



FAEP BOARD MEETING MINUTES

April 22, 2019

12:00 p.m. (EST)

605-475-4000 (code 607028#)

I. Call to Order

II. Roll Call

Name	Attendance	Proxy
Tim Perry – President & At Large Member	X	
Amy Guilfoyle – Past President	X	
Ryan Goldman – Vice President & At Large Member	X	
Elva Peppers – Treasurer	X	
John Abbott – Secretary	X	
Bruce Hasbrouck – Parliamentarian	X	
Teri Hasbrouck – Administrator	X	
Todd Hodgson – Central Chapter		
Stan Stokes – Northeast Chapter	X	
Will Stokes – Northwest Chapter	X	
John Abbott – South Chapter	X	
Arielle Poulos – Southwest Chapter		
Elva Peppers – Tallahassee Chapter	X	
Tina Fritz – Tampa Bay Chapter	X	
Susan Mason – Treasure Coast Chapter	X	
Hannah Rowe – At Large Member	X	
Elva Peppers – At Large Member	X	
Tom Mullin – At Large Member	X	
Jill King – At Large Member	X	
George Sprehn – At Large Member	X	

A majority of the board or their proxies shall constitute a quorum.

III. Approval of February Meeting Minutes

- a) Ryan made the motion to approve the March 2019 minutes; Susan seconded; all aye; motion passed.

IV. Past-President's Report

- a) Amy is preparing the May calendar. **Action Item: Each chapter representative shall send their calendar of events to Amy by Monday or Tuesday (April 29 or 30).**

V. VP's Report

- a) Ryan: nothing to report.

VI. Treasurer's Report (Elva)

- b) Bank United – \$25,686.26. (increased \$8.72 due to interest). Bruce switched account to a Certificate of Deposit (CD) on April 1 so that will produce a higher interest rate in future months.
- c) Wells Fargo - \$24,720.69 (the account we use for most of our transactions). Expenses were \$3248 and included some payouts to chapters for the Younger Professionals Initiative. Deposits were \$2670.
- d) FAEP Younger Professionals Initiative. Reimbursements to chapters are in progress. **Action Item: Any chapters that participated in the Younger Professionals Initiative need to send in their reimbursement request to Elva if they have not done so already.**
- e) Bruce reminded the chapters to maintain their members because that is the primary source of revenue for FAEP.

VII. Secretary's Report

- a) John: nothing to report.

VIII. Administrator's Report

- a) Teri reported that the current membership is 800.
- b) Teri encouraged chapters to carefully review the spreadsheet of non-renewals and encourage them to renew.
- c) Teri said the new platform is up and running and the renewal process is more automated than before. Teri encouraged the Board to review the new website and provide any feedback on issues that need fixing or improvement. Teri said to send any errors to info@faep-fl.org so Teri can forward it to memberclicks.
- d) Bruce provided updates on the filings.

IX. President's Report

- a. NAEP Update
 - i. NAEP *Environmental Practice* and Newsletter: NAEP has a constant call for articles for the journal (technical) and the newsletter (more informal). **Action Item: Chapter representatives will share the NAEP call for articles**

for the NAEP *Environmental Practice* journal and the NAEP Newsletter with their chapter members.

- ii. Action Item: Teri needs articles for the Beacon by June 30 from Southwest, Tallahassee, Tampa Bay, and Treasure Coast Chapters.

X. Old Business

- a. 2019 Conference – Tampa.
 - i. Tina explained the Call for Abstracts for the FAEP 2019 conference is out; the deadline for abstracts has been extended from April 16 – Tina will check on a new deadline.
 - ii. Keynote speaker will be Eric Sutton (FWC Executive Director). Bruce working on other speakers.
 - iii. Tampa chapter working with the aquarium to get a boat tour of Tampa Bay. There will be a dinner at the aquarium.
 - iv. Bruce reported that advertisements have been run in the Florida Specifier and Florida Engineering Society journal. Posters/flyers will be distributed at NAEP conference in Baltimore and ESRI conference in West Palm Beach on May 1.
- b. 2020 Conference – Fort Lauderdale
 - i. Tim explained the NAEP Conference Coordinator is working on the conference budget which will be presented for approval at the Baltimore conference.
 - ii. John and others in the local conference committee are working on flyers for the Save the Date and Call for Abstracts. Bruce recommended we hold off on the Call for Abstracts until after the 2019 conference, and need to be mindful of sponsor fatigue. Tim suggested that the initial contact will only be a request to put it their budget for next year.
 - iii. Three representatives of the South Chapter (Ryan, John, and Jen Savaro) are going to the 2019 conference in Baltimore to bring back lessons learned.

XI. New Business

- a) Liability waivers: Susan asked for an explanation on the use of liability waivers. Bruce explained that FAEP provides insurance for each chapter, but it does not cover activities on the water. The liability waivers are used by each chapter for activities on the water. Tim has a standard form and will distribute it and the insurance policy.

XII. Board Goals

- i. Beacon Publication and Articles Goal – 2 articles per chapter per year (Winter through Fall) –**Spring** issue (articles due April 1) Central, Northeast, Northwest, South; **Summer** issue (articles due July 1) Southwest, Tallahassee, Tampa Bay, Treasure Coast; **Fall** issue (articles due October 1) Central, Northeast, Northwest, South; **Winter** issue (articles due December 31) Southwest, Tallahassee, Tampa Bay, Treasure Coast

1. **Action item: Chapter representatives to ensure that their chapter provides articles to Teri for use in the Beacon.**
- ii. Membership Increase Goal – 860. Discussed above.
- iii. New Website – discussed above under Administrator’s Report.
- iv. Educational / Training Program for FAEP members; Multiple locations around the state; Possibly paid presenter; Possible topics - Phase 1 training, soils, regional botany, UMAM? Tim asked Board members to think about possible topics/speakers.

XIII. Chapter Discussions (as time permits).

- a. Tallahassee – Elva Peppers. Had social event as part of the Younger Members Initiative. Talking to FAMU about getting their environmental chapter going, and some discussions with FSU students. Next event is a legislative update and the chapter is working on speakers.
- b. Tampa Bay – Tina Fritz. Planning the upcoming conference. Photo contest (statewide) opens May 1 and they are looking for sponsors. Annual picnic next Saturday. Luncheon scheduled for May 15.
- c. Treasure Coast – Susan Mason: Had event at FAU related to artificial structures and mangrove habitat. Upcoming bird walk at Wakodahatchee on May 9. Planning a logo contest. Had a membership drive.
- d. Central – Hannah Rowe: Had social last Thursday with a representative of the Orange County environmental division. Had a student /younger professional membership drive.
- e. Northeast – Stan Stokes. Have an upcoming social in St Augustine. Planning to issue two \$1000 scholarships.
- f. Northwest – Will Stokes: Had beach cleanup which was well attended. Finalized new slate of officers and directors which will become effective May 1. Stan to provide updated information for sunbiz to Bruce via info@faep-fl.org before May 1.
- g. Southwest – George Sprehn. Found a good venue for holding meetings. Upcoming events on GIS, kayaking and bats, and a gopher tortoise workshop. New website, improving LinkedIn.
- h. South – John Abbott: March 30 was kayaking and Adopt-an-Island cleanup. April 12 was be a student mentoring event at Nova Southeastern University. April 27 will be invasive vegetation removal and botany walk at Miramar Pineland. May 22 event will be a tour of a petroleum recovery facility.

XIV. Other Discussion

XV. Upcoming Meeting – Monday, May 13

XVI. Review Action Items (if any) Action items identified in red.

XVII. Adjournment 12:53 pm