



FAEP BOD Meeting Agenda
December 18, 2023
Call in Number 1-605-475-4000
code 607028#

I. Call to Order

Roll Call

Name	Attendance	Proxy
Elva Peppers– President & At Large Member Tallahassee elvapeppers@felsi.org	Yes	
Ryan Goldman – Past President South Florida rgoldman@broward.org	No	
Gina Chiello – Vice President Treasure Coast Chapter Rep gchiello@cumminscederberg.com	Yes	
Kelley Samuels – Treasurer & At Large Member Central Florida Kelley.samuels@aecom.com	Yes	
Jen Savaro – Secretary South Chapter jsavaro@res.us	No	
Bruce Hasbrouck – Parliamentarian* Tampa Bay Bruce@HasbrouckEnv.com	No	
Teri Hasbrouck – Administrator* Tampa Bay info@faep-fl.org	Yes	
David Wood – Northeast Chapter David.Wood@ApexCos.com	No	
Mike Cobb– Northwest Chapter mcobb1@uwf.edu	No	
Amy Guilfoyle - aguilfoyle@scsengineers.com	No	
Sheri Huelster – Tampa Bay Chapter Rep Sheri.huelster@stantec.com	Yes	
Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com	Yes	
Tim Perry – At Large Member Tallahassee tperry@gbwlegal.com	No	
George Sprehn- SWAEP gsprehn@earthbalance.com	Yes	
Jane Gregory – At Large Member Jane.gregory@ocfl.net	No	
Don Medellin – At Large Member donshotbuck@yahoo.com	Yes	
Susan Martin – At Large Member smartin@nelsonyeager.com	Yes	
Courtney Arena – NAEP Rep Ccarena9@gmail.com	No	

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

Meeting Minutes/Secretary Report

- Approval of November 27th meeting minutes.
- **Cannot approve meeting minutes – did not have a quorum.**

Treasurer's Report (Kelley)

- Wells Fargo – **\$16,286.49 balance**
- Bank United – **\$36,496.76 balance**; CD expires Feb 2024
- Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
- Special Expenses this month:
- Discussion about NAEP insurance: **Tim sent a request to NAEP for payment of insurance. Inquired if it included local chapters. NAEP said no. In the agreement, however, the insurance should include local chapters. Bruce having ongoing discussion. In the past it covered local Chapters.**

Administrator's Report (Teri)

- **Chapter representatives to continue to reach out to non-renewals.**
- Membership stats:
- **41 new/renewing members, 12 were new, 29 were renewals = 750 FAEP members, 41 are NAEP members, 24 non-renewals**
- Goal = 860 members.
- Memberclicks training videos are available. Board members can set up a time with Teri to review (takes 1 hour).

- **Old Business**

Elections:

Nominations due **Dec 10th**

Nominations received = Kelley S., Jane G., Josh H.

Ballots/voting **Dec 11-Jan 10th**

Only 3 spots, so ballots not necessary

Voting for officers at the Jan 22 meeting

Conference:

2024 Conference Update: Central will host in late April 25-26, 2024 Josh-update

Targeting mid-December to kick off a request for abstracts. **Will go out today! Partnering with a couple organizations to offer sessions, e.g., TCC – restoration session; Geo session and Environmental Compliance session; and discussing with Danielle Irwin on how to best engage FDEP.**

Chapter Representatives to ask individual boards for volunteers at next board meeting. Need a representative from each chapter.

- Have a representative from each chapter on the committee or assigned a task.

FAEP CHAPTER	CONFERENCE REPRESENTATIVE
NEAEP	
NWAEP	
TAAEP	
SWAEP	Piper Jones
SFAEP	
TCC	
TBAEP	Adam Forkner & Susan Martin DEP, WMD, FWC Speakers
Central contact person for FAEP	Josh Hirten & Todd Hodgson (sponsorship chair)

- Sponsorship outreach early from each chapter. Each chapter is responsible for at least one conference sponsorship. **Confirmed title sponsor and several other sponsors who are evaluating levels. Nason Yeager is committing to a sponsorship – Susan Martin. Susan also offered to reach out to RES.**
- **Booth rate for non-profit - Metra, ASCE, Jane Jones (SWIX?), FAEP, Safety Council**
- Reach out to other organizations (WTS/ASCE)
- Conference swag – committee
- Following up with the committee ASAP to discuss a discounted booth rate for nonprofits next year
- FAEP share membership list with EPSS
- Conference Specifics (discussion):
 conference app: Whova- secured for 3 years
 - CFAEP Conference going electronic for ease of management. Question is do we incorporate it in the Conference budget and the attendees pay for it or do we incorporate it into FAEP and the members pay for it? **No – FAEP will pay for it.**
- Need a meeting room for FAEP Mtg
- Invited NAEP to do a pre-conf NEPA course. **They're onboard to help with an Intro class the day before the conference starts. Typically, 40-60 people. Need a list from NAEP as to what they're providing. How does payment work? Unsure at this time.**

- **December events Link for events located at bottom of agenda, populate ASAP**

Professional Training

Soils Course for South Chapter scheduling: need dates

- Any additional chapters want to schedule? Need 2 months to organize.
- Water Sampling Training- beneficial to members/needs to be organized for 2024 offering.
Who can take this on?
- Phase 1 ESA Training (none scheduled)
 - l..i..a. Phase 1 - \$6,000/day.
 - l..i..a.i. Needs to be organized early enough. Offered

cheaper than what other Phase 1 training.

