



FAEP BOARD MEETING MINUTES
November 23, 2020
12:00 noon (EST)
GoTo Meeting and Conference Call

I. Call to Order

II. Roll Call

Name	Attendance	Proxy
Ryan Goldman – President & At Large Member	X	
Amy Guilfoyle – Past President		
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*	X	
David Wood – Northeast Chapter		
Will Stokes & Mike Cobb– Northwest Chapter	X	
Emma Fain– 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		
George Sprehn – At Large Member	X	

A majority of the board or their proxies shall constitute a quorum. John reported that there was quorum. *Non-voting position.

III. Approval of Prior Meeting Minutes

- a) Elva made a motion to approve the September 2020 minutes, Tim seconded, all were in favor, none opposed, none abstained, motion passed.
- b) Elva made a motion to approve the October 2020 minutes, Tim seconded, all were in favor, none opposed none abstained, motion passed.

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

- a) FAEP monthly calendar. **Action Item: Chapters to provide information on upcoming events to Tim for the FAEP monthly calendar.**

V. VP's Report (Elva)

- a) Nothing to report.

VI. Secretary's Report (John)

- a) Nothing to report.

VII. Treasurer's Report (Hannah)

- a. Hannah was not present. Bruce provided the financials via email prior to the meeting. Bruce reported that there were routine income and expenses.
- b. Wells Fargo: \$23,258.01
- c. Bank United: in CD

VIII. Administrator's Report (Teri / Bruce)

- a. Processed 39 memberships: 12 new, 18 renewals. 49 non-renewals (a high number of non-renewals, presumably due to covid-19).
- b. 629 FAEP members, 60 NAEP members within FAEP.
- c. Teri is working on the quarterly Beacon newsletter. **Action Item: Chapters to provide chapter news for the Beacon newsletter.**

IX. President's Report (Ryan)

- a. Nothing to report.

X. NAEP Representative (Tim)

- a. NAEP 2021 conference (Phoenix, AZ) will be virtual due to ongoing concerns with covid-19. It is still scheduled for May 2021. Probably 3 days with 2 tracks. Call for Abstracts is open. More information is available on the NAEP website, and Tim is putting information on the FAEP website.

XI. Old Business

- a. Ryan reminded the chapter representatives that they can submit a request for up to \$1000 for membership growth activities
- b. 2021 FAEP Conference - continuing wait and see approach. Targeting Fall 2021. Possibly both in-person and virtual. Need to watch IT costs as they can be high. Could hire a firm to run the conference for us, or do it ourselves. Tim suggested the Board consider a 1-day virtual event.
- c. 2022: NAEP conference in Fort Lauderdale.
- d. 2023: Tallahassee Chapter will host it in 2023.

XII. New Business

- a. Beacon Newsletter
 - i. Ryan explained the Beacon needs more articles submitted by chapters. Teri said the deadline for the next Beacon is December 15. **Action Item: Chapters to provide chapter news for the Beacon newsletter by December 15, 2020.**
- b. PRP Environmental Coalition
 - i. The Board discussed whether FAEP should join the coalition which provides provide support of initiatives on the Petroleum Restoration Program (PRP), including the initiation to help restore funding to the PRP. The coalition is seeking two volunteers to represent FAEP.
 - ii. Several Board members expressed concern that this could be considered lobbying and possibly not consistent with our 501(c) status. A concern was also raised about missing a meeting and having our FAEP name associated with a position that FAEP does not fully support.
 - iii. Several Board members suggested we not be a formal member or signatory of the coalition, but could possibly be an observer or advisor.
 - iv. Ryan indicated that Amy may be interested in being involved, and Bruce and Tim also expressed interest. **Action Item: Ryan will check with the coalition to gauge their interest in a non-signatory observer/participant role, and keep Teri in the loop for any relevance for the Beacon.**
- c. Elections
 - i. Bruce will send out an email requesting nominations for elections. Ryan, Jill, and Hannah have completed their at-large terms and are up for re-election. The nominations should be done by the Dec 2020 meeting, then the membership voting will be late Dec / early Jan 2021, and the new board members instated in the January 2021 meeting.
- d. Administrator's Contract Renewal
 - i. Teri and Bruce recused themselves from the meeting.
 - ii. Ryan distributed the existing administrator's contract prior to the meeting, and Tim provided an overview and renewal history of the contract.
 - iii. The Board discussed the scope and cost of the contract, and discussed the performance of the administrators.
 - iv. **Action Item: Ryan will send a draft contract to the Board. The Board should think about roles of the administrators vs the roles of the Board members, and think about any additional reports (e.g., membership reports) or executive / administrative duties desired.**

XIII. Board Goals

- a. 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. Not discussed.
- b. Membership Increase Goal – 860. Not discussed.
- c. Educational / Training Program for FAEP members. Not discussed.

XIV. Chapter Discussions

Due to the continuing COVID-19 pandemic, most chapters reported that their recent and future events have been limited and/or held virtually rather than in-person.

- a. Tallahassee – Tim. Had tour in early November at the city of Tallahassee’s solar farm at the airport. It was an outdoor event and they used tour guide equipment with headphones to allow social distancing while still enabling participants to hear well. They may use the same technology at other outdoor facilities, possibly a landfill or WWTP. Planning a webinar in December on the FDEP enforcement program with the former FDEP general counsel. February may be a pre-legislature webinar.
- b. Tampa Bay – Scott: October event was a lunch & learn with the City of Tampa on stormwater infrastructure and sea level rise. Just finished annual photo contest. Ongoing membership drive. Ongoing volunteering with metropolitan ministries (food distribution, holiday gifts).
- c. Treasure Coast – Gina: Not present at this point in the meeting.
- d. Central – Josh: Not present at this point in the meeting.
- e. Northeast – David: Not present.
- f. Northwest – Michael: Upcoming webinar on Dec 4 for 1.5 hours, with 3 speakers on 3 topics, each 30 minutes long: stream restoration, archaeology & environmental permitting, and wildlife habitat on private lands.
- g. Southwest – Emma: Bonfire postponed. Planning a FDACS training on exotic plant in early 2021. Dec 4 will be a soils training, with a second one in April.
- h. South – John: Had a webinar on Stony Coral Tissue Loss Disease on Nov 18 with the Florida Sea Grant Extension Agent. Upcoming event on Dec 10 will be an overview of how to read engineering plans for environmental professionals.

XV. Upcoming Meeting – December 28, 2020 at 12 noon.

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

XVII. Adjournment 1:00 pm