



**FAEP BOD Meeting Minutes**  
**January 30, 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	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		
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 mcobb@uwf.edu		
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		
Don Medellin – At Large Member donshotbuck@yahoo.com	X	
Susan Martin – At Large Member smartin@nelsonyeager.com	X	
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 December 19<sup>th</sup> meeting minutes.
  - III.ii. Motion to approve – Ryan, 2<sup>nd</sup> Kelley. Unanimous

**IV. Presidents Report- Elva - updates on agenda items listed below.**

**V. Treasurer's Report (Kelley)**

- V..i. Wells Fargo – \$ 24,644.27
- V..ii. Bank United – \$26,496.76
- V..iii. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
  - V..iii.1. One chapter has been reimbursed so far - TCC
- V..iv. Kelley to report Bank CD rates
  - V..iv.1. New 13 month CD at Bank United 4.25%
- V..v. Reminder to enroll in direct deposit, fill out form with routing and account information and send to Teri at [info@faep.com](mailto:info@faep.com) and Kelley.
  - V..v.1. All complete, except NE

**VI. Administrator's Report (Teri)**

- VI..i. Chapter representatives to continue to reach out to non-renewals. Use non-renewal spreadsheet to contact people.
- VI..ii. Membership stats: FAEP Membership - 767, NAEP membership – 58
- VI..iii. Working on Winter newsletter

**VII. Old Business**

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

Here is a list (in process)

Conference Chair: Tim Perry

**Request for abstracts, student posters and sponsors is out. Registration about to open.**

Planning going well Abstract Deadline Feb 14<sup>th</sup> ; Form on Webpage (Tally chapter website). Please encourage timely submittals

Tim to send .pdf

Sponsorships open – Tim to send .pdf

Exhibitors 32 spots

Hotel block \$129 per room

Registration - \$60 break for members

Tentative schedule will be prepared late Feb or early March

Pre Conf venues walk around scheduled

Student posters

Recommend sending students from the chapter (TBAEP includes registration, room, and food)

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. [Josh Hirten participating in 2023 w/ Tally](#)

VII..iii. Memberships

- **Please send Brian chapter sponsorships flyers from each chapter**

VII..iv. **Get calendar events in for February. Link located at bottom of agenda.**

VII..iv.1. [Due date today!](#)

- Updates for Membership/Renewal: [\(no report\)](#)
  - Need mechanism to allow membership in all chapters. Add choice to FAEP membership page on the website and on each chapter's websites.

- Professional Training

VII..i.1. Soils Course for Central Chapter

VII..i.1.a. [Still working on details](#)

VII..i.2. Dates for additional training. NE Florida, has expressed interest. Need two months to prepare and advertise. [No other chapters at this time.](#)

VII..i.3. [Draft agreement – Bruce provided update](#)

VII..i.3.a. [Don commented](#)

VII..i.3.b. [South and Southwest to look at with their experience on recent hosting](#)

- Northeast Chapter revitalization- They have interest in hosting soils class in March.

Membership growth committee - (Ryan, Elva, Brian, Jane, Teri) **(No update)**

VII..ii. 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.

VII..ii.1. Most did not have a strong feeling about staying with current website.

VII..ii.2. Interested in centralized website through FAEP.

VII..ii.3. Not cross-pollinating with other chapters.

VII..ii.4. All chapters would like to have access to member list.

VII..ii.5. Would like a repository of presentations for members only.

VII..ii.6. Requested trainings

VII..ii.7. Suggested sponsor booths at conference

VII..ii.8. Highest priorities - centralized membership and attendance

VII..iii. Great idea for condensing chapter presence online and theme. Changed ways we do our calendars.

VII..iv. 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.

- 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 \(Vote Feb Meeting\)](#) [See above](#)
  - 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.](#)
    - IX..i. [Brian – TBAEP student with TikTok.](#) She may be available for helping with this
  - X. Research and determination of best option for Conference/Workshop/Event registrations. Event Bee, Memberclicks, Constant Contact, etc. [no update](#)
  - 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, [no update](#)
  - XII. Awards Program Development- Research other organizations and past FAEP programs to present some options for awards for outstanding members/projects/ or ????. [Elva looking for volunteers to help with both this years' service awards and the bigger program.](#) [Kelley volunteered](#)
  - XIII. FL Chamber Summer School Booth Coordination: Booth registration, graphics, staffing, etc. July 18-21, 2022. (Susan & Elva) **Booth is secured! Need volunteers to staff the booth.** [Don and Gina volunteered to help.](#) [Susan indicated this is time slots, not full time.](#) [Got booth for reduced price, next year will include sponsorship.](#) [Susan and Elva working on planning.](#) [Encourage each chapter to have a person help with the booth, provide flyers and swag.](#)
    - XIII..i. [Free attendance with booth available for key person, especially someone who is not already registered.](#) [If interested, contact Elva or Susan.](#)

#### XIV. New Business

- Elections- Two at large positions are up (Elva Peppers & Joe Penta); Nominations due by Feb 24; Voting Feb 27-March 13<sup>th</sup>
  - XIV..i. [Bruce provided update and clarification on process.](#)
  - XIV..ii. [Courtney in-training as new NAEP rep, will pick up full time in May with new NAEP BOD](#)
- Any other items that Chapters need help with? [None indicated](#)
- **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 (discussed above)**  
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.
- [In process](#)

5. **State Sponsored Student Scholarship** [no update](#)

6. **State Coordinated Community Service Day/Event** [no update](#)

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 ([Discussed above](#))
- iv. Calendar
- v. Diversity programs/Women in Science/Young Professionals

**XV. Chapter Discussions –**

- Tallahassee [Archaeological topic at Jan meeting, Feb social](#)
- Tampa Bay – Jan Lunch – screening of NWF film. Social last week (50 or so attend), Tampa Bay Estuary Program for Feb – Golf tournament in March w/ CFAEP
- Treasure Coast – moved Jan to Feb so two events in Feb. – Palm Beach County ERM revegetation. Water quality presentation
- Central – Jan social at Wine Bar. Feb – Section 404 permitting update and social at Magic Game
- Northeast - Lee Bienkowski passed away – long term treasurer for chapter. David working on getting board meeting, will send invite to Elva.
- Northwest – [no update](#)
- Southwest – planning events for upcoming months. Working on dispersing the proceeds from hurricane relief fund raising.
- South – water quality presentation in Key Largo. Feb – Board retreat, adopt-an-island clean up.

**XVI. Upcoming Meeting –February 27 (noon) MONDAY**

**REMINDER TO GET THE CALENDAR EVENTS IN ASAP**

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