



FAEP BOARD MEETING MINUTES

February 24, 2020

12:00 p.m. (EST)

I. Call to Order

II. Roll Call

Name	Attendance	Proxy
Ryan Goldman – President & At Large Member	X	
Amy Guilfoyle – Past President	X	
Elva Peppers – Vice President & At Large Member & Tallahassee Chapter	X	
Hannah Rowe – Treasurer & At Large Member		
John Abbott – Secretary & South Chapter	X	
Bruce Hasbrouck – Parliamentarian	X	
Teri Hasbrouck – Administrator		
Paul Gunsaulies – Northeast Chapter		X (David Wood)
Will Stokes – Northwest Chapter	X	
Greg Thomas – Southwest Chapter	X	
Scott Graf – Tampa Bay Chapter	X	
Gina Chiello – Treasure Coast Chapter	X	
Joshua Hirten – Central Chapter		
Tim Perry – At Large Member, NAEP Rep	X	
Joe Penta – 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. John reported that there was quorum.

III. Approval of Prior Meeting Minutes

- a) Tim made the motion to approve the January 2020 minutes; Ryan 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) Elva: Nothing to report.

VI. Secretary's Report

- a) John: nothing to report.

VII. Treasurer's Report

- a. Bruce explained that expenses last month were routine and included an annual fee on a credit card.
- b. Wells Fargo balance was \$29,928.78. Non-interest bearing account.
- c. BankUnited CD is approximately \$26K. CD will mature in early April. Bruce and Hannah are looking at options for better rates, possibly a new CD or a money market account.

VIII. Administrator's Report

- a. Bruce reported that 69 memberships were processed in January – an average month. Group memberships are helping.
- b. NAEP memberships are a little lower than last year – Bruce checking on some inconsistencies on reporting.
- c. Taxes: Bruce has completed the ones that were due by Feb 15.
- d. New member initiative:
 - i. FAEP reimbursed one chapter last month.
 - ii. **Action Item: Chapters may request reimbursement from Hannah (Treasurer) for up to \$1000 for new member recruitment activities conducted during the current FY (Oct 2019-Sept 2020)**

IX. President's Report

- a. Ryan described his priorities for 2020:
 - i. Focus on making the NAEP 2020 Conference a success. Registration is now open.
 1. **Action Item: Encourage members to attend. Encourage sponsors/exhibitors to sign up.**
 - ii. Increase FAEP and NAEP membership
 - iii. Utilize the FAEP committees
 1. **Action Item: Committees to identify their goals.**
 - iv. Provide certification/training opportunities to members
 - v. Contribute to the NAEP *Environmental Practice*
- b. NAEP Update
 - i. NAEP *Environmental Practice* and Newsletter: **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. 2020 NAEP Conference – Fort Lauderdale
 - i. Registration is open.
 - ii. Fee stipend for conference expenses: Ryan asked if there is money in the FAEP budget to defray costs to encourage FAEP board members to attend the conference. Tim indicated that there is \$3000 for a trip to attend a NAEP board meeting in Boise but that he won't travel to Boise (he will attend via phone) so that \$3000 is available. Tim also noted there is about \$300 for other travel and about \$1000 for miscellaneous costs. Tim made a motion to allocate \$3000 from the NAEP meeting travel and miscellaneous budget line items for use for Board members and the FAEP Administrator to offset NAEP 2020 attendance costs; John seconded; all were in favor, none opposed, none abstained, motion passed.
 1. **Action Item: Board members and Administrator have 2 weeks to request money from Tim cc Hannah to help defray their cost of attending the conference. Tim will compile the requests and make a recommendation for disbursement – probably equal distribution among all those who need costs to be defrayed.**
- b. FAEP Conferences
 - i. 2021: Southwest is evaluating if they can host it.
 - ii. 2022: Central is evaluating if they can host it. Gina will check with TCC.
 - iii. 2023: Tallahassee Chapter offered to host it in 2023. Ryan made a motion to approve the Tallahassee Chapter to host the 2023 conference; John seconded; all were in favor, none opposed, none abstained, motion passed.
 - iv. **Action Item: Chapters to determine if and when they can host the FAEP conference in upcoming years.**
 - v. Bruce has lots of information from previous conferences to help in planning (budgets etc). Robin Frye can help identify venues – she is free because she gets paid separately through the venue negotiation process.
- c. Committee Assignments.
 - i. Events – Arielle Poulos, Jill King
 - ii. Memberships – Hannah Rowe, Will Stokes, Scott Graf, George Sprehn
 - iii. Publications – John Abbott, Gina Chiello
 - iv. Finance – Ryan Goldman, John Hirten
 - v. Permanent Conference Committee – Tim Perry, Elva Peppers, Paul Gunsaulies

XI. New Business

- a. FAEP Bylaws
 - i. Bruce provided a markup in mid-February and explained the proposed changes.
 1. **Action Item: Board members to review the proposed changes to the FAEP bylaws and be prepared to vote on the changes at the next board meeting.**
- b. Gainesville Chapter
 - i. Amy and Bruce are tracking its possible formation. Bruce reminded everyone that there is a chapter startup kit available.

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
- ii. Membership Increase Goal – 860. Not discussed.
- iii. Educational / Training Program for FAEP members; Multiple locations around the state; Possibly paid presenter; Possible topics - Phase 1 training, soils, regional botany, UMAM? Not discussed.

XIII. Chapter Discussions

- a. Tallahassee – Elva & Tim. Had luncheon with FDEP speaking about blue-green algae and red tide. Upcoming joint social with FSU and FAMU student chapters – awarding two scholarships.
- b. Tampa Bay - Scott. Had February luncheon on Brownfields – about 100 attendees. Upcoming event for young professionals. Upcoming 3rd annual golf tournament in Lakeland on March 6 – need players. Upcoming luncheon in March.
- c. Treasure Coast – Gina: Had presentation from FIND. Planned a full-day workshop on business skills for environmental professionals but there was not enough RSVPs so they had to cancel the event. Upcoming event in March will be a social. April event will be a student engagement event.
- d. Central – Josh: Not present.
- e. Northeast – David. Upcoming event will be a social in late Feb. They fixed their website.
- f. Northwest - Will. Upcoming event will be a professor from Univ of West Florida speaking about streamflow modeling and flooding.
- g. Southwest –Greg & George. Had a social recently. Invasive species roundup. Run for the turtles on April 4 with Mote Marine Lab. Membership drive. Planning a fossil hunting trip in the spring on the Peace River.
- h. South – John: January event was a graminoid identification workshop with Eric Reveulta of SJRWMD. February 29 event will be an Adopt-an-Island cleanup and picnic. Will participate in Broward County’s Water Matters Day on March 14. Planning a ranger-led tour of Birch State Park in March.

XIV. Upcoming Meeting – TBD.

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

XVI. Adjournment 1:00 pm