



FAEP BOD Meeting Minutes
June 27, 2022
12:00 noon (EST)
Call in Number 1-605-475-4000
code 607028#

I. Call to Order

II. Roll Call

Name	Attendance	Proxy
Elva Peppers– President & At Large Member Tallahassee	X	
Ryan Goldman – Past President South Florida	X	
Gina Chiello – Vice President Treasure Coast Chapter	X	
Kelley Samuels – Treasurer & At Large Member Central Florida	X	
Jen Savaro – Secretary South Chapter	X	
Bruce Hasbrouck – Parliamentarian* Tampa Bay		
Teri Hasbrouck – Administrator* Tampa Bay		
David Wood – Northeast Chapter	X	
Mike Cobb– Northwest Chapter	X	
Emma Berger Fain– Southwest Chapter		
Brian Bendis – Tampa Bay Chapter	X	
Joshua Hirten – Central Chapter	X	
Tim Perry – At Large Member, NAEP Rep Tallahassee	X	
Joe Penta – At Large Member Treasure Coast Chapter		
Christina Hall - SW Chapter Rep	X	
Jane Gregory – At Large Member	X	
Don Medellin – Treasure Coast Chapter	X	
Susan Martin - Treasure Coast Chapter	X	

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

*Non-voting position.

III. Approval of Prior Meeting Minutes

- a. Ryan made a motion to approve the May 19, 2022, meeting minutes, Susan seconded; all were in favor, none opposed, none abstained, motion passed.

IV. Past President’s Report (Ryan)

- a. Nothing to report

V. VP's Report (Gina)

Not present. Joined meeting late

VI. Presidents Report- Welcome Christina Hall, SW Chapter rep; Congrats to Bruce on his retirement!

VII. Secretary's Report (Jen)

a. Nothing to report.

VIII. Treasurer's Report (Kelley)

a. Wells Fargo May 31: \$25, 205.37

b. Bank United May 31: \$26,479.99

c. **Reminder: Fiscal year ends at the end of September so forms need to be submitted by Sept 15th to Kelley for review at the latest so checks can be sent out.**

VIII.c.i. Kelley reported that she received reimbursement requests for two chapters.

d. Bank CD rates were checked by Ryan & were about 1.3% for one year, \$26,000 x 0.013=\$338. Current Bank United is 0.1% rate, \$26.48. (new rate may be 1.5% for 12mths)

VIII.d.i. Ryan stated he expects a rate increase this year. **Kelley to report the current CD rates each month with treasure report.**

e. Elva inquired about looking into direct deposit for FAEP. **Kelley to look into direct deposit.**

IX. Administrator's Report (Teri)

a. Chapter representatives to continue to reach out to non-renewals

b. Membership stats June- 672 FAEP members, 28 New members, 14 renewed members, 47 NAEP members

c. Old member list needs to be reviewed by chapters for email updates, please pass along any updates to Teri. **Review during individual chapter meetings. Remind individuals to update individual FAEP profile.**

X. Old Business

a. 2023 Hosted by Tallahassee Chapter May 2023 dates (Tim provided update)

X.a.i. Venue secured. FSU Center. Pay for venue at the end of conference.

X.a.ii. May 11-12, 2023

X.a.iii. Working on finding hotel

b. 2024 Central to be host chapter (Josh or Kelley update?)

X.b.i. Josh stated their board is having a meeting tomorrow. They will discuss the 2024 conference then and select volunteers for the planning committee.

c. Summer school booth and flyers- materials (update)

X.c.i. Cannot share a booth.

X.c.ii. **Lindsey to work on flyer to hand out. One side will have year in review prepared by Bruce and other side to have benefits of joining FAEP. Flyer will be sent out in pdf to so board members attending Summer school can print and distribute.**

d. Memberships

- Ideas or comments about improving the process is welcome.

