

**FAEP BOD Meeting Minutes**

**December 19, 2022**

**Call in Number 1-605-475-4000**

**code 607028#**

1. **Call to Order**
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Elva Peppers– President & At Large Member  Tallahassee elvapeppers@felsi.org | X |  |
| Ryan Goldman – Past President  South Florida rgoldman@broward.org | X |  |
| Gina Chiello – Vice President  Treasure Coast Chapter Rep gchiello@cumminscederberg.com | X |  |
| Kelley Samuels – Treasurer & At Large Member  Central Florida Kelley.samuels@aecom.com | X |  |
| Jen Savaro – Secretary  South Chapter jsavaro@res.us | X |  |
| Bruce Hasbrouck – Parliamentarian\*  Tampa Bay Bruce@HasbrouckEnv.com |  |  |
| Teri Hasbrouck – Administrator\*  Tampa Bay info@faep-fl.org |  |  |
| David Wood – Northeast Chapter David.Wood@ApexCos.com |  |  |
| Mike Cobb– Northwest Chapter mcobb@uwf.edu |  |  |
| Amy Guilfoyle aguilfoyle@scsengineers.com |  |  |
| Brian Bendis – Tampa Bay Chapter  Brian.Bendis@xylem.com | X |  |
| Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com |  |  |
| Tim Perry – At Large Member, NAEP Rep  Tallahassee tperry@gbwlegal.com | X |  |
| Joe Penta – At Large Member  Treasure Coast Chapter jpenta619@aol.com |  |  |
| Christina Hall - SW Chapter Rep christina@thanaples.com |  |  |
| Jane Gregory – At Large Member Jane.gregory@ocfl.net |  |  |
| Don Medellin – At Large Member donshotbuck@yahoo.com | X |  |
| Susan Martin – At Large Member smartin@nelsonyeager.com | X |  |
| George Sprehn- SW Chapter Rep  gsprehn@earthbalance.com |  |  |

A majority of the board or their proxies shall constitute a quorum. \*Non-voting position. 17 voting members. 9 = quorum Elva declared a quorum was present.

1. **Approval of Meeting Minutes**
   * 1. Approval of November meeting minutes. Ryan made a motion to approve the November 29, 2022 meeting minutes. Don seconded; all in favor; none opposed; none abstained; motion passed.

**Presidents Report-** Elva said thank you to the board for a great year.

1. **Secretary’s Report (Jen) –** nothing to report
2. **Treasurer’s Report (Kelley) – no report. Reminder of what we had last month.** 
   * 1. Wells Fargo – Had around $27,000 in both accounts in November
     2. Bank United –
     3. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
     4. Kelley to report Bank CD rates
     5. Reminder to enroll in direct deposit, fill out form with routing and account information and send to Teri at [info@faep.com](mailto:info@faep.com) and Kelley.
3. **Administrator’s Report (Teri)**
   * 1. Chapter representatives to continue to reach out to non-renewals. Use non-renewal spreadsheet to contact people.
     2. Membership stats:
     3. 757 FAEP, 22 new, 4 renewal, 58 NAEP. 110 more members this year than last year. NAEP about the same amount of members.
     4. Don suggested posting non-renewals on the website for 6 months instead of one month for easy access to the list.
4. **Old Business**
   * 1. **2023** Conference May 11-12 (update- Tim)

Here is a list (in process)

Conference Chair: Tim Perry

General Help: Josh Hirten

Treasurer –

Speaker Coordination – Chairs D. Irwin/J. Ullo/Susan

Registration –

Sponsors/Vendors – K. Sands

Program – E. Gates

Hospitality –

Reception/Entertainment –

Transportation –

Field Trips –

Check In/SWAG Bags –

Social Media –

Volunteer Coordinator –

Advertising/Promotions –

Silent Auction/Door Prizes –

Conference app-

Dine around organizer

* Tim stated that they are moving along with conference. They are currently holding meetings every other.
  + If interested in participating in calls please reach out to Tim and he will add you to the call list.
  + The save the date is posted on Tallahassee chapter website.
  + Tim stated we received the contracts back from hotels and the room blocks all sorted out.
  + FAEP board needs to setup an awards committee. Need someone on the board to take the lead for the awards committee.
    1. 2024 Central to be host chapter (any update?) – Central will host in 2024
    2. Memberships
* Please send Brian chapter sponsorships flyers from each chapter
  + Nothing to report for this month.
  + Need to reach out to each of the chapters to compare sponsors.

* + 1. Get calendar events in for January. Link located at bottom of agenda.
* Updates for Membership/Renewal:
  + Need mechanism to allow membership in all chapters. Add choice to FAEP membership page on the website and on each chapter’s websites.
  + Professional Training
    - 1. Soils Course for Central Chapter – Elva to reach out to Amy and ask for dates.
      2. Dates for additional training. NE Florida, has expressed interest. Need two months to prepare and advertise.
* Northeast Chapter revitalization- Discussion on use of chapter $1,000 reimbursement for development of website. Group decided on a tentative social date on January 26th to gain interest. They have interest in hosting soils class in March.

