

**FAEP BOARD MEETING MINUTES**

**May 20, 2013**

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

1. **Roll Call –** Kristin Bennett, David Dunkley, Melissa O’Connor, Amy Mixon, Arnuad Roux, Jeff Marcus, John Lesman, Courtney Arena, Mary Gutierrez, Alex Preisser, Melissa Butcher, Tim Terwilliger, Bruce Hasbrouck. Erik Neugaard and David Bogardus proxy to Jeff. Erin Kane proxy to Bruce.
2. **Approve Minutes** – On hold until next meeting
3. **2013 Annual Conference** – The call for abstracts is out and speakers are submitting. Student participation was discussed with Nova Southeastern, USF Tampa, and UCF for volunteers and maybe a poster session. Sponsors are still needed. Tallahassee and Tampa Bay chapters have sponsored. They will be having membership drives with the free registration that comes with sponsorship. CFAEP needs help with the conference and will send a list of what is needed for support by the BOD and the other chapters.

Kristin to follow up with CFAEP and will send the conference flyer to the BOD.

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

Discussion was held regarding renewals, especially non-renewals. The Board page on the website has membership reports. The chapters should use those to contact their members who did not renew. Kristin pointed out the value of calling members rather than email. Treasure Coast chapter indicated they split the calls up amongst their BOD.

Kristin had comments about the budget report and the fact that there are more expenses than income. Bruce will set up a conference call with Kristin and Amy to discuss the finances.

1. **Chapter Discussion**:
* Tallahassee Area - Elva Peppers

No report

* Central – Amy Guilfoyle

No report

* Southwest - Matt Miller

No report

* Northeast – David Dunkley

Their elections are underway and will have new officers by June.

* South – Jeff Marcus

Their April luncheon topic was GIS, May will not have a meeting, and June is a member event with a behind the scene tour of Ivan Jungle (fka Parrot Jungle) with the horticulturalist.

* Treasure Coast – Arnaud Roux

Their last meeting was held in conjunction with the Lake Worth Lagoon Seminar and had 300 people in attendance. The chapter was able to gain exposure to a different group of people. They signed up 6-7 new members by collecting their names and email to set up a profile.

* Tampa Bay USF Student Chapter – Melissa Butcher

The student chapter had nine members step up for new board members and officers. Ray Fajardo is the new president and Erin Morrison will be the Conference Liaison/Student Coordinator.

* Northwest - Amy Mixon

Their last monthly meeting had a speaker from the Nature Conservancy talking about restoration projects. The meeting had great attendance. June will be a joint meeting with Air and Waste Management Association. July will be a social and September will have the chair of the Restore Committee presenting. NW chapter will have their Annual mini conference in October.

* Tampa Bay Area - Tim Terwilliger

TB held elections for a new term in June. Erin Kane will be the new President. The chapter held a membership survey and will share the results when the results are sorted.

1. **President’s Report** – Kristin Bennett

Kristin has been coordinating with the Rising Seas Summit to be held in Ft. Lauderdale in June. She is looking for volunteers to attend the conference and staff a booth for FAEP. Kristin will follow up with Teri regarding emailing the notice to the membership. She will be looking at who attends the conference to gauge benefit to FAEP.

She is also looking at additional exposure for the organization at other meetings including the Summer Permitting School and the National Conference on Ecosystem Restoration.

Elections will be this fall and she is looking at succession for the future officers, including making sure the future board members are either at-large members or chapter representatives.

1. **Vice President’s Report** – no report

**VII. Treasurer’s Report** – no report

**VIII. Secretary’s Report** – no report

1. **Old Business**
	1. **Board Retreat Sept 13 following the annual meeting.**
	2. **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 applied for. 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).

* 1. **PDH credits for engineers – Tim Terwilliger -** Tim has been collecting information is working on the form for the annual conference and monthly chapter meetings.
	2. **Membership**
		1. **Request volunteers to contact expired/non-renewing FAEP and NAEP members.**
		2. **Encourage renewal on-line at FAEP-FL.org**
1. **New Business**

The Florida Fish and Wildlife Conservation Commission (FWC) sent out a notice to several chapters regarding workshop venues. Courtney will forward the request to the BOD for consideration.

1. **2014 NAEP Annual Conference** – Bruce to send flyers to the chapters
2. **NAEP Update** – Kristin Bennett and Bruce Hasbrouck- No report
3. **Action items and due dates summary of motions** (Teri)

**XIII. Upcoming Meetings**

* 1. June 10, 2013 FAEP BOD meeting – teleconference

**XIV. Adjournment**