



FAEP BOD Meeting Minutes
September 5, 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	Y	
Ryan Goldman – Past President South Florida rgoldman@broward.org	Y	
Gina Chiello – Vice President Treasure Coast Chapter Rep gchiello@cumminscederberg.com	Y	
Kelley Samuels – Treasurer & At Large Member Central Florida Kelley.samuels@aecom.com	Y	
Jen Savaro – Secretary South Chapter jsavaro@res.us	Y	
Bruce Hasbrouck – Parliamentarian* Tampa Bay Bruce@HasbrouckEnv.com	N	
Teri Hasbrouck – Administrator* Tampa Bay info@faep-fl.org	N	
David Wood – Northeast Chapter David.Wood@ApexCos.com	N	
Mike Cobb– Northwest Chapter mcobb1@uwf.edu	Y	
Amy Guilfoyle - aguilfoyle@scsengineers.com	Y	
Sheri Huelster – Tampa Bay Chapter Rep Sheri.huelster@stantec.com	Y	
Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com	Y	
Tim Perry – At Large Member Tallahassee tperry@gbwlegal.com	N	
Christina Hall - SW Chapter Rep christina@thanaples.com	Y	
Jane Gregory – At Large Member Jane.gregory@ocfl.net	N	
Don Medellin – At Large Member donshotbuck@yahoo.com	Y	
Susan Martin – At Large Member smartin@nelsonyeager.com	Y	
Courtney Arena – NAEP Rep Ccarena9@gmail.com	Y	

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 July meeting minutes.
 - Kelley made a motion to approve meeting minutes.
 - Ryan – seconded the motion.
 - All in favor. Motion passed.

Treasurer's Report (Kelley)

- Wells Fargo – \$30,081.68
- Bank United – CD expires Feb 2024 - \$26,488.85
- Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley. **They are due by September.**
 - **All budget requests have been received.**
- Expenses this month:
- Conference earnings \$550 donation to the Florida Wildlife Foundation for the manatee fund. 60/40 split TAAEP/FAEP Total earned:\$11,368
Total FAEP portion: \$6,800

Administrator's Report (Teri)

- **Chapter representatives to continue to reach out to non-renewals.**
- Membership stats:
 - 788 FAEP members, 26 New, 46 renewed; 51 NAEP members.
 - Goal 860 members.

V.iii MemberClicks: Tim any update on MemberClicks for all chapters?

- Committee volunteers needed to help Tim.
- Virtual training session for chapters on how to use MemberClicks. Memberclicks has tutorials available for access anytime.
- Elva provided a summary of status. There was a discussion on offering training to chapters. However, free online trainings are offered. Send links out to chapters.

- **Old Business**

Conference

2024 Conference Update: Central will host in late April 2024- Set up conference committee members. Josh- update on venue and dates

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

FAEP CHAPTER	CONFERENCE REPRESENTATIVE
NEAEP	
NWAEP	
TAAEP	
SWAEP	
SFAEP	
TCC	
TBAEP	
Central contact person for FAEP	

- Each chapter responsible for a session or somehow assigned
- Sponsorship outreach early from each chapter.
- 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

Josh provided an update on the 2024 conference. They have had coordination meetings. There is a phone call set up on 9/6/23 to discuss hotel and AV costs. Targeting last period in April 25-26th. Conference committee is setup. Discussed having representative from each of the chapters. Susan will volunteer and be TBAEP chapter rep and Sheri stated there is a TBAEP member, Adam F., is willing to volunteer for committee and for 2025. Will set up a regular meeting schedule this month.

- 2025 conference host chapter needed. – TBAEP.
- September/October events Link for events located at bottom of agenda

- **Professional Training**

Soils Course for South Chapter scheduling for fall- 10/18-20th (Confirming but may need new dates because SW WD course is at the same time). **Jen to reach out to the board to come up with new dates.**

Southwest Chapter hosting a Wetland Delineation Course (zoom class 9/18 and field portion 10/18-19) Christina to give update. Discussion/vote about the proposed 90/10% split.

- Currently 9 people signed up. Max 27. Minimum of 12 to host.
- Discussed profit split.
 - Southwest chapter has proposed 90/10% split. Profit \$100-\$150/ person. Estimate \$1,875 profit that will be split.
 - FAEP will provide scheduling support, send out email and provide support for additional tasks that come up.
 - Mike – spent a lot of extra time to host soils. Their chapter split was 60/40. Local chapter spent a lot more time than what their cut was for.

- Elva – each chapter has different amounts of manpower and additional needs. Can still be adjusted.
- Discussed agreeing on the split after to justify hours. Historically, that didn't work out in the past.
- Don – suggested discussion split after and justify the hours.
- Big jump from 60/40 to 90/10. Discussed going somewhere in between with justification to change later.

