on the BOD. They switch locations for their meetings from month to month. Matt Miller reports that the SW BOD alternates north and south locations for meetings. Dianne will take this idea back to her BOD for discussion.

* Tampa Bay USF Student Chapter – Melissa Butcher
* Southwest - Matt Miller

Matt Miller reported that their chapter is having elections this month and suggested that a separate, shorter meeting be held for chapter reports.

* Northeast - Ed Currie
* Northwest - Amy Mixon
* Tampa Bay Area - Tim Terwilliger

Erin reported that the survey (126 responses) ended with great feedback including the suggestion that TBAEP hold a workshop. Erin and Bruce are attending the NAEP conference.

1. NAEP Update – Kristin Bennett and Bruce Hasbrouck
	1. NAEP Chapter Committee Meeting held Jan 22 and February 26
	2. NAEP BOD meeting April
2. **Action items and due dates summary of motions (Teri**)

Teri-The current map will be uploaded to the website.

Kristin -will provide a comprehensive list of CEU professional groups summary by the end of the week.

The FAEP newsletter will include an article on the CEP workshop at the Tallahassee chapter.

1. Upcoming Meetings
* April 8, 2013 FAEP BOD meeting – teleconference (conflict with NAEP conference)
1. Adjournment

Motion to adjourn: Bruce provided a motion to adjourn at 1:15