



## FAEP BOARD MEETING MINUTES

September 20, 2019

12:30 p.m. (EST)

### 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 & At Large Member & Tallahassee Chapter	X	
John Abbott – Secretary & South Chapter	X	
Bruce Hasbrouck – Parliamentarian	X	
Teri Hasbrouck – Administrator	X	
Joshua Hirten – Central Chapter	X	
Stan Stokes – Northeast Chapter		
Will Stokes – Northwest Chapter	X	
Arielle Poulos – Southwest Chapter	X	
Tina Fritz – Tampa Bay Chapter	X	
Susan Mason – Treasure Coast Chapter	X	
Hannah Rowe – At Large Member	X	
Todd Hodgson – At Large Member		
Tom Mullin – At Large Member		
Jill King – At Large Member	X	
George Sprehn – At Large Member		

A majority of the board or their proxies shall constitute a quorum. John reported that there was quorum.

### **III. Approval of August 2019 Meeting Minutes**

- a) Susan made the motion to approve the August 2019 minutes; Arielle seconded; all were in favor, none opposed, none abstained, motion passed.

### **IV. Past-President's Report**

- a) Amy: nothing to report.

### **V. VP's Report**

- a) Ryan: nothing to report.

### **VI. Treasurer's Report**

- a. Budget. The Board spent the majority of the meeting developing the 2019-2020 FAEP budget. Significant considerations included the following:
  - i. The Board reduced the anticipated number of FAEP members from 860 to 800 to be closer to the actual membership over the past few years; this decreased the anticipated revenue from member dues.
  - ii. The Board reduced the FAEP conference revenue from \$1000 to \$0 because there will not be a state conference next year.
  - iii. The Board agreed not to include any profit from the NAEP 2020 conference because the amount is uncertain.
  - iv. The Board agreed to increase the Meeting Travel expenses to add the flexibility for the FAEP Administrator to travel to the NAEP 2020 conference. **Action Item: Tim will look into whether NAEP can offer any fee waivers for FAEP board members to attend the NAEP 2020 conference.**
  - v. The Board made numerous small changes based on actual costs from last year.
  - vi. Ryan made a motion to approve the 2019-2020 budget; Susan seconded; all were in favor, none opposed, none abstained, motion passed. **Action Item: Elva will distribute the approved budget.**
- b) Elva sent out the chapter reimbursement request form to each chapter for next fiscal year. Elva recommended that chapters send them back promptly.
  - o Bruce noted that he believes only TBAEP submitted a reimbursement request for 2018-2019.
- c) Bruce reminded the chapters that if they plan to change the chapter Treasurer, do it by December and notify Bruce so he doesn't have to make the change twice and incur an extra fee.

### **VII. Secretary's Report**

- a) John: nothing to report.

### **VIII. Administrator's Report**

- a) Teri emailed the financials about a week before the Board meeting.
- b) Teri reported that the current membership is 813, which does not yet include the new members that signed up as part of the FAEP conference in Tampa.

- c) Bruce noted that the FAEP conference in Tampa generated approximately 20 new members and there were numerous walk-up attendees. **Action item: Bruce will send out the list of new FAEP members; chapter representatives can review the list and see if they recognize any FAEP members that should also sign up at their chapter level.**

## **IX. President's Report**

- a. NAEP Update. NAEP *Environmental Practice* and Newsletter: Tim reminded the Board that NAEP has a constant call for articles for the journal (technical) and the newsletter (more informal). **Action Item: Chapter representatives will encourage their members to submit articles for the NAEP *Environmental Practice* journal and the NAEP Newsletter.**

## **X. Old Business**

- a. 2019 FAEP Conference – Tampa.
  - i. Attendance:
    - 1. Bruce stated that the conference was full. They cut off registrations at 304 attendees, and the exhibitor space was full. Bruce believed the Environmental Permitting Summer School was a good place to advertise the conference.
  - ii. Cancellations / Refunds
    - 1. Bruce noted that Hurricane Dorian resulted in some government agencies (e.g., FDEP, FWC) to cancel attendance and speaking roles - and some are requesting a refund.
    - 2. Bruce noted that there were many cancellations for the living shorelines workshop, probably because it was free and so people signed up without a vested commitment to attend. Future events should have a nominal registration fee.
    - 3. Bruce noted there is a FAEP cancellation policy on the dropbox and the Board could vote on it at a future meeting.
    - 4. The Board discussed moving future FAEP conferences from September to May to avoid hurricane season, and also because there are numerous other conferences at this time of year (Environmental Permitting Summer School, FRC, etc.)
  - iii. Tim noted that we need to identify which chapters will host the next FAEP conferences. **Action item: Chapter representatives to discuss with their boards about volunteering to host a FAEP conference in either 2021 or 2022.**
- b. 2020 NAEP Conference – Fort Lauderdale
  - i. The call for abstracts is out. **Action item: Teri will send out an email blast with the call for abstracts. Action item: Teri will add the call for abstracts to the calendar.**
  - ii. The Local Conference Committee has had a few monthly meetings and is now switching to biweekly meetings. Anyone who can help with the conference is encouraged to call into the planning meetings; contact Tim to be added to the meeting invites.

- iii. **Action item: Tim to look into a facebook page for NAEP 2020.**
- iv. Tim stated that we can start promoting the NAEP conference now that the FAEP conference is over (e.g., soliciting sponsorships and abstracts).

## **XI. New Business**

- a) None.

## **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 Beacon articles to Teri by 3<sup>rd</sup> week of September – the newsletter goes out approximately October 1.**
- ii. Membership Increase Goal – 860.
- iii. Educational / Training Program for FAEP members; Multiple locations around the state; Possibly paid presenter; Possible topics - Phase 1 training, soils, regional botany, UMAM?

## **XIII. Chapter Discussions**

- a. Tallahassee – Tim Perry. Last month was a FDEP speaker on the Volkswagen settlement.
- b. Tampa Bay – Bruce Hasbrouck and Tina Fritz. Had a women in STEM event. Will have a luncheon next month.
- c. Treasure Coast – Susan Mason: Had a presentation from Bob Carr who discussed archaeology in the Everglades – this was a joint event with SFAEP. Next week will be a presentation on octopus ecology in the Lake Worth Lagoon.
- d. Central – Joshua Hirten: Had a luncheon with a speaker from UF IFAS on Florida-friendly landscaping. The annual oyster mat construction event with AECOM is being postponed due to grant funding. Upcoming event will a social.
- e. Northeast – Stan Stokes. Not present, no update.
- f. Northwest – Will Stokes: Not present, no update.
- g. Southwest –Arielle Poulos. Upcoming event is a social. They are planning an invasive removal contest. They are having a coastal cleanup event.
- h. South – John Abbott: Had a presenter on sawfish from Havenworth Coastal Conservation. John said the speaker, Tonya Wiley, does many presentations statewide and other chapters could invite her to speak to their chapters. Upcoming events are seagrass survey training, and NPDES stormwater management inspector training.

## **XIV. Upcoming Meeting** – Next meeting will be October 28.

**XV. Review Action Items (if any)** Action items identified above in red.

**XVI. Adjournment** 1:45 pm