



**FAEP BOD Meeting Minutes**  
**September 26, 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 <a href="mailto:elvapeppers@felsi.org">elvapeppers@felsi.org</a>	X	
Ryan Goldman – Past President South Florida <a href="mailto:rgoldman@broward.org">rgoldman@broward.org</a>	X	
Gina Chiello – Vice President Treasure Coast Chapter Rep <a href="mailto:gchiello@cumminscederberg.com">gchiello@cumminscederberg.com</a>	X	
Kelley Samuels – Treasurer & At Large Member Central Florida <a href="mailto:Kelley.samuels@aecom.com">Kelley.samuels@aecom.com</a>	X	
Jen Savaro – Secretary South Chapter <a href="mailto:jsavaro@res.us">jsavaro@res.us</a>	X	
Bruce Hasbrouck – Parliamentarian* Tampa Bay <a href="mailto:Bruce@HasbrouckEnv.com">Bruce@HasbrouckEnv.com</a>	X	
Teri Hasbrouck – Administrator* Tampa Bay <a href="mailto:info@faep-fl.org">info@faep-fl.org</a>	X	
David Wood – Northeast Chapter <a href="mailto:David.Wood@ApexCos.com">David.Wood@ApexCos.com</a>		
Mike Cobb– Northwest Chapter <a href="mailto:mcobb@uwf.edu">mcobb@uwf.edu</a>	X	
Amy Guilfoyle <a href="mailto:aguilfoyle@scsengineers.com">aguilfoyle@scsengineers.com</a>	X	
Brian Bendis – Tampa Bay Chapter <a href="mailto:bjbendis@gmail.com">bjbendis@gmail.com</a>	X	
Joshua Hirten – Central Chapter <a href="mailto:hirtenjj@cdmsmith.com">hirtenjj@cdmsmith.com</a>		
Tim Perry – At Large Member, NAEP Rep Tallahassee <a href="mailto:tperry@gbwlegal.com">tperry@gbwlegal.com</a>		
Joe Penta – At Large Member Treasure Coast Chapter <a href="mailto:jpenta619@aol.com">jpenta619@aol.com</a>		
Christina Hall - SW Chapter Rep <a href="mailto:christina@thanaples.com">christina@thanaples.com</a>		George Sprehn
Jane Gregory – At Large Member <a href="mailto:Jane.gregory@ocfl.net">Jane.gregory@ocfl.net</a>	X	
Don Medellin – At Large Member <a href="mailto:donshotbuck@yahoo.com">donshotbuck@yahoo.com</a>	X	
Susan Martin – At Large Member <a href="mailto:smartin@nelsonyeager.com">smartin@nelsonyeager.com</a>		

A majority of the board or their proxies shall constitute a quorum. \*Non-voting position. Elva reported a quorum was present.

**III. Approval of Meeting Minutes**

- III..i. Approval of August meeting minutes. Ryan made a motion to approve the August 22, 2022, meeting minutes. Kelley seconded; all were in favor; none opposed; none abstained, motion passed.
- III..ii. Arielle stated that Emma Berger Fain is no longer on the board. Rolled over from last meeting.

**IV. Presidents Report-**

- IV..i. Elva stated that she would like to visit local chapters this coming year during events or board meetings. She will coordinate with chapter representatives.
- IV..ii. Elva stated she would like to start some small project committees to help with small projects. She will reach out to board members individually.

