



FAEP BOD Meeting Minutes
April 25, 2023
Call in Number 1-605-475-4000
code 607028#

- I. **Call to Order**
- II. **Roll Call**

Name	Attendance	Proxy/ Attending Conference
Elva Peppers– President & At Large Member Tallahassee elvapeppers@felsi.org	X	Yes
Ryan Goldman – Past President South Florida rgoldman@broward.org		
Gina Chiello – Vice President Treasure Coast Chapter Rep gchiello@cumminscederberg.com	X	Yes
Kelley Samuels – Treasurer & At Large Member Central Florida Kelley.samuels@aecom.com	X	Yes
Jen Savaro – Secretary South Chapter jsavaro@res.us	X	Yes
Bruce Hasbrouck – Parliamentarian* Tampa Bay Bruce@HasbrouckEnv.com	X	Yes
Teri Hasbrouck – Administrator* Tampa Bay info@faep-fl.org	X	No
David Wood – Northeast Chapter David.Wood@ApexCos.com		
Mike Cobb– Northwest Chapter mcobb@uwf.edu		
Amy Guilfoyle aguilfoyle@scsengineers.com	X	Yes
Brian Bendis – Tampa Bay Chapter Brian.Bendis@xylem.com	X	No
Joshua Hirten – Central Chapter hirtenjj@cdsmith.com	X	Yes
Tim Perry – At Large Member, NAEP Rep Tallahassee tperry@gbwlegal.com	X	Yes
Christina Hall - SW Chapter Rep christina@thanaples.com		Ariel/ Christina attending
Jane Gregory – At Large Member Jane.gregory@ocfl.net	X	Yes
Don Medellin – At Large Member donshotbuck@yahoo.com	X	Yes
Susan Martin – At Large Member smartin@nelsonyeager.com	X	Yes
George Sprehn- SW Chapter Rep gsprehn@earthbalance.com		
Courtney Arena	X	Yes

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

- III. **Approval of Meeting Minutes**
 - III..i. Approval of February 27th meeting minutes. Don made motion to approve Feb 27th meeting minutes. Brian seconded. All in favor. None opposed.
 - III..i.1. Review March meeting minutes and approve next time.

Presidents Report- Elva

IV. Treasurer's Report (Kelley)

- IV..i. Wells Fargo : \$30,953.49
- IV..ii. Bank United : \$26,496.76
- IV..iii. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley. They are due by September.
- IV..iv. Reminder to enroll in direct deposit, fill out form with routing and account information and send to Teri at info@faep.com and Kelley. **Northeast chapter only chapter that has not enrolled.**
- IV..v. **Bank fees have gone up due to direct deposit.**
- IV..vi. **May 1st deadline for SunBiz filing.**

V. Administrator's Report (Teri)

- V..i. **Chapter representatives to continue to reach out to non-renewals.**
- V..ii. **Membership stats:**
- V..iii. **55 memberships: 36 new; 19 renewals**
- V..iv. **47 non- renewals – make sure chapter membership chairs reach out to non-renewals.**
- V..v. **773 FAEP members; 38 NAEP**
- V..vi. **Teri provided update that the Beacon went out, sending regular emails on conference information and Tampa Bay chapter will be sending two students to the FAEP conference.**

VI. Old Business

- VI..i. **2023** Conference May 11-12
- Discussion on why people are not attending the conference.
 - VI..i. Lots of travel and other conferences going on at same time
 - VI..ii. Other members from the same office going to conference.
- **Promote attendance.**
- **FAEP – awards**
 - VI..i. **Awards ordered**
- **Wednesday – social - 5pm**
- **FAEP meeting – on Friday during Lunch.**

Sponsorships needed!

FAEP Conf booth staffing and materials due by May 5th or bring with you.

Please request Chapter sponsorship of the FAEP Conf.

Silent Auction items by May 5th or bring them with you, but let Elva know ahead of time.

Conference Chair: Tim Perry UPDATE

Update on abstract submittals.

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 – Elva
Conference app-
Dine around organizer- Kiel Sims

VI..i. 2024 Central to be host chapter– Central will host in Spring 2024

VI..i.1. Mid to late April

VI..i.2. Two spots left in Afternoon session for Hydric soils workshop.

VI..ii. Memberships

- Please send Brian chapter sponsorships flyers from each chapter (update from Bryan?)

