

**FAEP BOARD MEETING MINUTES**

**May 16, 2016**

**12:00 – 1:00 p.m. EST**

**605-475-4000 (code 607028#)**

**Call to Order –** Amy Guilfoyle called the meeting to order at 12:03PM.

1. **Roll Call –** Debbie Madden

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| **Name** | **Attendance** | **Proxy** |
| Amy Guilfoyle – President | Y |  |
| Mary Gutierrez – Past President | n |  |
| Tim Terwilliger – Vice President | Y |  |
| Debbie Madden – Treasurer (At large) | y |  |
| Tim Perry – Secretary (At large) | Y |  |
| Bruce Hasbrouck – Parliamentarian  | Y |  |
| Teri Hasbrouck – Administrator | y |  |
| Hannah Rowe – Central Chapter | Y |  |
| Stan Stokes – Northeast Chapter | Y |  |
| Amy Mixon – Northwest Chapter | n | Ashley Jansen -Y |
| Stephanie Voris – South Chapter | Y |  |
| Lauren Edinger – Southwest Chapter | N | Proxy- Arielle Poulos |
| Echo Gates – Tallahassee Chapter | N | Proxy – Elva Peppers |
| Tim Terwilliger – Tampa Bay Chapter | y |  |
| Paul Fitzgerald – Treasure Coast Chapter | n |  |
| Courtney Arena – At Large Member | n |  |
| Todd Hodgson – At Large Member | n |  |

1. **Approve April Minutes**

No one had comments on the April minutes. Elva moved to approve, Hannah seconded. The Board voted to approve the minutes. Tim T. abstained.

1. **Treasurer’s Report**

Tim Perry gave the Treasurer’s report. In follow up from last month’s discussion regarding the MOOLA form for lower fees, Amy G. and Tim P. signed and approved form. Balances for the month were reviewed. Income and expenses were typical, and also included budgeted non-recurring expenses, reimbursement for travel to NAEP conference and state filings. Bruce will check on the new transaction fee because the SW chapter is interested for determining whether to run Memberclicks for the conference. We switched to an annual fee, rather than monthly and it will be due next month, $4,366, which is slightly less than $4,500 annual budget. The amount is based on membership numbers, we are at the third level, based on number of membership profiles. The annual fee saves us close to $1,000 per year. All the chapters are using Memberclicks so all benefit.

1. **Secretary’s Report** – Nothing to report.
2. **Vice President’s Report –** Nothing to report
3. **President’s Report** –
	1. Membership Committee – Debbie gave an update on the membership committee meeting that was held on May 2, 2016. Several members attended and the discussion was focused on a membership drive relating to the Annual Conference.

To incentivize new and renewing members to join and attend the FAEP conference, hosted by the SW Chapter and FAEP, we propose giving away as prizes in a drawing, three $100 gift cards to Visa, Mastercard or American Express.  Those who join or renew membership between June 1, 2016 and September 1, 2016 and attend the annual conference in Bonita Springs, Florida are eligible (must be present for the drawing). Bruce said sounds like a good idea, Amy said it will come out to be a little bit cheaper than the Ipad mini. Tim T. said that someone previously donated a golf course tour, could be a good item for a prize or a raffle item, the golf course is located in Sanibel, this is a $1,000 package. It could be something to give away at the FAEP annual conference. Raffle items were an idea that was discussed during the membership committee meeting. We could talk to the conference committee regarding a separate raffle. Stan suggested we could split up the drawing so that it partly includes all members, not just those present at the conference, for example, we could draw two names for being present and draw one name for any new member who joins. Tim T. said we have $500 in budget, could do an extra drawing for our members who are not present. We could also plan another membership drive. Debbie preferred to keep the drawing tied to the conference to encourage attendance and membership. Teri said the emails go to1800 people. Debbie moved to approve the drawing as initially stated, Elva seconded, and the Board approved. (see below, that the gift cards will instead be cash, as Bruce suggested because we will save on gift card fees).

Another membership committee meeting is coming up on June 27th at 2PM; Debbie will send out a reminder in advance to the entire board.

Arielle said it sounds good to her, we can get the details for the raffle items, and the conference committee will consider additional items or a silent auction.

