



FAEP BOD Meeting Agenda
November 27, 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	X	
Ryan Goldman – Past President South Florida rgoldman@broward.org		
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	X	
Teri Hasbrouck – Administrator* Tampa Bay info@faep-fl.org	X	
David Wood – Northeast Chapter David.Wood@ApexCos.com		
Mike Cobb – Northwest Chapter mcobb1@uwf.edu	X	
Amy Guilfoyle - aguilfoyle@scsengineers.com	X	
Sheri Huelster – Tampa Bay Chapter Rep Sheri.huelster@stantec.com	X	
Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com	X	
Tim Perry – At Large Member Tallahassee tperry@gbwlegal.com		
Christina Hall - SW Chapter Rep christina@thanaples.com		George Sprehn
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	
Courtney Arena – NAEP Rep Ccarena9@gmail.com	X	
George		

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.](#)

Meeting Minutes/Secretary Report

- Approval of Sept 25th and Oct 30th meeting minutes. Gina made motion to approve the September and October meeting minutes. Don seconded the motion. All approved. None opposed. None abstained. Motion carried.

Treasurer’s Report (Kelley)

- Wells Fargo – \$17,227.35
- Bank United – CD expires Feb 2024 – \$36,496.76
- income – membership dues. Expenses – bank fees, chapter dues
- Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
- Special Expenses this month:

Administrator’s Report (Teri)

- Chapter representatives to continue to reach out to non-renewals.
- Membership stats:
- 48 new/renewing members, 16 were new, 32 were renewals = 771 FAEP members, 52 are NAEP members, 44 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:

Current board members up for re-election include Kelley, Ryan and Jane. Kelley and Jane will be nominated for re-election. Ryan is stepping down.

Nominations due Dec 10th

Ballots/voting Dec 11-Jan 10th

Voting for officers at the Jan 22 meeting

Conference:

2024 Conference Update: Central will host in late April 25-26, 2024- Set up conference committee members. Josh- update

Targeting mid-December to kick off a request for abstracts.

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 – have her reach out to Josh
SFAEP	
TCC	
TBAEP	Adam Forkner & Susan Martin DEP, WMD, FWC Speakers
Central contact person for FAEP	Josh Hirten & Todd Hodgson (sponsorship chair)

- Mid December through January request for abstracts.
- Currently holding biweekly conference meetings.
- Each chapter responsible for a session or somehow assigned.
- Sponsorship outreach early from each chapter. – Each chapter required to get sponsorship. Sometimes chapters will sponsor conference themselves. Sponsorship ranges from \$1,000 (bronze) to \$2,500 (gold).
- Set goals early so tasks can be doled out
- 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 Apps (discussion): Once we get conference app numbers – discuss payment. Josh to reach out to a couple companies to get a comparison.
- NAEP conference app: They use Bravura (\$4,000/numbers based) <https://bravuratechnologies.com/>
- GoEngage: One Event = \$2,250 annually Unlimited Events = \$3,000 annually.
- Invited NAEP to do a pre-conf NEPA course
 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?
 Need a meeting room for FAEP Mtg
 Meeting set up on December 1st to discuss pre-conference NEPA course. Gina mentioned TCC chapter is planning a NEPA training in March. Will discuss with Josh on potentially rescheduling.
- Conference agreement draft discussion & voting

Discussion on FAEP and local chapter involvement for conference. Historically conference agreements were split 50/50, 60/40.

Amy made a motion to accept the annual conference agreement as 85/15 split. Kelley seconded the motion. Yes – 8 votes; No – 2 votes. See vote results below. Motioned carried. Will proceed with signing the agreement.

Name	Yes	No	Not Present
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	N/A	N/A	N/A
Teri Hasbrouck – Administrator* Tampa Bay info@faep-fl.org	N/A	N/A	N/A
David Wood – Northeast Chapter David.Wood@ApexCos.com			X
Mike Cobb – Northwest Chapter mcobb1@uwf.edu		X	
Amy Guilfoyle - aguilfoyle@scsengineers.com	X		
Sheri Huelster – Tampa Bay Chapter Rep Sheri.huelster@stantec.com	X		
Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com	X		
Tim Perry – At Large Member Tallahassee tperry@gbwlegal.com			X
Christina Hall - SW Chapter Rep christina@thanaples.com – Proxy – George Sprehn	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
Courtney Arena – NAEP Rep Ccarena9@gmail.com			X

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

Soils Course for South Chapter scheduling: need dates

Southwest Chapter hosting a Wetland Delineation Course—Elva to update

- Any additional chapters want to schedule? Need 2 months to organize.
- Water Sampling Training- beneficial to members/needs to be organized for 2024 offering.
Josh – any update
- Phase 1 ESA Training (none scheduled)
 - I..i..a. Phase 1 - \$6,000/day.
 - I..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

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?

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 – Phase 1 ESA Panel Nov 15th.
 - Tampa Bay – **Falliday update – venue and food great. About 60 attendees.**
 - Treasure Coast –
 - Central –
 - Northeast –
 - Northwest –

- Southwest –[grass ID class update](#). Delineation course – went well. Meeting was held today to discuss pluses and minuses. Elva to pass along comments to instructors.
- South –

- **Upcoming Meeting – December 18th? @12pm – Next meeting moved up a week to December 18th at 12pm.**

- **REMINDER TO GET THE CALENDAR EVENTS IN**
 - [EVENT CALENDAR FORM](#) (click to link)

Meeting adjourned at 1:08pm.

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.