Chapter Development

Northeast Chapter organizing outreach for new members/board members- Online Meeting Dec 19th to select an interim board. In person Meeting Jan 11th for program planning.

15 – 18 people interested in being on the board of directors.

Items for Committee/Development

- 2025 conference TBAEP
- Update FAEP logo
- Purchase FAEP banner/ tablecloth
- More statewide events to partner with the local chapters.
- NE Chapter – Chapter growth ideas
- FAEP to attend different conferences.
 - I..ii. The Florida Remediation Conference on Nov 1st Josh – Update?
 - I..iii. FES
 - I..iii..a. FLERA (County agencies)
 - I..iii..b. FAMB
- For future FAEP conference – start a swag theme item

- **New Business**
 - Need new Marketing/FAEP assistant- any progress on finding a replacement? Teri to post the job opening on our website **and send an email blast.**
 - 20 hours/ month, Elva to pull job description

Any other items that Chapters need help with?

○ **Board Goals**

1. Increase membership (860)

- All chapters should set up a LinkedIn Account – who has LinkedIn site? (Tallahassee, Tampa Bay, South, Treasure Coast, FAEP)
- Monthly events submittal the form will work for any future events, not just the next month. **December/January additions DUE NOW.**
- [EVENT CALENDAR FORM](#) (click to link)

2. Professional Training

In process with Soils and Phase 1 ESA
SFAEP (soils)

- 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)

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

NAEP updates –

- Location for 2025 – Charleston, SC
- Location for 2026- Anchorage Alaska
- Couple of workshops – Advanced NEPA, in-person and virtual. In California in November.
- If NAEP member – can have free webinar.

● **Chapter Discussions –**

- Tallahassee – **Social at Table 23 last week, fun, good turnout. Jan2024 – pre-legislative session update**
- Tampa Bay – **volunteer event for this Friday, lunch scheduled for Jan 17th.**
- Treasure Coast – **Dec 14th – Annual Banquet (71 attendees); raised over \$1,000 for a scholarship, Jan 18th – Dr. De Freese, IRL Council will present at Frazier Creek Brewery.**
- Central – **Member appreciation event Dec 7th – casino night – well attended.**
- Northeast – **TBD Jan 2024**
- Northwest – **No update.**
- Southwest – **Several 2024 events - 2nd fishing tournament, golf tournament, grass seminar, socials, wetland ID, kayak adventure.**
- South – **No update.**

- **Upcoming Meeting January 22 @12pm**
- **REMINDER TO GET THE CALENDAR EVENTS IN**
 - [EVENT CALENDAR FORM](#) (click to link)

Skipped items

- Small Project Committees: (NEED VOLUNTEERS)
- Need to improve Beacon newsletter.
 - Setup ad hoc committee to reevaluate Beacon
 - Discussion on what is expected in Beacon.
- Reach out to members to see if there is anything they want to publish.
 - Idea to allow sponsors to write one article per year.
 - Article ideas: incase you missed article and links (i.e. regulatory changes, etc.), issue to recap the conference, and allow sponsors to write one article.
- 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?) Draft Workshop agreement in review (Vote Feb Meeting)
COMPLETED
- Research and determination of best option for Conference/Workshop/Event registrations. Event Bee, Memberclicks, Constant Contact, etc.
- 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
- Awards Program Development- Research other organizations and past FAEP programs to present some options for awards for outstanding members/projects/ or Elva, Gina and Bruce (IN PROCESS)
- Beacon Committee- updates Discussion on what is expected in Beacon.
 1. Reach out to members to see if there is anything they want to publish.
 2. Idea to allow sponsors to write one article per year.
- ii. Article ideas: incase you missed article and links (i.e. regulatory changes, etc.), issue to recap the conference, and allow sponsors to write one article.
- FL Chamber Summer School Booth Coordination
 - XII. Social media – make people admins,
 - Assign to board members – someone gets Linkedlin, facebook, etc.
 - Repost chapter members.
 - Retreats to plan year – potential goal for next year as board
 - Updates for Membership/Renewal: (skip)
 - Need mechanism to allow membership in all chapters. Add choice to FAEP membership page on the website and on each chapter's websites.

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

- 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.
 - Most did not have a strong feeling about staying with current website.
 - Interested in centralized website through FAEP.
 - Not cross-pollinating with other chapters
- All chapters would like to have access to member list.
- Would like a repository of presentations for members only.
 - Requested trainings
 - Suggested sponsor booths at conference

- Highest priorities - centralized membership and attendance
 - Great idea for condensing chapter presence online and theme. Changed ways we do our calendars.
 - 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.