

**FAEP BOARD MEETING AGENDA**

**April 18, 2016**

**12:00 – 1:00 p.m. EST**

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

**Call to Order –** Amy Guilfoyle 12:05

1. **Roll Call –** Debbie Madden

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

1. **Approve March Minutes and December 2015 Minutes**

Discussion re December 2015 meeting minutes- Minutes had not yet been finalized pending additional notes on conference contract. These changes were added and Lauren and Amy reviewed and had no changes and no other comments were offered. Echo moved to approve the December meeting minutes and Bruce seconded the motion on behalf of Tim T. The motion passed, Tim Perry abstained.

Discussion re the March 2016 meeting minutes – A change was needed to make the due date for newsletter in April, not in May. It was requested that the Chapters forward ideas for sponsors or potential speakers to the conference committee. Bruce moved to approve the March 2016 meeting minutes with the two corrections, Todd seconded. Board approved, with Courtney abstaining.

1. **Treasurer’s Report**

Tim Perry gave the Treasurer’s report noting the balances of the accounts from the beginning and end of the month. Income came in from membership dues, Beacon sponsorships and online sponsorship. Expenses included the Administrator fee and membership dues, and $1,000 for SW Chapter deposit for the annual conference. Another expense was $250 for NAEP sponsorship. The $291 in bank charges included the amount for Visa / Mastercard charges for membership renewals. Bruce noted that there is a service called Moola and he will send the form to Amy and Tim Perry. It may help FAEP get a better rate for credit card charges.

1. **Secretary’s Report**

Debbie – Nothing to report. Elva also had nothing to report and the Board book remains a work in progress.

1. **Vice President’s Report**

Tim T. – nothing to report (told Amy prior to meeting)

1. **President’s Report** –
   1. Membership Committee – Discussed the possibility of giving away an ipad mini at the conference as we did last year.
      1. Generally, anything we can do to increase registration for the meeting is good. Paul suggested a free trip and entrance to the NAEP Conference and asked if it would it be possible to get NAEP to pitch in. The cost would be $500 vs. $300 for ipad mini. Courtney said we would have to get it in the 2016 budget, put together a request to the NAEP Board and what amount we want funded, and amount FAEP would be willing to fund. For now, Durham, NC has the NAEP conference. We could sponsor an FAEP conference registration, but it would likely have to be reimbursed.
      2. Teri explained the results from last year’s drive - Last year, July 1-Sept 15, 2015, 176 people paid dues, 11 were new members.
      3. Bruce said he liked the idea of a conference registration. If we do the state conference, we more likely for our winners to attend without having to pay to attend an out of state conference.
      4. Last year, person had to be present to win, or could refund registration or future registration. We could make the amount transferrable in case someone is not able to attend a future conference, they could give it away to someone else.
      5. Paul said he was trying to encourage participation at the national level. Reimbursement is unlikely to work, but transferrable would be helpful. Lauren asked if we could give away an NAEP membership. The cost is $175 / year.
      6. Debbie and Tim T. are planning to have a membership committee call, and will let everyone know so they can attend if they want to, and will report back in May 2016.
   2. Sponsorship Committee – May sponsor is US Environmental
      1. Amy said we can send an invoice Eric Morgan at US Environmental, Teri will review the email. If anyone else wants to sponsor, let Amy or Todd know.
      2. Teri updated the Board on sponsorships– Courtney renewed sponsorship, Kathy Hale renewed, Amy and Todd renewed theirs, Arcadis also sponsored. Teri and Amy thanked everyone.
   3. Mentoring Committee – next events – May 11 in Tally (legislative update), May 18 in Tampa (awards), and Richard Chin lunch in SW
      1. May 11th and May 18th events are still scheduled to go forward, per Echo and Bruce. Bruce may try to attend the May 11th Tallahassee meeting.
      2. Amy asked that when FAEP Board members attend chapter meetings that the local chapter introduce them at the meeting.
2. **Administrator’s Report**

We had a typical month, 63 new and renewing members (19 were new); 99 members of NAEP; current membership is 841.

