

**FAEP BOARD MEETING AGENDA**

**March 16, 2015**

**12:00 – 1:00 p.m. EST**

**Call – In Number: 605-475-4000 code: 607028#**

1. **Call to Order –** Amy Guilfoyle 12:04PMEST
2. **Roll Call –** Amy Guilfoyle

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| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Amy Guilfoyle – President | Yes |  |
| Mary Gutierrez- Past President | No |  |
| John Lesman  - Vice President | Yes |  |
| Melissa O’Conner - Treasurer | Yes |  |
| Elva Peppers - Secretary | Yes |  |
| Bruce Hasbrouck – Parliamentarian | Yes |  |
| Teri Hasbrouck - Administrator | Yes |  |
| Jennifer Cummings - Central Chapter | Yes |  |
| Stan Stokes - Northeast Chapter | No |  |
| Amy Mixon- Northwest Chapter | Yes |  |
| Stephanie Voris - South Chapter | Yes |  |
| Lauren Edinger - Southwest Chapter | No | Ariel Poulos |
| Elva Peppers - Tallahassee Chapter | Yes |  |
| Tim Terwilliger - Tampa Bay Chapter | Yes |  |
| Paul Fitzgerald - Treasure Coast Chapter | Yes |  |
| Courtney Arena – At Large Member | No |  |
| Todd Hodgson– At Large Member-NAEP Representative | Yes |  |
| Debbie Tyson- At Large Member | Yes |  |

1. **Approve March 2015 Minutes**

No Edits

Motion: Ariel Poulos

Second: Jennifer Cummings

All aye

1. **Treasurer’s Report** – Melissa O’Conner
   1. Budget- 2014-2015 attached budget was sent out

Melissa added in the CEU and Administrator’s cost changes

FAEP took in more money than expected through sponsorships. The amount in the account is about $14,000 and about $25,000 in the money market account.

Tim T. reported that there may be changes in the fees for CEUs ($250)

Melissa O’Conner made a motion to approve and Tim Terwilliger seconded. All ayes.

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

No report- Will have a Table of Contents to present or send to the BOD before the next BOD meeting.

1. **Vice President’s Report –** John Lesman

No report-

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

New NAEP BOD includes three reps from Florida, VP-David Dickson, Secretary-Kristin Bennett, and Treas—Courtney Arena

The new NAEP president requested us to provide the FL chapter membership makeup. NAEP memberships are down in number (867)

BOD Goals:

* + - 1. Chapter Development
      2. Marketing (media & website)
      3. Publications (articles)
      4. Internal Leadership (new volunteers)
  1. Committee Updates

**Membership committee** - Debbie Tyson outline of ideas about where to market membership; get excitement levels up; more updates from FAEP; networking; resume’ building opportunities; leadership/mentorship; incentive-based marketing; corporate memberships; encourage agency memberships; straddling disciplines; requested Chapter presidents to share ideas & she will send out an email.

**Sponsorship committee** - Todd Hodgson requesting that chapters be pro-active in promoting the state sponsorship opportunities to local sponsors (add-on sponsorships, website, Beacon). Monthly meeting notice is $50 for about 2,000 on email list.

**Mentor Committee** – Amy Guilfoyle and Bruce- Discussed getting started with the SWFAEP and want to address one chapter at a time, beginning there because of recent changes.

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

841Current members

8 expired renewals

121 NAEP members

1. **Old Business** 
   1. 2015 Conference Update - September 24-25; PGA National Resort, Palm Beach Gardens

Seeking additional call for abstracts and sponsorships. 33% to FAEP/66% to Treasure Coast between the FAEP & Sponsoring chapter TCAEP. Additional help from State chapters is needed & appreciated. FAEP in-person BOD meeting will be held after the conference.

* 1. Email Voting Criteria; Amy Mixon was concerned about the $250 limit in the voting criteria. Melissa made a motion to change it to $750. All voted aye.
  2. Bruce has completed all the tax filings for all the chapters. He will be working on the filings with the Dept. of State and May, June, July for the FDACS filings.
  3. Bruce will be working on the FAEP Board election items.
  4. Bruce will revise the local chapter conflict of interest form & send it out.

1.        The conflict of interest certification signed by each person on the FAEP BOD.

2.       The conflict of interest certification filled out to represent the local chapter and signed by each of the local BOD members.

3.       The IRS policies and affirmation of receipt to be modified for each local chapter to enable the local BOD to sign the certification, No. 2 above.

1. **Upcoming Meeting**

May 18, 2015

1. **Review Action Items (if any) –**
   * + - Elva Peppers- Will have a Table of Contents to present or send to the BOD before the next BOD meeting.
       - The new NAEP president requested us to provide the FL chapter membership makeup.
       - The new NAEP president, Brock, requested Chapter presidents to share ideas

* ALL BOD-FAEP in-person BOD meeting will be held after the conference.
* Bruce will be working on the filings with the Dept. of State and May, June, July for the FDACS filings.
* Bruce will be working on the FAEP Board election items.
* Bruce will revise the local chapter conflict of interest form & send it out.
* LOCAL Chapters -The conflict of interest certification signed by each person on the FAEP BOD.
* LOCAL Chapters -The conflict of interest certification filled out to represent the local chapter and signed by each of the local BOD members.
* LOCAL Chapters -The IRS policies and affirmation of receipt to be modified for each local chapter to enable the local BOD to sign the certification, No. 2 above.

ACTION ITEMS FROM PREVIOUS MONTHS

* Saving $500 per year if membership was paid for the whole year (Bruce).
* Lifetime achievement award (TB chapter is doing one at their May meeting-Bruce)

1. **Adjournment** 1:07