



FAEP BOARD MINUTES
September 28 and October 5, 2020
12:00 noon (EST)

I. Call to Order

II. Roll Call

Name	Attendance	Proxy
Ryan Goldman – President & At Large Member	9/28, 10/5	
Amy Guilfoyle – Past President	9/28, 10/5	
Elva Peppers – Vice President & At Large Member & Tallahassee Chapter	9/28, 10/5	
Hannah Rowe – Treasurer & At Large Member	9/28, 10/5	
John Abbott – Secretary & South Chapter	10/5	
Bruce Hasbrouck – Parliamentarian*	10/5	
Teri Hasbrouck – Administrator*	9/28, 10/5	
David Wood – Northeast Chapter		
Will Stokes – Northwest Chapter	9/28	
Emma Fain – Southwest Chapter	9/28	
Scott Graf – Tampa Bay Chapter	10/5	
Gina Chiello – Treasure Coast Chapter		Rebecca Dougherty 9/28 Niki Desjardin 10/5
Joshua Hirten – Central Chapter	9/28	
Tim Perry – At Large Member, NAEP Rep	10/5	
Joe Penta – At Large Member	10/5	
Jill King – At Large Member	10/5	
George Sprehn – At Large Member	9/28, 10/5	

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

I. Approval of Prior Meeting Minutes

- a) Jill made the motion to approve the August 2020 minutes; Josh seconded; all were in favor, none opposed, none abstained.

II. Past President's Report (Amy / Tim)

- a) Tim and NAEP are working on updates to the NAEP/FAEP affiliation agreement

III. VP's Report (Elva)

- a) Nothing to report

IV. Secretary's Report (John)

- a) Nothing to report

V. Treasurer's Report (Hannah)

- a. Bank United - \$26,317.44

- b. Wells Fargo - \$23,200.97

2020-2021 Proposed Budget Discussion:

The proposed 2020-2021 budget is based on 665 members. Hannah removed the expenses for meeting travel for FAEP BOD members to FAEP or NAEP conferences and FAEP Board meetings. Also, local chapter aid has been reduced to \$500 from \$1000 each. She is uncertain on the chances for conference travel next year. The conference situation is the main discussion.

-Ryan would prefer that the NAEP/FAEP travel line to not be \$0 because Tim Perry (NAEP Representative) isn't in this meeting and there may be some travel during the next year. Ryan believes that there will be a virtual meeting for the FAEP Conference in 2021.

-There was discussion on which line items the expenses for travel to conferences will be applied to in this budget.

-Hannah suggested that the number of memberships could be increased so that the budget can be balanced.

-Bruce suggested that FAEP will need a professional technical firm to put on a virtual 2021 conference and that it will increase expenses. Also, conference fees will help offset that cost.

-Ryan's intent for the 2021 conference is for it to be free for members. He feels like the value will cause potential attendees to join the organization.

-Scott Graf added that sponsorships may be more difficult to obtain.

-Bruce said that the NAEP tech provider (SBI) cost \$32,000 to put on the 2020 NAEP virtual conference. He also suggested an income line "Transfer from reserves" that could supplement the budget from FAEP reserve account when/if needed in the upcoming year. Ryan agreed with this approach.

-Elva asked about the investment income from CDs line. Bruce shared that it is awarded once per year and that the current interest rate is lower than the previous interest rate.

-Elva also asked if the 2020 Conference Revenue income line is correct at \$2,000. Bruce explained that \$2,000 is the current information that he is aware of and doesn't have additional income information from NAEP.

-Elva also asked if \$3,600 is correct for the cost of Memberclicks? Bruce said yes.

-Elva asked about the Administrator's expense line at \$13,500 and Hannah will correct it to \$13,000.

-Amy asked about the chapter support expense line item and if it should be increased to \$1,000 for each chapter. Hannah replied that the reserve line item could be

increased to cover the extra cost. Elva shared that the Tallahassee chapter probably won't request \$1,000 this year.

-Hannah will rebalance the budget according to the discussion and add income of \$5,500 from the reserves. Hannah will send out the 2020-2021 budget and it will be voted on via email: **On September 30, 2020 Amy Guilfoyle provided a motion to approve the budget, Gina Chiello provided a second. All board members approved the budget with no Nay's or abstentions.**

Due to a late start and lengthy budget discussion the meeting finished prior to the following agenda items. A second board meeting was scheduled for October 5, 2020.

VI. Administrator's Report (Teri/Bruce)

- a. Processed 42 new and renewing members, 45 non-renewals
- b. Current FAEP membership is 712. FAEP has lost approximately 100 members over the past year.

VII. President's Report (Ryan)

- a. Ryan reported that the Board approved the budget via email virtual vote.

VIII. Old Business

- a. 2020 NAEP Virtual Conference
 - i. Tim reported that the presentations are now available online
- b. 2021 FAEP Conference
 - a. Ryan stated that the conference, tentatively planned for May 2021, will likely need to be virtual. The Board discussed pushing it out to September so that there is a higher likelihood that covid-19 will be over by then. The Board agreed to wait a couple of months to monitor covid-19 and see if an in-person conference is possible in 2021 or if it should be virtual. Tim noted that if the conference will be virtual and in May, planning doesn't need to start until December. The Board discussed a 1-day event.
- c. 2022: NAEP conference in Fort Lauderdale.
- d. 2023: Tallahassee Chapter will host it in 2023.

IX. New Business

- a. The Board discussed how to increase income when conference revenue is low due to covid-19.
- b. AmazonSmile

X. Board Goals

- ii. 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

- iii. Beacon article request **Call for Volunteer from each chapter** to write a summary article for one of the NAEP conference sessions for the next newsletter.
- iv. Membership Increase Goal – 860.
- v. Educational / Training Program for FAEP members

XI. Chapter Discussions

- a. Tallahassee – Elva & Tim. Had virtual happy hour with coupon reimbursements. Planning an outdoor tour of a solar facility; using tour guide technology to maintain social distancing.
- b. Tampa Bay – Scot. Leadership event at Wine Time. Virtual lunch in mid-August with Pinellas County on resiliency. Had young professionals event with the SWFWMD Executive Director.
- c. Treasure Coast – Niki. Had virtual talk on leatherback sea turtles in August.
- d. Central – Hannah. Had a treasure hunt.
- e. Northeast –
- f. Northwest –
- g. Southwest –
- h. South – John. Had a webinar on PFAS. October event will be on Phase I ESA webinar.

XII. Upcoming Meeting: Monday October 26 at 12 noon

XIII. Adjournment at 1:00 PM