



FAEP BOD Meeting Minutes
November 29, 2022
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 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		
Jen Savaro – Secretary South Chapter jsavaro@res.us	X	
Bruce Hasbrouck – Parliamentarian* Tampa Bay Bruce@HasbrouckEnv.com	X	
Teri Hasbrouck – Administrator* Tampa Bay info@faep-fl.org	X	
David Wood – Northeast Chapter David.Wood@ApexCos.com	X	
Mike Cobb– Northwest Chapter mcobb@uwf.edu		
Amy Guilfoyle aguilfoyle@scsengineers.com		Josh
Brian Bendis – Tampa Bay Chapter Brian.Bendis@xylem.com	X	
Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com	X	
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	X	
Jane Gregory – At Large Member Jane.gregory@ocfl.net	X	
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. Jen reported a quorum was present.

III. Approval of Meeting Minutes

III..i. Approval of October meeting minutes. Jane made a motion to approve the October 24, 2022 meeting minutes. Kelley seconded; all were in favor; none opposed; none abstained; motion passed.

IV. Presidents Report- No report

V. Secretary's Report (Jen) – No report

VI. Treasurer's Report (Kelley)

- VI..i. Wells Fargo – \$27,425.22
- VI..ii. Bank United – \$26,488.85
- VI..iii. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
- VI..iv. Kelley to report Bank CD rates
 - VI..iv.1. Kelley reported the Bank united CD rate is 1.2%
- VI..v. If any chapters want to enroll in direct deposit, fill out form with routing and account information and send to Teri at info@faep.com and Kelley. Note there are fees for direct deposit use by Wells Fargo. \$10 per month and \$3 per transaction. Eight chapters plus NAEP is \$37/mo or \$444/year
 - VI..v.1. Bruce sent out reminders to the chapters about direct deposit. He received responses from three chapters.
 - VI..v.2. There was discussion about the monthly and transaction fees for direct deposit at Wells Fargo.
 - VI..v.3. Don made a motion to approve direct deposit to chapters and to amend the budget line item for banking to \$2,750.00. Josh seconded; all were in favor; none opposed; none abstained; motion passed.

VII. Administrator's Report (Teri)

- VII..i. Chapter representatives to continue to reach out to non-renewals. Use non-renewal spreadsheet to contact people.
- VII..ii. Membership stats: 769 FAEP, 48 new, 74 renewed, 56 NAEP, 18 non-VII..ii.1. There was discussion about defining a retired person.
 - VII..ii.1.a. Susan made a motion to define a retired person as 20 or less hours per month. Jen seconded; all were in favor; none opposed; none abstained; motion passed.

VIII. Old Business

- VIII..i. **2023** Conference May 11-12 (update- Tim)

Here is a list (in process)

Brian needs sponsorship information

Calendar events due now.

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 nominated Courtney Arena for the NAEP representative position.
 - Don made a motion to make Courtney Arena the NAEP representative. Gina seconded; all were in favor; none opposed; none abstained; motion passed.

VIII..ii. 2024 Central to be host chapter (any update?) – Central will host in 2024

VIII..iii. Memberships

- New rates are in effect and updated on website. Need retired persons definition and price added.
- **Please send Brian chapter sponsorships flyers from each chapter**

VIII..iv. Get calendar events in for December. 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

VIII..i.1. Soils Course for Treasure Coast

- Chapter request for 70/30 split of income. Excel table attached showing hours spent.

VIII..i.2. Dates for additional training. Central Florida, has date been picked yet? Need two months to prepare and advertise.

- There was discussion on the concerns about the payment and the amount of time put into preparing the event. TCC put in 77% of the hours and FAEP put in 23%.
 - VIII..i. Don made a motion to change payment to 70% TCC/ 30% FAEP. After all of the workshop expenses have been subtracted. All were in favor; none opposed; none abstained; motion passed.
- Northeast Chapter revitalization- Elva met with 4 people in Jax on Nov 10th to discuss membership interest. Next priority is completion of the website. Group decided on a tentative social date on January 26th to gain interest. They have interest in hosting soils class in March.

Central florida mentioned wanted soils training – Picked date?

First quarter of 2023

Elva stated we need two months

NE chapter – David and Elva met with members – 3 people interested in being on board.

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

- VIII..ii. 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. The marketing questionnaire was only sent to chapter board members.

- VIII..ii.1. Most did not have a strong feeling about staying with current website.
- VIII..ii.2. Interested in centralized website through FAEP.
- VIII..ii.3. Not cross-pollinating with other chapters.
- VIII..ii.4. All chapters would like to have access to member list.
- VIII..ii.5. Would like a repository of presentations for members only.
- VIII..ii.6. Requested trainings
- VIII..ii.7. Suggested sponsor booths at conference
- VIII..ii.8. Highest priorities - centralized membership and attendance
- VIII..iii. Great idea for condensing chapter presence online and theme. Changed ways we do our calendars.
- VIII..iv. 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.

IX. 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)

91 people short of goal of 860

- **Board Goals**

- 1. Increase membership (860)**

- All chapters should set up a LinkedIn Account
- Monthly events submittal is by a new method. The form will work for any future events, not just the next month. **DUE NOW.**
 - [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

- 4. 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.

- 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

- X. Chapter Discussions –**

- Tallahassee –Luncheon – cummings and cederberg
- Tampa Bay – Falliday event November 3rd. Screening movie
- Treasure Coast – Nov 17 – lake worth lagoon water keeper – well attended; December – annual event – silent auction,
- Central – UCF event, Winter park arts festival – member appreciation event
- Northeast – Hockey event
- Northwest –
- Southwest – cleanup not – not scheduled yet

- South – Section 404 training, FWC Training on Identifying Distressed Manatees, Holiday party – 12/13/22

XI. Upcoming Meeting –December 27 (noon) TUESDAY

REMINDER TO GET THE CALENDAR EVENTS & BEACON ARTICLES IN ASAP

- [EVENT CALENDAR FORM](#) (click to link)

Vote the week before Christmas – Dec 19th at noon

Meeting adjourned - 1:16pm