Vote: Christina made a motion for a 80/20 split with the option to amend with the hours and unforeseen cost accrued by the chapter and state. Can adjust based on justification of hours. Courtney seconded. 9 voted yes. Quorum met. Motion approved.

Name	Yes	No
Elva Peppers– President & At Large Member Tallahassee elvapeppers@felsi.org	X, need to revisit	
Ryan Goldman – Past President South Florida rgoldman@broward.org	X	
Gina Chiello – Vice President Treasure Coast Chapter Rep gchiello@cumminscederberg.com	A	A
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	A	A
Teri Hasbrouck – Administrator* Tampa Bay info@faep-fl.org	A	A
David Wood – Northeast Chapter David.Wood@ApexCos.com	A	A
Mike Cobb– Northwest Chapter mcobb1@uwf.edu		X
Amy Guilfoyle - aguilfoyle@scsengineers.com	X	
Sheri Huelster – Tampa Bay Chapter Rep Sheri.huelster@stantec.com	A	A
Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com	X	
Tim Perry – At Large Member Tallahassee tperry@gbwlegal.com	A	A
Christina Hall - SW Chapter Rep christina@thanaples.com	X	
Jane Gregory – At Large Member Jane.gregory@ocfl.net	A	A
Don Medellin – At Large Member donshotbuck@yahoo.com	X	
Susan Martin – At Large Member smartin@nelsonyeager.com	A	A
Courtney Arena – NAEP Rep Ccarena9@gmail.com	X	

- Any additional chapters want to schedule? Need 2 months to organize.
- Water Sampling Training- beneficial to members/needs to be organized for 2024 offering.
 - l..i..a. Josh – groundwater sampling. Reached out to Pine Environmental – Pine willing to do training for free, but would prefer to team with company that knows FDEP SOPs. Mike – reach out to labs, Pace, etc. Gina –

suggested that we reach out to FDEP and Partner Engineering. Goal to mimic what we have done, offer to other chapters. Kickstart it the beginning of next year.
Those that have contacts reach out to them and report next month.

- 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.
- Courtney – consider training sponsor.

Chapter Development

Northeast Chapter revitalization- Mixer on Sept 6th 5:30- 7:30 at Burrito Gallery- Brooklyn location

Items for Committee/Development

- Tampa Bay's turn to host 2025 conference
- Update FAEP logo
- Purchase FAEP banner/ tablecloth
- More statewide events to partner with the local chapters.
- NE Chapter – State of the River event
- FAEP to attend different conferences.
 - I..ii. The Florida Remediation Conference on Nov 1st has donated a free booth. Josh Hirten is coordinating. In Orlando.
 - I..iii. FES

I..iii..a. FLERA (County agencies)

I..iii..b. FAMB

- For future FAEP conference – start a swag theme item

Small Project Committees: (NEED VOLUNTEERS)

- 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: Update**

Eight people used the code to join/renew; others joined/renewed but didn't use the code; 61 people joined or renewed between the first day of summer school and the Aug 6th deadline. Winner of the \$100 gift card was Amanda Montgomery from the South FL chapter – a renewal.

- XII. Social media – make people admins,

- Assign to board members – someone gets LinkedIn, facebook, etc.
 - Repost chapter members.
 - Brainstorm ideas for speakers, etc. for chapters.
 - Retreats to plan year – potential goal for next year as board
 -
- **New Business**
 - b. Need to improve Beacon newsletter.
 - i. Setup ad hoc committee to reevaluate Beacon
 - ii. 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.
 - iii. 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.
 - 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. **September/October additions DUE NOW.**
 - [EVENT CALENDAR FORM](#) (click to link)
 - 2. Professional Training**

In process with Soils and Phase 1 ESA

 - SFAEP (soils)
 - SWAEP (WD)
 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

- Couple of workshops – Advanced NEPA, in-person and virtual. In California in November.
- If NAEP member – can have free webinar. Last Thursday August 31st at 1pm.

- **Chapter Discussions –**
 - Tallahassee –
 - Tampa Bay [calendar contest is open now and women in STEM event on Oct 5th](#)
 - Treasure Coast –[Martin County Stormwater \(Sept\) – Port St. Lucie.](#)
 - Central –.
 - Northeast – [Sept 6th - social](#)
 - Northwest –
 - Southwest – [UMAM training with Michael Miller](#)
 - [Do want to do another UMAM training in spring. Very valuable.](#)
 - [Membership BBQ in November.](#)
 - South –[joint event with TCC \(November\)](#)

- **Upcoming Meeting – September 25 @12pm**

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

Meeting adjourned at 1:13pm.

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**)

- 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.