- Need mechanism to allow membership in all chapters. Can we give Discount (\$200 plus state is \$240)? Add choice to FAEP membership page on the website and on each chapter's websites. Should all chapters be \$20 minimum? Some are \$10, 15, 20, 25 and 40.
 - Propose new rate schedule. **Elva to prepare notice for chapters to increase membership rate to at least \$25.**
 - Retired persons membership rate? Same as student?
 - Board agreed.
 - **Chapters to send Brian Bendis annual sponsorship costs**
 - **Received from South and Treasure Coast**
 - Issue that came up – register for hydric workshop. Website limited how many members could use the same credit card. Need group fee
- e. Continue to follow up with a personal note to non-renewals (each chapter)
- f. Membership growth committee - (Ryan, Elva, Brian, Jane, Teri). Ryan provided update.
- Marketing questionnaire to be sent out to all local chapter board members; Questionnaire will take 5 to 8 minutes.
 - The calendar has been updated to stay as an active link. Chapters will be able to update as soon as they have an event.
 - Board discussed sponsorship for calendar. Decided to give discount of free months if company sponsors for multiple months. Max of three sponsors per month.
 - Also need to determine a statewide sponsorship option.
 - Lindsey will give a presentation in a month or two on what she has been working on.
 - **Ryan to send Kelley Lindsey's hours.**
 - South Chapter inquired about the open representative position on the board at their last meeting. No one volunteered. Jen will remain as the chapter representative.
- g. Professional Training
- Offer training sessions around state to members only (soils, phase 1 ESA, PFAS, UMAM, Wetland, etc) Two courses identified as hydric soils and phase 1 ESA for 2022/2023
 - Soils Course to be the first training provided by FAEP to the chapters. Travis Richardson is willing to do this training for FAEP
 - X.g.i.1. Pensacola training update. Class was free.
 - X.g.i.2. Treasure Coast Week of October 10th.
 - X.g.i.3. Dates for additional chapters starting in Fall (send requests). Trainings to be completed within approximately two years. NE chapter interested.
 - Southwest just had training so they would likely be later on the list for another session.
 - 4. Cost \$100 per 4 hours session (2 Sessions Intro/Advanced)
 - Amount to presenter \$2,000 per day fee
 - Amount to FAEP/chapter 70%/30%
 - Second course to be Phase 1 ESA. ASTM trainer cost (\$6500), 1 full day, Julie Kilgore
SFAEP looking at August 18 or 23 dates. 35 people; FAEP/chapter to provide space; potentially get sponsor (ERIS/EDR/GeoSearch, etc) to provide lunch.

Payment of fees to ASTM- by FAEP or chapter?

What if chapters don't have money in the bank to cover costs?

What if the event doesn't fill up? Suggest budgeting for 30 people instead of 35.

- Pay after training. Would like to keep that the local chapter pays. Keep it that the FAEP and local chapter share in gain and loss.
- 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.

Northeast Chapter revitalization

- Elva and David & Brian Meeting June 29 with potential new members for discussion on what help is needed.

Insurance for offshore activities: any additional discussion needed?

XI. New Business

a. Board Goals

XI.a.i.1. Increase membership (860) Currently 672

- We are currently 188 people short of the goal.
- All chapters should set up a LinkedIn Account
- Monthly events submittal is by a new method. Thanks to Treasure Coast for sending in the first form. The form will work for any future events, not just the next month. DUE ON TUESDAY JUNE 28TH.
 - [EVENT CALENDAR FORM](#) (click to link)

2. Professional Training

In process with Soils and Phase 1 ESA

3. **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

Sponsorship, multi month discount?

4. **Additional Member Benefits (suggestions)**

5. **State Sponsored Student Scholarship**

6. **State Coordinated Community Service Day/Event**

7. **Ways to promote FAEP**

- i. Attendance/sponsorship at Other conferences (booth/flyers/giveaways)
- ii. Swag items (should FAEP have items at the conference)

- iii. Awards program
- iv. Calendar
- v. Diversity programs/Women in Science/Young Professionals

XII. Chapter Discussions – No time to discuss

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

XIII. Upcoming Meeting – July 25 at noon

XIV. Adjournment at 1:10 pm