**V. Secretary's Report (Jen)**

- V..i. Nothing to report

**VI. Treasurer's Report (Kelley) – Not present**

- VI..i. Wells Fargo – \$28,812.34
- VI..ii. Bank United – \$26,479.99
  - VI..ii.1. Received income from workshops.
- VI..iii. Chapter reimbursement requests should be submitted at this point. Please remember to plan for the next fiscal year with your chapters. Requests can occur at any point during the year.
  - VI..iii.1. Did not receive chapter reimbursement requests from the northeast and southwest chapters – need paperwork.
- VI..iv. Kelley to report Bank CD rates
- 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](mailto:info@faep.com) and Kelley.
- VI..vi. Invoice needed from FAEP to chapters hosting training events (upcoming TCFAEP-soils).
- VI..vii. Budget discussion & voting
  - VI..vii.1. Elva - Took 10 months of data to estimate one year. Also have reserves.
    - VI..vii.1.a. Income:
      - VI..vii.1.a.i. Investment income - \$30
      - VI..vii.1.a.ii. Beacon scholarship - \$1,000
      - VI..vii.1.a.iii. FAEP member dues - \$50/member x 660 + \$30/government member x 50 - \$34,500.00
      - VI..vii.1.a.iv. Chapter dues. Dues increase. - \$15,500.00
      - VI..vii.1.a.v. Chapter workshop – \$7,000.00
      - VI..vii.1.a.vi. Internet sponsorship – not a draw for people. There is more circulation with the beacon sponsorship.
      - VI..vii.1.a.vii. Calendar sponsorship – currently one sponsor. Open to getting two more - \$200.00.
      - VI..vii.1.a.viii. NAEP grant –Tim requested \$1,750.00 from NAEP for a booth at Permitting Summer School.
      - VI..vii.1.a.ix. Conference venue - \$5,000.00
      - VI..vii.1.a.x. Transfer from reserves – Not anticipating needing any.
    - VI..vii.1.b. Total income - \$68,480.00**
      - VI..vii.1.b.i. Expenses:
        - VI..vii.1.b.i.1. Administrators fee – \$13,000.00
        - VI..vii.1.b.ii. Advertising – rolling into conference
        - VI..vii.1.b.iii. Awards and recognition – at in person conference - \$500
        - VI..vii.1.b.iv. Bank charges and credit card fees – \$2,300.00
        - VI..vii.1.b.v. Chapter dues refund - \$1550 – balances out
        - VI..vii.1.b.vi. Chapter projects - \$1,000 available for each chapter - \$8,000.00

- VI..vii.1.b.vii. Chapter workshops – \$2,100.00
- VI..vii.1.b.viii. CEU credits - \$250 every other year
- VI..vii.1.b.ix. FAEP Board NAEP Dues - \$350.00
- VI..vii.1.b.x. FAEP board meetings - \$600.00
- VI..vii.1.b.xi. Insurance, marketing - \$750.00
- VI..vii.1.b.xii. FAEP annual conference - \$1,000
- VI..vii.1.b.xiii. Memberclicks - \$7,000.00
- VI..vii.1.b.xiv. Membership committee – Lindsey to help chapters – hourly charge, up to \$6,000
- VI..vii.1.b.xv. Misc – \$305.00
- VI..vii.1.b.xvi. NAEP dues (pass through) - \$3,500.00
- VI..vii.1.b.xvii. Post office box - \$125.00
- VI..vii.1.b.xviii. President chapter meetings - \$600.00
- VI..vii.1.b.xix. Special Projects - \$200.00
- VI..vii.1.b.xx. State registration fee - \$750.00
- VI..vii.1.b.xxi. Meeting travel – FAEP and NAEP - \$1,500
- VI..vii.1.b.xxii. Total expenses - \$68,480.00**
- VI..vii.1.c. Income and expenses balance out.
- VI..viii. Don inquired about a registration form on the state level to benefit all chapters to be used for workshops. EventBee good overall.
- VI..ix. Motion to accept the 2023 budget. Don made a motion to approve the 2023 budget. Ryan seconded; all were in favor; none opposed, 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..i.1. Membership stats: 83 new NAEP members; 30 renewals; 639 members; 65 NAEP members
- VII..ii. Membership Card discussion
  - VII..ii.1. Memberclicks does provide availability for members to print out membership card with expiration date. A link to print out the membership card will be included in the email payment.

## VIII. Old Business

- VIII..i. **2023** Hosted by Tallahassee Chapter May 2023 dates (update)
  - VIII..i.1. Hotels have been chosen and are being secured. Committees are being formed. Please let Tim know if you would like to help on a certain committee (not necessarily as chair) there are lots of opportunities. Here is a list (in process)

Conference Chair: Tim Perry

Treasurer –  
Speaker Coordination – Chairs D. Irwin/J. Ullo  
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  
Golf tournament

Let Elva and Tim know if you are interested in being in a committee

VIV.a.ii Conference agreement needs to be completed. TAAEP proposes 60/40 split (TAAEP/FAEP)

- Elva to send around conference agreement and vote on next meeting.

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

VIII..iii. Memberships

VIII..iii.1. All chapters in agreement to raise chapter dues.

VIII..iii.1.a. Agreed to give all chapters one month to encourage memberships until membership dues go up.

VIII..iii.1.b. FAEP - \$50, TB - \$40, and all other chapters - \$25.  
Retiree options – same as students

VIII..iii.2. Brian lost emails from Pine. Please send Brian chapter sponsorships flyers. Change Brian's email to work.

VIII..iii.2.a. Highlighted emails in roll call are updated emails.

