

**FAEP BOARD MEETING MINUTES**

**October 22, 2015**

**12:00 – 1:00 p.m. EST**

**Call – In Number: 605-475-4000**

**Code: 607028#**

1. **Call to Order –** Amy Guilfoyle 12:02 PM EST
2. **Roll Call –** Elva Peppers

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

1. **Approve September Minutes**

Minutes will be voted on during the Nov. meeting

1. **Treasurer’s Report** – Bruce Hasbrouck filled in with some information. The $2,000 affiliation fee for NAEP will be eliminated for this coming year. The bank charges were higher because of the conference. He had to transfer $5,000 from the FAEP reserves to cover the end of year expenses and the conference expenses.
2. **Secretary’s Report** – Elva Peppers none
3. **Vice President’s Report –** none
4. **President’s Report** – Amy Guilfoyle
5. **Conference Review**- Kristin Bennett

The profit distribution for 2015 was 67/33; the work load was OK; conference had 115 room nights; there were 194 attendees; the registration charges created bank charges if they were done online resulting in 183 registered through memberclicks.

Good stuff- The TC BOD manned the tables the whole conference; the venue; sustainability; online registration; the food was put out & left out for breaks; field trips; in-kind donations saved a lot of money; local chapter promotion was key for registration & sponsors.

Challenges- the location of the food & bar was not beneficial for the exhibitors; think about cutting off registration 3-5 days prior to prevent confusion of walk-ups; people wanted coffee before the first session

The total profit was $9,060.38 with a split of $6,070.45/$2989.93. Recommend having a conference treasurer, track chair, registration chair, recommend more student involvement; 4 students came to the conference; the number of $100 registrations negatively affected the budget, but it worked out in the end.

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

39 renewals & 16 new members; 861 FAEP members; NAEP 121 members.

1. **Old Business**
	1. Elections – Notice will go out in October with November 15th deadline. Per Bylaws, each chapter is to nominate a person. Elections will be held in December with the new board seated in January. Officer elections will be held at the January Board meeting.
	2. Student chapters included on website – Each chapter is to provide information to Teri.
	3. Florida Native Plant Society Event – Oct 2016 (Guest speakers, Environmental Exhibits, Guided Hikes, Food trucks, Music, Native Plant Sale, Book Sale)
2. **New Business**
	1. Conference Agreement – Amy will pull together comments on a draft agreement for future conferences. Comments will be solicited from the chapters for two weeks with a revised draft agreement for review during the November Board meeting. Bruce will identify the credit card fees associated with the 2015 conference.
3. **Chapter Discussions**
	1. Northeast – Stan Stokes
	2. Northwest – Amy Mixon
	3. Tallahassee – Elva Peppers
	4. Tampa Bay – Tim Terwilliger
	5. Central – Todd Hodgson
	6. Treasure Coast – Paul Fitzgerald
	7. Southwest – Lauren Edinger
	8. South – Stephanie Voris
4. **Upcoming Meeting –** November 9 (second Monday)
5. **Review Action Items (if any)** -
6. **Adjournment**