Membership growth committee - (Ryan, Elva, Brian, Jane, Teri) (**Skip**)

* + 1. Elva reported that we received responses from 28 people from marketing questionnaire. Committee to have a special meeting and report to BOD at November BOD meeting.
       1. Most did not have a strong feeling about staying with current website.
       2. Interested in centralized website through FAEP.
       3. Not cross-pollinating with other chapters.
       4. All chapters would like to have access to member list.
       5. Would like a repository of presentations for members only.
       6. Requested trainings
       7. Suggested sponsor booths at conference
       8. Highest priorities - centralized membership and attendance
    2. Great idea for condensing chapter presence online and theme. Changed ways we do our calendars.
    3. Growth committee fall group discussion – happy to have one. Elva to send out calendar invite. Data and information from survey needs to be shared with board. Discussed offline and bring to boards attention.
  + Marketing questionnaire was sent out to all local chapter board members, we had a response from 28 people. Central-1; NW-1; South-5; SW-4; TLH-7; TB-4; TC-6;NE-0
  + Some general results from responses- full presentation will be given later.
* Majority did not have strong feelings about staying with their current website (SW/TB and TC were more opposed than other chapters)
* Majority were interested in having a centrally hosted website available for all chapters.
* All chapters would like to have access to member list sharing from all chapters.
* Help with advertising/flyers seemed to be important for most chapters.
* Branding and consistency were important.
* Majority would like to see repository for member-only recorded presentations.
* Requested trainings: wetlands; legislative updates; mangrove trimming; stormwater; soils; wildlife; plant ID; professional communication; procurement procedures; WOTUS; GIS; things with certifications; professional marketing; resume development; marketing; presentation bootcamp; seagrass; and more
* Highest priorities for marketing: Centralized services, sponsorship in other organizations; FAEP funding/managing websites; attendance at conferences; website redesign
* Most agreed that FAEP should sponsor booths at conferences- mostly mentioned Summer School
* Suggestions for increasing communication: mentorship, member bios, trainings, partnerships with other organizations, statewide membership meetings, success stories and member recognition.

1. **New Business**

Small Project Committees: (NEED VOLUNTEERS)

1. Workshop Guidance Committee- develop short list of information for Chapters to put on workshop through FAEP training program. Suggested members: Kelley, Lindsey, Elva, (input/help from Bruce?)
2. Set up You Tube Channel for posting of recorded chapter presentations and provide chapters with information on how to get that set up.
3. Research and determination of best option for Conference/Workshop/Event registrations. Event Bee, Memberclicks, Constant Contact, etc.
4. State Sponsorship Committee: report on some ideas, pros & cons of having a state chapter sponsorship and options of how to do it or providing benefits to chapter sponsors through the local chapters. Suggested Members: Elva,
5. Awards Program Development- Research other organizations and past FAEP programs to present some options for awards for outstanding members/projects/ or ???.
6. FL Chamber Summer School Booth Coordination: Booth registration, graphics, staffing, etc. July 18-21, 2022. (Susan to help). Elva to connect Susan
   * **Board Goals**
7. **Increase membership (860)**

* All chapters should set up a LinkedIn Account – who has LinkedIn site? (Tallahassee, TB, South, FAEP)
  + TCC – revisit with new board. Past boards weren’t interested.
  + Elva - LinkedIn different algoryhtm – can potentially contact more people. Can post on FB and Linkedin.
  + Lindsey can help. Need moderator.
* Monthly events submittal The form will work for any future events, not just the next month. DUE NOW.
  + [EVENT CALENDAR FORM](https://form.jotform.com/221464148992059) (click to link)

**2. Professional Training**

In process with Soils and Phase 1 ESA

1. **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
2. **Additional Member Benefits (suggestions)**
   * Offer member-only recorded videos of chapter presentations Potential media organizer identified to assist with recordings and posting of presentations to members only on FAEP website.
3. **State Sponsored Student Scholarship**
4. **State Coordinated Community Service Day/Event**
5. **Ways to promote FAEP**
6. Attendance/sponsorship at Other conferences (booth/flyers/giveaways)
7. Swag items (should FAEP have items at the conference)
8. Awards program
9. Calendar
10. Diversity programs/Women in Science/Young Professionals
11. **Chapter Discussions –**
    * Tallahassee – Social at World of Beer -good turnout. January – luncheon with archaeological speaker. February - social
    * Tampa Bay – volunteer event coming up on Friday. January – screening film by National Wildlife Foundation about resiliency and sustainability at luncheon. Golf tournament - March 3rd. Social in January.
    * Treasure Coast – annual event December 7th – loggerhead marine life center – 60 members attended. Also had silent auction at event and raised over $1,000 for hurricane victims and student scholarships. January – water quality credits and determination of credits.
    * Central – Member appreciation event in December.
    * Northeast -
    * Northwest –
    * Southwest –
    * South – Holiday party at Reef Discovery Center. Demonstration, tour and mixed and mingled with RDC mingle. January – FL Keys – water quality monitoring talk at the Keys Marine sanctuary.
12. **Upcoming Meeting –January 30 (noon) MONDAY**

**REMINDER TO GET THE CALENDAR EVENTS & BEACON ARTICLES IN ASAP**

* + [EVENT CALENDAR FORM](https://form.jotform.com/221464148992059) (click to link)

Meeting adjourned - 12:47pm