VI..iii. Get calendar events in for May in. Link located at bottom of agenda.

- Professional Training

VI..i.1. Soils Course for Central Chapter scheduled for April 28th, Intro is sold out, have two spots for afternoon class still open.

VI..i.1.a. Two open spots in afternoon

VI..i.2. Any additional chapters want to schedule? Need 2 months to organize.

- Northeast Chapter revitalization- Meeting to be scheduled with BOD and interested parties *after conference.

Skipped

Small Project Committees: (NEED VOLUNTEERS)

VII. 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**

VIII. Set up You Tube Channel for posting of recorded chapter presentations and provide chapters with information on how to get that set up. **TAAEP recorded one that can be used to try this.**

IX. Research and determination of best option for Conference/Workshop/Event registrations. Event Bee, Memberclicks, Constant Contact, etc.

X. 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

XI. 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)

XII. FL Chamber Summer School Booth Coordination: Booth registration, graphics, staffing, etc. July 18-21, 2022. (Susan & Elva & Don) **Booth is secured! Need volunteers to man the booth.**

XIII. New Business

- NAEP affiliation agreement discussion Vote needed

XIV. Lindsey/Teri Work Projects

1. SFAEP/NWAEP- assisting with social media campaign to increase membership, email distribution improvements
2. CFAEP- Soil Course April 28th
3. FAEP Symposium Awards ordering
4. Posting of FAEP Chapter Calendar

- Any other items that Chapters need help with?

- **Comments**

- XIV..i. Don – provision at least one officer has to be NAEP voting member and willing to serve on NAEP board
 - XIV..i.1. Tim and Courtney.
 - XIV..i.2. NAEP member does not have to be a member of the FAEP board. Courtney will be attending meetings regularly.
- XIV..ii. Don – submit quarterly update to NAEP
 - XIV..ii.1. Tim has been doing it; Courtney will be doing it moving forward.
- XIV..iii. Tim - NAEP has links on their website to our website; helping us to pay for booth at summer school conference; regularly provide funds for membership support.
- XIV..iv. Don- speakers bureau. Have had conferences with advanced NEPA workshops that NAEP put together.
 - XIV..iv.1. Add text “regularly provided to chapter”. Point information provided if maintained.
 - XIV..iv.2. Update language to: Upon request by chapters NAEP will provide list of speakers from the previous year or two.
- XIV..v. Send them monthly calendar updates to put on their website.
- XIV..vi. Don – NAEP should also support state conferences.
 - XIV..vi.1. NAEP already has their hands full. Support state by hosting conferences at different states.
- XIV..vii. Liability insurance –
 - XIV..vii.1. FAEP buys insurance for all the chapters using NAEP liability insurance
- XIV..viii. Chapter dues same throughout country and available on website.
- XIV..ix. Chapter must maintain at least 10 NAEP members – comes from NAEP bylaws.
- XIV..x. Attach branding guidelines.
- XIV..xi. Not proposing to do any separate certificate program in the next 5 years.
- XIV..xii. Add point about chapter rule in the event FAEP dissolves; remaining funds will be dispersed to subchapters. Internal bylaw issue
- XIV..xiii. Renewal clause for 5 years; don suggesting change every 2 years.
 - XIV..xiii.1. Courtney – historically 2 years moved to 5 year
- XIV..xiv. Tim summarized.
 - XIV..xiv.1. Propose deleting sentence for certification.
 - XIV..xiv.2. Edit language on speaker bureau.
 - XIV..xiv.3. Attach branding guidelines.

- Don made motion to approve with the proposed edits; propose deleting spentence for certification, edit language on speaker bureau, attach branding guidelines. Jane seconded. All those in favor in accepting the NAEP agreement as discussed. All in favor. None opposed. Motion passed.

- **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. **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

XV. Chapter Discussions –

- Tallahassee
- Tampa Bay –
- Treasure Coast –

XV..i.1. Central – Hydric soils on Friday, close to being booked.
June – joint luncheon with ASCE. Lake Opaka

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- Northeast -
- Northwest –
- Southwest –
- South –

XVI. Upcoming Meeting –May 22nd (noon) MONDAY

REMINDER TO GET THE CALENDAR EVENTS IN ASAP

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

Skipped items

- 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**)

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

Meeting adjourned at 1:06pm

Next meeting: May 22, 2023; 12:00pm.