

**FAEP BOARD MEETING Minutes**

**September 8, 2014**

**1:30 to 3:15 p.m. EST**

1. **Call to Order –** Mary Gutierrez
2. **Roll Call /Quorum–** @ 1:32

Minutes Taken By Elva Peppers for Teri Hasbrouck

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| **Name** | **Attendance** | **Proxy** |
| Mary Gutierrez – President | Yes |  |
| Kristin Bennett - Past President | Yes |  |
| Amy Guilfoyle  - Vice President | Yes |  |
| Tim Terwilliger - Treasurer | Yes |  |
| Elva Peppers - Secretary | Yes |  |
| Bruce Hasbrouck - NAEP Representative | Yes |  |
| Jennifer Cummings - Central Chapter | No | Yes-Todd Hodgson |
| Stan Stokes - Northeast Chapter | Yes |  |
| Amy Mixon- Northwest Chapter | Yes |  |
| David Bogardus - South Chapter | Yes |  |
| Melanie Metal - Southwest Chapter | No | Yes-Lauren Edinger |
| Elva Peppers - Tallahassee Chapter | Yes |  |
| Tim Terwilliger - Tampa Bay Chapter | Yes |  |
| Paul Fitzgerald - 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 |  |
| Melissa Butcher- USF Tampa | No | No |
| Jonathan Welker - USF St. Pete chapter | No | No |

9 members is a quorum.

1. **Approve July and August 2014 Minutes**

Motion by Kristin Bennett; Second by Erin Kane

Note: August 2014 minutes should reflect that Elva Peppers was present.

1. **President’s Report** – Mary Gutierrez
2. **Scholarship Program and Awards Program**

Not much progress. Mary will send out information later for BOD comments.

1. **Membership Survey**

84 responses, members would like more training events and more FAEP events. Most common engagement response was 1-3 event per year. Mary will send out summary to all the chapter reps. Lauren requested that the chapter specific data be shared if possible.

1. **Conflict of Interest**

The conflict of interest sheet is the same as in previous years, however, the BOD needs to read and sign it. This should be submitted before the next FAEP BOD meeting. Mary emailed this out to everyone with the agenda for the Sept BOD meeting.

1. **Treasurer’s Report** – Tim Terwilliger

B Hasbrouck, K Bennett and T Terwilliger worked on the 2014-2015 proposed budget. They used conservative estimates and acknowledge that the budget is not balanced. Fewer chapters requested support this year. All BOD members should finish the budget review by September 17th and submit all questions to T Terwilliger so that the budget can be voted on during the next BOD meeting.

Balance in checking: $5,056.87

Balance in money market: $24,828.51 Terri, I don’t have this.

The new deadline for reimbursement requests for the 2013-2014 year is September 17th. These should be sent to T Terwilliger.

Discussion concerning the cost of Memberclicks as a major expense. Each chapter can use the service, but it appears that everyone does not know how. Refer to FAEP website, Board Resources and access the Memberclicks cheat sheet. K Bennett and B Hasboruck to look into alternative service called Wild Apricots suggested by K Bennett.

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

876 FAEP members

37 renewed in August ; 13 new members

137 NAEP members

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

No report

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

Discussion concerning membership recruitment and ways of generating revenue.

K. Bennett, M. Guitierrez, A. Guilfoyle, and E. Kane to work on revisions to the add on sponsorship campaign to renew it for this year. Lauren needs information from K. Bennett since she is not familiar with the sponsorship.

It was determined that since the FAEP has lost revenue and members that we would not hold a membership drive that would offer any discounts. Instead, the BOD and chapters would concentrate on the results of the membership survey and try to attract new members through training events.

The TBAEP is holding a membership drive with a drawing for a prize. B Hasbrouck would like a report on how that effort goes to determine if it would be beneficial for a way to promote a statewide drive.

Reminder by B Hasbrouck to send him chapter events before the end of each month for 3 future months.

1. **NAEP Update** – Kristin Bennett

No report

2015 conference –

1. No chapters volunteered to hold conference. It is still an option to pursue a joint conference with FLERA. K Bennett to continue research. Florida Bar Environmental and Land Use Law section (ELULS) will not be able to partner with FAEP on a conference in 2015.
2. **Chapter Discussion**: No chapter reports this month.

**XII Other Discussion**

FAEP/TBAEP 2014 Conference Proceeds

J. Lesman made a motion that for future events that an agreement of profit/liability split be put in place prior to holding the event. B Hasbrouck seconded and the motion carried.

Amy Guilfoyle made a motion to approve a 60/40 split of the profits for the 2014 NAEP conference between FAEP and TBAEP. L. Edinger seconded the motion. All in favor except Courtney Arena and Kristin Bennett (with qualification that she supports the efforts by the TBAEP but voted nay because of the financial needs of the FAEP at this time.)

**XIV. New Business**

Administrator’s contract. Bruce and Teri Hasbrouck left the meeting prior to discussion. Bruce and Teri briefly explained the extra duties they take care of as part of the contract prior to leaving the call. It was discussed that FAEP should be cautious of how the contract was worded in regard to bonuses tied to membership, especially if there is a membership drive, because the FAEP not only get less revenue per person, but have to pay additional for administration. There needs to be careful “clarification of the incentive plan” and it will likely need some modifications. There was concern that some of the duties in the contract are either not being completed (and may not be necessary) and that the specified timelines are being met (many need to be modified into something more pertinent). It was determined that the contract would need to be changed prior to acceptance. A motion was made by J Lesman to extend the current contract through Oct 2014 so that revisions could be made. K Bennett seconded the motion and the motion carried.

**XV. Action items and due dates**

Mary Gutierrez:

Scholarship and Awards Development: send out information later for BOD comments.

Membership Survey: send out summary to all the chapter reps & BOD.

ALL BOD members

Review and sign the conflict of interest paperwork. This should be submitted before the next FAEP BOD meeting.

All BOD members should finish the budget review by September 17th and submit all questions to T Terwilliger.

The new deadline for reimbursement requests for the 2013-2014 year is September 17th. These should be sent to T Terwilliger.

Send Bruce Hasbrouck chapter events before the end of each month for 3 future months.

Review administrator’s contract and offer suggestions to M Guriterrez prior to the next BOD meeting.

Kristin Bennett

K Bennett and B Hasbrouck to look into alternative service called Wild Apricots.

Send info about Add On sponsorships to L. Edinger.

Work on edits to the Add On Sponsorship paperwork with other committee members.

Continue research into if FAEP and FERLA can have a joint conference in 2015.

**XVI. Upcoming Meetings**

Our next teleconference is Monday, October 13, 2014

**XVII. Adjournment @3:15**