



FAEP BOARD MEETING MINUTES

July 26, 2021
12:00 noon (EST)
Conference Call

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	
Kelley Samuels – Treasurer & At Large Member		
Jen Savaro – Secretary & South Chapter	X	
Bruce Hasbrouck – Parliamentarian*	X	
Teri Hasbrouck – Administrator*		
David Wood – Northeast Chapter		
Mike Cobb– Northwest Chapter	X	
Emma Berger – Southwest Chapter	X	
Brain Bendis – 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	
Jane Gregory – At Large Member	X	
George Sprehn – At Large Member	X	

A majority of the board or their proxies shall constitute a quorum. Jen reported a quorum was present.

*Non-voting position.

III. Approval of Prior Meeting Minutes

- a) Elva made a motion to approve the May 2021 meeting minutes, Gina seconded; all were in favor, none opposed, none abstained, motion passed.

IV. Past President's Report (Tim)

- a) NAEP chapter representative update – NAEP July board meeting – Proposed changes to NAEP bylaws. Changes include limited to one chapter representative and if you are an at large member and a chapter representative, you will only get one vote. The next board meeting in October will vote on changes.

V. VP's Report (Elva)

- a) Gina passed out flyers for the FAEP conference at Permitting Summer School. Discussed having booth or possible happy hour next year.

VI. Secretary's Report (Jen)

- a) Nothing to report.

VII. Treasurer's Report (Kelley) – Not present. Email was sent out on July 24, 2021 with June financial documents.

- a. Wells Fargo: \$22,297.21
- b. Bank United: \$26,449.09

VIII. Administrator's Report (Bruce)

- a. Processed 42 new and renewing members in June.
- b. Membership continuing to decline.
- c. Chapter representatives to reach out to non-renewals

IX. President's Report (Ryan)

X. Old Business

- i. **2021** FAEP Conference – update
 - 1. REMO selected and contract signed. REMO will not be setting up registration. Registration will be through Eventbrite.
 - 2. Call for Proposals distributed and extended
 - 3. Sponsorship Matrix
 - 4. Bi-Weekly meetings – (weekly moving forward?)
 - a. Emerging professionals track - Student speed talks – 25 – need help with students submitting abstracts – deadline 31st.
- ii. **2022** NAEP conference in Fort Lauderdale – same contract with hotel and some parts of contract already worked out. Making conference hybrid – virtual/in-person. Ryan will keep us updated on that.
 - 1. Meetings Have Commenced
 - 2. Call for Hybrid Conf
 - 3. Sponsorship Matrix Drafted – under review
 - 4. Call for Committee Volunteers
- iii. **2023** Hosted by Tallahassee Chapter
- b. PRP correspondences and the Legislative Session General Appropriations Act of 2021 - \$125M

I. New Business

- a. Scott Graf- Thank You and welcome Brain Bendis
- b. Beacon Articles due for Summer – submit beacon articles, summer school. Send ideas around.
- c. Open Discussion
 - a. Formalized marketing position or on board committee.
 - Possible Intern.
 - Develop marketing plan. Clearly set goals – increase membership, graphic design skills.
 - Board Committee – Jane Gregory, Ryan Goldman, Elva Peppers, Brian Bendis

II. 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. 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.
- iii. Membership Increase Goal – 860.
- iv. Educational / Training Program for FAEP members

III. Chapter Discussions

- a. Tallahassee – Elva & Tim.
- b. Tampa Bay – Brian:
- c. Treasure Coast – Gina:
- d. Central – Josh:
- e. Northeast - David:
- f. Northwest – Mike:
- g. Southwest – Emma:
- h. South – Jen:

IV. Upcoming Meeting – August 23, 2021 at noon

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

VI. Adjournment 12:56 pm