

**FAEP BOARD MEETING MINUTES**

**July 14, 2014**

**12 – 1 p.m. EST**

1. **Call to Order –** Mary Gutierrez

Eight BOD members needed to achieve a quorum. Quorum achieved for this meeting.

1. **Roll Call /Quorum–** @ 12:04

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Mary Gutierrez – President | yes |  |
| Kristin Bennett - Past President | yes |  |
| Amy Guilfoyle  - Vice President | yes |  |
| Tim Terwilliger - Treasurer | no |  |
| Elva Peppers - Secretary | yes |  |
| Bruce Hasbrouck - NAEP Representative | yes |  |
| Jennifer Cummings - Central Chapter | no |  |
| Stan Stokes - Northeast Chapter | no |  |
| Amy Mixon- Northwest Chapter | yes |  |
| David Bogardus - South Chapter | yes |  |
| Melanie Metal - Southwest Chapter | no |  |
| Elva Peppers - Tallahassee Chapter | yes |  |
| Tim Terwilliger - Tampa Bay Chapter | no |  |
| Paul Fitzgerald - Treasure Coast Chapter | yes |  |
| Erin Kane - At Large Member | no |  |
| Alexis Preisser - At Large Member | no |  |
| Courtney Arena – At Large Member | no |  |
| John Lesman – At Large Member | no |  |
| Melissa Butcher- USF Tampa | no |  |
| Jonathan Welker - USF St. Pete chapter | no |  |
|  |  |  |

1. **Approve May and June 2014 Minutes**

Motion made by: Bruce Hasbrouck

Second by: Elva Peppers

All ayes: Kristin abstains from the vote

1. **Additions/Modifications to the Agenda – Mary Gutierrez**

None

1. **President’s Report** – Mary Gutierrez
2. Membership Survey

The survey is not completed yet. Mary will work on it this week and will incorporate additional information submitted by Board members. Several BOD members will review.

1. State Awards Program & State Scholarship Program

All chapters have replied about whether they have a similar program. Mary is working with the committee to develop FAEP award(s) and a scholarship program.

1. FLERA coordination. Several BOD members are working with Mary to identify opportunities to work/collaborate with FLERA. She is working with Michele from FLERA.
2. **Treasurer’s Report** – Tim Terwilliger (reported by Bruce Hasbrouck)

For FY2013-2014 there is a slight surplus in income, although membership revenue is down compared to where we expected to be at this point in the year.

Checking acct. balance - $6,876.88

Money Market acct. - $24,812.43

1. **Administrator’s report** – Teri Hasbrouck

59 memberships were processed for June, (19 new and 40 renewed)

Current membership is 902

Current NAEP membership is 138

1. **Vice President’s Report –** Amy Guilfoyle

No report

1. **Secretary’s Report** - Elva Peppers

Elva asked if there will be discussion about a membership drive. Elva wondered what approach would be very successful such as “buy one get one free”. Bruce will get feedback from the recent NAEP membership drive and will bring it back to the BOD. Kristin asked whether an evaluation should be done on the past membership drive to see if those individuals just joined for one year. Elva added that with the Tallahassee chapter drive a local chapter free membership helped quite a bit adding members to their chapter.

Kristin mentioned the CEUs should be more widely advertised as a member benefit to entice people to join FAEP chapters.

Treasure Coast and Tallahassee provided Certificates of Participation for their meetings that members can use to submit for CEUs.

Elva asked if Tim could finish the description of instructions on how to receive engineering credits.

Task: Newsletter article about the availability of CEUS at Chapter meetings.

Sept. is the target date for a membership drive kick-off.

Elva continues to work on the Board Book.

1. **NAEP Update** – Kristin Bennett or Bruce Hasbrouck

Conference recap: Results are back from the conference. NAEP BOD meeting this coming weekend will vote on what the profit sharing amount will be. The conference came in at budget and made about $70K, part of which is for the conference administrator and part for FAEP.

Bruce emphasized participation in the webinars. Bruce suggests that instead of complaining the FAEP step up and recommend a webinar topic with speakers so that the topic is more directed to Florida issues. Kristin mentioned that the webinars are recorded and could be used as a local chapter meeting.

NAEP is starting the conversation about the affiliation agreement which is due to be signed in 2015.

1. **Chapter Discussion**:
* Southwest - Melanie Metal

Not present.

* Treasure Coast – Paul Fitzgerald

The chapter increased rates from $15 to $20. They have had some new memberships recently due to monthly activities like the recent discussion panel they held. Members drove a distance to attend that event.

Next event is restoring Florida Reefs: Coral Nurseries during a Time of Need located in Boynton Beach to draw as many attendees as possible. The event is August 6th.

* Northeast – Stan Stokes

Not present. Aaron Ben David is the new chapter President and Stan Stokes is the new chapter representative.

* Tallahassee - Elva Peppers

The Chapter is adding 3 new BOD members. The chapter decided to add new members rather than have an election. One new BOD member works in the Governor’s office.

Next meeting is on the new UMAM update.

Annual Member appreciation event will be in Oct. and will be on a natural springs topic.

* Central – Jennifer Cummings

Thursday is an oyster shell mat social with the Nature Conservancy.

Elections last month resulting in the same officers.

August meeting will have an EPA speaker about Superfund sites.

* South – David Bogardus

Marlins game scheduled for July 18th. The chapter bought a block of tickets, families will be included. August 27th Erik Neugaard will give a presentation on scientific diving.

They did a survey awhile back that David will forward to Mary.

* Tampa Bay Area - Tim Terwilliger

Not present

* Tampa Bay USF Student Chapter -

Not present

* Northwest - Amy ‘Mixon

There is a July 18th meeting with Michael Spaits from Eglin AFB.

The chapter will be partnering Aug. 1st with the League of Women Voters on a RESTORE Act topic.

The monthly program for August 18th will have guest speaker Ken Heck from Dauphin Island Sea Lab. The Chapter is planning their annual symposium from October 4th.

**XIL Other Discussion**

 **None**

1. **Old Business**

**None**

1. **New Business**

Bruce suggested that discussion begin about the host for the 2015 FAEP annual meeting. This is a very labor intensive effort but also very financially rewarding. CFAEP still has $18K from their effort in 2013. Mary will send out an email asking if there is a chapter that is interested in hosting the 2015 event.

Mary will also send out an email asking for chapter information for Abby’s (NAEP) e-blast.

1. **Action items and due dates summary of motions –** Teri Hasbrouck

Tim will send out a how-to on the CEU certification process for local chapters

Teri will work on an article for the newsletter about CEU credits available at chapter meetings.

Elva will work on the Board book

Mary will work on the member survey

Elva will send a copy of the participation certificate to Teri for the website for chapter access

David will send Mary a copy of their old survey

Mary will send an email to the BOD about the 2015 FAEP conference host and asking for information for the NAEP e-blast

1. **Upcoming Meetings**

 Our next teleconference is Monday, August 11th.

1. **Adjournment @ 12:56 PM.**