1. **Old Business** 
   1. Conference Update – Lauren said the committee met with the venue and picked out sample menu. The first sponsor is committed and they are looking at options for registration website. Pricing for the conference is finalized, and speaker and sponsor letters are going out. If FAEP Board and Chapter reps could share contacts, appreciate help in lining up speakers and sponsor categories. Lauren sent out sponsorship and call for abstracts email to Board. Sandhill Environmental is first sponsor. Teri offered to send information out about the conference once / wk. Manatee County won an award at NAEP, we should reach out to see if they want to speak about it at the conference, Amy will send information to Lauren. Bruce said we can look for others that won awards and reach out to them. Stanley won for celery fields project in Sarasota in 2013, another collaborative project. NAEP website contains winners back to 2010. Teri will go through list and email out to Board. Courtney has reached out to sponsors of the conference last year. Courtney also reached out to SWA. Kris Tempke was already reached out to. Lauren said she previously sent a spreadsheet out, if contacting people please let her know first so we do not duplicate efforts.
   2. Renewal Flyer– Debbie will send the membership renewal flyer to the Board.
   3. Amy asked if Bruce knows of an email that Erin Kane uses for TBAEP sponsors. Bruce said TBAEP has a running list of sponsors and he will try to find out if there is an email also.
2. **New Business** 
   1. NAEP Conference **–** 362 participants, including a few from Florida. Amy and Courtney attended last week. It appears NAEP met their budget for the conference. There was informal talk of bringing it back to Florida, no commitment.
   2. New South Texas Chapter was established.
   3. Board is still focusing on the pillars
      1. Chapter Development
      2. Leadership development
      3. Marketing/Communications
      4. Publications
   4. If anyone has technical article want to submit, NAEP is looking for articles for their newsletter. Environmental Practice peer review journal also. Courtney and Amy can assist in putting us in contact. Courtney is Treasurer, Kristen Bennett is the Secretary.
   5. Next Board Meeting – July 16 – Portland, Oregon. Amy cannot attend this time, if anyone wants to go in her place, please let Amy know.
   6. 2017 conference will be held in late March in Durham, NC. Donna Carter’s last conference was Chicago in April 2016. She was an original FAEP member, former administrator 1989-96; NAEP administrator for many years and conference coordinator.
   7. FAEP would like to plan an in person meeting in July at the Permitting Summer School. Amy is working on details. Many members attend the Permitting Summer School; it will be held on July 19-22nd this year in Orlando. Amy trying to contact Linda to see about an official meeting, or may be a social. We have had a social in the evening in the past, we have also had a booth with a marketing flyer regarding what each chapter has met on in the past year.
   8. Bruce reported that FAEP has done all the taxes. Bruce asked Stephanie to get with Sandra re status of South Chapter’s IRS filing. Dept of State filings are also complete. Bruce will send around the form re awareness of conflict of interest policy and he is working to finalize these filings with FDACS.
   9. Todd said that FECC will sponsor the FAEP annual conference. Lauren to contact Todd.
3. **Chapter Discussions** 
   1. South – Stephanie Voris – no report.
   2. Tallahassee – Echo Gates said they have Board meeting next week and on May 11, they are hosting a legislative update. Social held last week invited the American Planning Association and got a good turnout.
   3. Tampa Bay – Tim Terwilliger – Bruce provided report. Tampa had meeting last week on Pinellas County on RESTORE act funding, target projects for 2017; had 80+ people attend. Tampa has a social coming up next Thursday. They are outgrowing smaller venues, when 150 people show up. The Award luncheon is next month, holding elections in early May. Bruce found his Erin Kane email and will circulate to group.
   4. Central – Hannah Rowe – Todd reported Orlando will have a luncheon this Thursday on Orlando City Soccer re new stadium and environmental challenges. 50 people already registered. Membership went up a little last month.
   5. Northeast – Stan Stokes – NE had a social last month, had good attendance. NE website is out of date, Board will be working on an update. Next week, monthly luncheon, part 2 of medical waste and RCRA.
   6. Northwest – Amy Mixon – no report.
   7. Southwest – Lauren Edinger – May luncheon on May 20th re wetland delineation training Coastal wetlands, Richard Chin, Arielle taking over as President.
   8. Treasure Coast – Paul Fitzgerald – Lawrence Glenn of SFWMD presented at Treasure Coast’s last meeting, he gave a very good, engaging presentation on Kissimmee River restoration, highly recommend him; May meeting presenter not planned yet.
   9. Paul reported that Stephanie / South Chapter held mentoring event at Nova Southeastern, had 10-12 panelists, folks gave their 2-cents re trying to find a job; positive and insightful meeting.
4. **Upcoming Meeting – May 16**
5. **Review Action Items -** Send calendar information next week because it is the end of April already.
6. **Adjournment –** 1:00PM