



FAEP BOD Meeting Minutes
February 27, 2023
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 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		Bruce Hasbrouck
David Wood – Northeast Chapter David.Wood@ApexCos.com		
Mike Cobb– Northwest Chapter mcobb@uwf.edu	X	
Amy Guilfoyle aguilfoyle@scsengineers.com	X	
Brian Bendis – Tampa Bay Chapter Brian.Bendis@xylem.com	X	
Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com		
Tim Perry – At Large Member, NAEP Rep Tallahassee tperry@gbwlegal.com	X	
Joe Penta – At Large Member Treasure Coast Chapter jpenta619@aol.com		
Christina Hall - SW Chapter Rep christina@thanaples.com	X	
Jane Gregory – At Large Member Jane.gregory@ocfl.net	X	
Don Medellin – At Large Member donshotbuck@yahoo.com		
Susan Martin – At Large Member smartin@nelsonyeager.com		
George Sprehn- SW Chapter Rep gsprehn@earthbalance.com		

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 January 30th meeting minutes.
 - III.ii. Motion to approve - Gina made the motion. Jane seconded. Unanimous

IV. Presidents Report- Elva – Updates on agenda items listed below.

V. Treasurer's Report (Kelley)

- V..i. Wells Fargo – \$25,305.80
- V..ii. Bank United – \$26,488.85
- V..iii. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
- V..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.
- V..v. Bruce stated we are ahead of year to date on income, but slightly over on expenses.
 - V..v.1.a. Bruce to notify the affected chapter treasurers about the Memberclick registration issue.

VI. Administrator's Report (Teri)

- VI..i. Chapter representatives to continue to reach out to non-renewals. 47 non-renewals in Jan. Use non-renewal spreadsheet to contact people.
- VI..ii. Membership stats: FAEP Membership – 773, NAEP membership – 58, New – 36, Renewal - 19

VII. Old Business

- VII..i. 2023 Conference May 11-12 (update- Tim)

Here is a list (in process)

Conference Chair: Tim Perry

Update on abstract submittals. Several abstract submissions from FDEP and other agencies. Still space on schedule for presentation. Will specify what abstracts are needed on next abstract submittal email.

Registration open – early bird rate ends March 16th.

Sponsor and Exhibitors - open. Limited space for exhibitors.

FAEP board to handle awards. Gina and Bruce volunteered to help.

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 –

Conference app-

Dine around organizer- Kiel Sims

- VII..ii. 2024 Central to be host chapter (any update?) – Central will host in 2024
 - VII..ii.1. Planning on hosting in Spring of 2024.
 - VII..iii. Memberships
 - Please send Brian chapter sponsorships flyers from each chapter.
 - VII..iv. Get calendar events in for March in. Link located at bottom of agenda.
 - VII..iv.1. In future, send out email in the middle of the month.
 - Professional Training
 - VII..i.1. Soils Course for Central Chapter scheduled for April 28th, Save the Date to go out
 - VII..i.2. Review class agreement & vote.
 - VII..i.2.a. Christina stated the Central board needs to discuss and will provide any comments.
 - VII..i.2.a.i. Will proceed with agreement and modify once Central provides comments.
 - VII..i.3. Dates for additional training. NE Florida, has expressed interest. Need two months to prepare and advertise.
 - VII..i.3.a. South chapter interested in hosting a soils training – Jen to send potential dates.
 - Northeast Chapter revitalization- Meeting to be scheduled with BOD and interested parties.
- Small Project Committees: (NEED VOLUNTEERS)
- VIII. 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)**
 - IX. 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.**
 - X. Research and determination of best option for Conference/Workshop/Event registrations. Event Bee, Memberclicks, Constant Contact, etc.
 - XI. 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,
 - XII. Awards Program Development- Research other organizations and past FAEP programs to present some options for awards for outstanding members/projects/ or ????. Elva
 - XIII. FL Chamber Summer School Booth Coordination: Booth registration, graphics, staffing, etc. July 18-21, 2022. (Susan & Elva) **Booth is secured! Need volunteers to man the booth.**
- Let Elva know if interested in volunteering.
 - XIII..i. Gina is attending. Can assist when available.
- XIV. New Business**
- Elections- Two at large positions are up (Elva Peppers & Joe Penta); Nominations due by Feb 24; Voting Feb 27-March 13th
 - XIV..i. Two nominations: Elva and Amy.
 - NAEP affiliation agreement.
 - XIV..i. Tim sent draft of agreement. Board to vote on agreement in March/April, so it can be presented in the May NAEP meeting.

- Any other items that Chapters need help with?
 - XIV..i. NW chapter interested in using Lindsey for website and social media. Send Elva an email with chapter needs.
- **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 – luncheon – Tim speaker, social last month – local brewery.
 - Tampa Bay – luncheon in February – update Tampa Bay estuary program. Lunch in March – PFAS. Social in March. Golf tournament in March – 90 golfers. Grant program through Xylem for non-profit –
 - XV..i. South Chapter coral reef nursery apply? Jen to get Brian in touch with Erik Neuoguaard about coral nursery.
 - Treasure Coast – Presentation – fisheries management – panel discussion.
 - Central – luncheon discussing Waters of U.S. rules. March – golf tournament. March 16 – social. Wekiwa island cleanup. UCF career panel. Soils class.
 - Northeast – Lunch and learn – sediment and erosion seminar.

- Northwest – [Preserve management training](#). [Scheduling spring fossil hunt for Peace River](#)
- Southwest – Not present
- South – [BleachWatch training](#). [March – social](#), [Oleta cleanup](#), [April - BioBlitz](#), [Tortuga Music festival](#)

XVI. Upcoming Meeting –March 27 (noon) MONDAY

REMINDER TO GET THE CALENDAR EVENTS IN ASAP

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

Meeting adjourned 1:04pm.

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.