* 1. Sponsorship Committee – Amy asked people to be sponsors next month. She will let us know. Teri has been generating Beacon and internet ads, helping with bottom line. Arcadis did both the newsletter and the website. Tim T. sent it out to his company, hoping it will help with membership renewals. On the website, Tim T. thought the logo would have a link to the company website. Teri can make adjustments to make it a link if Tim T. wants to discuss.
	2. Mentoring Committee – Elva and Tim P. attended the Tallahassee Chapter’s Legislative update, with speakers from the Hopping firm and Governor’s office, and we could put an article in the Beacon. Amy prefers to send an update sooner than July, when next newsletter comes out. Amy asked if anyone is attending the awards ceremony in Tampa this week, Amy is attending. Amy asked if there are meetings to support in the South, Treasure Coast areas for June.
1. **Administrator’s Report**

Teri gave the Administrator’s report. We have 880 members, 20 new and 32 renewing in month of April. We are up 40 members from the year before, but NAEP members are down significantly, last year it was 120, this year, 101.

1. **Old Business**
	1. Conference Update – Arielle said the conference has $5200 from sponsors so far. We are working on speakers and more sponsors. Amy will continue to seek speaker abstracts, the deadline in June 1, 2016, but can be extended. Amy requested that chapters announce the speakers and sponsorships opportunities to their chapters. Teri suggested we do another announcement, with a call for abstracts deadline approaching and Amy suggested we do it this week. Bruce mentioned a potential sponsorship from the American Planning Association. Tim T. asked if we know how many abstracts have been submitted? Not enough yet. Arielle will send Amy the next conference committee meeting invitation.
	2. July in-person meeting – An in-person Board meeting could be planned for July to coincide with the Florida Chamber Environmental Permitting Summer School in July. Amy does not have a date and time yet. Amy is still working on it, save the date.
	3. Form filings – Bruce said we met the tax filing deadline. Bruce sent the conflict of interest form, requested that everyone sign and return to Bruce, and it is due May 20th, this week. On mentoring, Bruce suggested we provide information what are the roles within the chapter, we could do a quick powerpoint for what the roles are, work on a new board member orientation similar to the new member orientation. This is similar to the Board Book that Elva and Bruce are working on. Amy still gets questions on Memberclicks from the chapters, we may want a tutorial, webinar for the board. This falls under the Mentoring program.
	4. Next newsletter will be coming out in July. Amy requested an article on the South Chapter’s mentoring event. Due by mid-June.
2. **New Business**
3. **Chapter Discussions (as time permits)**
	1. Treasure Coast – Paul Fitzgerald – no report
	2. Central – Hannah Rowe – There will be a social / networking event on Thursday at Brass Tap in Orlando. On June 17th, a UCF professor will present on oyster reef restoration. Election forms are coming out this week, five nominees for three board positions.
	3. Northeast – Stan Stokes – In May, the northeast chapter had a social. In June, there will be a monthly luncheon meeting, speaker to be determined. A website redesign is part of the upcoming chapter discussions.
	4. Northwest – Ashley Jansen – Northwest chapter is having a social this Thursday at Oarhouse in Pensacola, and on Friday, a lunch with the topic Bayou Chico oyster reef. On, June 10th, Northwest is encouraging its members to attend Air and Waste Management meeting, and is not planning a June meeting.
	5. Southwest – Arielle – The Southwest chapter held the Richard Chin training event, and a lunch event at Celery Fields in Sarasota coming up in June 24th. Bruce suggested that the Tampa Chapter should advertise the Sarasota event.
	6. South – Stephanie Voris – no report
	7. Tallahassee – Elva Peppers – Tallahassee held the legislative update last month, and in June, will have a social but is working on changing the location. In July, Tallahassee will have a talk on sea level changes and effect on the coastal permitting environment.
	8. Tampa Bay – Tim Terwilliger – Tampa Bay held its award lunch on Wednesday. The Tampa chapter held elections and the new president is Laura Thorn, VP Scott Graf, several new board members. There is a social coming up next Thursday, and in June, there will be a lunch partnering with local ASCE chapter. Tampa also held a picnic, a family-type event.
	9. Bruce asked if it would be ok to have the drawing for three rounds of $100 cash, instead of purchasing gift cards because they have a fee. Bruce can make a withdrawal at the time of the drawing. There were no objections, so the Membership announcement will state $100 cash instead of gift cards.
4. **Upcoming Meeting – June 20**
5. **Review Action Items (if any)**
6. **Adjournment -12:59.**