VIII..iv. Get calendar events in for October. Link located at bottom of agenda.

- Need mechanism to allow membership in all chapters. Add choice to FAEP membership page on the website and on each chapter's websites. Verify that all chapters except TB will be \$25.
  - All chapters agreed to raise chapter dues.
  - Add button in registration join all eight chapters and FAEP.
  - Modify selection for students to include retired persons.
- Continue discussion on statewide sponsorship.
- Send Brian Bendis annual sponsorship costs (Brian to update)
- Reminder to enter in calendar events for September. Due now.
- Membership growth committee - (Ryan, Elva, Brian, Jane, Teri)
  - VIII..i. 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.
    - VIII..i.1. Most did not have a strong feeling about staying with current website.
    - VIII..i.2. Interested in centralized website through FAEP.
    - VIII..i.3. Not cross-pollinating with other chapters.
    - VIII..i.4. All chapters would like to have access to member list.
    - VIII..i.5. Would like a repository of presentations for members only.
    - VIII..i.6. Requested trainings
    - VIII..i.7. Suggested sponsor booths at conference
    - VIII..i.8. Highest priorities - centralized membership and attendance
  - VIII..ii. Great idea for condensing chapter presence online and theme. Changed ways we do our calendars.
  - VIII..iii. 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.
- Professional Training

VIII..i.1. Soils Course for Treasure Coast Week of October 10<sup>th</sup>  
(potentially have two hydric soils workshops with different lengths)

VIII..i.1.a. Two different workshops. One day -10 registered.  
Two day – intro/advanced 12 registered.

VIII..i.1.b. Don to provide update.

VIII..i.1.b.i. For engineer CEUs, they receive area of practice credits. Need to provide documentation, such as certificate of completion. Should have a sign-in sheet incase they are audited later. Only law and ethic courses need to be preapproved for CEUs. It is up to the individual if it the training is in their area of practice.

VIII..i.2. Dates for additional training. Need one in January/February.

-Amount to FAEP/chapter 70%/30%

- Looks like may be opening up Friday soils workshop. People seem to be interested. One day – intro/intermediate/advance all in one.
- Central interested in hosting one.
- Second course to be Phase 1 ESA. ASTM trainer cost (\$6500), 1 full day, Julie Kilgore

#### **Northeast Chapter revitalization**

- Lindsey is working with the NE chapter to build a website/constant contact list. Please share email lists with her or David of people who may Membership growth committee - (Ryan, Elva, Brian, Jane, Teri) be interested in joining the chapter.
- 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**

- TAAEP recorded a video presentation, and plans to post on YouTube with link for members only. Update in November.

- IX..i.1. Bought \$35 microphone and attached bluetooth to phone.  
Turned out well. Hosting a YouTube channel for members only.

- **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

- Sponsorship, multi month discount?

- 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 – Elva: Sean White FDACS Office of Energy lunch presentation in Sept. (recorded presentation) TAAEP/ELULS joint social Oct 20<sup>th</sup>. Horseshoe crab monitoring community service event Oct 9<sup>th</sup>- Bald Point State Park
- Tampa Bay – Brian: Luncheon last week about wetland Section 404 projects. Women in stem Thursday night. Luncheon scheduled for October – TBA, Falladay - Oct 24. Community services in November and December
- Treasure Coast – Past event on the 22<sup>nd</sup> about the story of the Everglades, October soils workshop, planning meet the candidates late October – TBA
  - X..i. Bruce stated that at any meet the candidates event, the opposing candidates must have the opportunity to participate per 5013C.
- Central – Amy: Oct 20<sup>th</sup> – Seminar on new transportation tax, membership appreciation event

- Northeast - David:
  - Northwest – Mike: Biology professors - presented on climate change: myth vs. fact. Oct 14 – annual symposium. Campus edible program – students planting edible plants on campus
  - Southwest – George: Fishing tournament scheduled to next week. SW swamp walk. Ongoing scholarship program. Table set up at sigma symposium.
  - South –Ryan: Professional scholarship that went out last month – 2 winners, adopt an island quarterly cleanup, Falliday party scheduled for November, manatee in distress training held by FWC in Broward and how to report that.
- XI. Upcoming Meeting –Oct 24<sup>th</sup> or 31<sup>st</sup>? October 24<sup>th</sup> at noon**
- XI.i. Next meeting decided on Oct 24<sup>th</sup> at noon**
- REMINDER TO GET THE CALENDAR EVENTS & BEACON ARTICLES IN ASAP**
- [EVENT CALENDAR FORM](#) (click to link)