



FAEP BOD Meeting Minutes
September 25, 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	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	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		
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	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		

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 5th meeting minutes. Ryan made motion to approve Sept 5th meeting minutes. Kelley seconded. All in favor. None opposed. Motion passed.

Treasurer’s Report (Kelley)

- Wells Fargo – \$16,805.96 – put \$10,000 in a CD
- Bank United – CD expires Feb 2024 - \$36,496.76.
- Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley. They are due by September. All were received.
- Expenses this month: Covering Courtney to attend the national board retreat. FAEP will cover airfare and a couple nights (~\$600).
 - Kelley made a motion to provide direct funds for Elva to the NAEP chapter retreat in Colorado. Gina seconded the motion.
 - All in favor. None opposed. Motion passed.

Administrator’s Report (Teri)

- Chapter representatives to continue to reach out to non-renewals.
- Membership stats:
 - 792 FAEP members, 35 New, 41 renewed; 54 NAEP members.
 - Goal 860 members.

- **Old Business**

Memberclicks: Include training links of relevant sessions to chapters.

Conference

2024 Conference Update: Central will host in late April 25-26, 2024- Set up conference committee members. Josh- update 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	
SFAEP	
TCC	
TBAEP	Adam Forkner & Susan Martin DEP, WMD, FWC Speakers
Central contact person for FAEP	Josh Hirten & Todd Hodgson

- 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
- Discussed eblast. Currently no policy. Usually only the local chapters pay attention to email blasts. Be aware of who emails

blasts are being sent to. I.e. someone from the NE chapter probably will not attend a South chapter mixer.

- **October events** Link for events located at bottom of agenda, populate ASAP

- **Professional Training**

Soils Course for South Chapter scheduling for fall-

Southwest Chapter hosting a Wetland Delineation Course (zoom class 9/18 and field portion 10/18-19) Christina to give update.

Had online session last Wednesday. Went well and had a good turnout. 23 tickets sold so far. Max 27.

- Any additional chapters want to schedule? Need 2 months to organize.
- Water Sampling Training- beneficial to members/needs to be organized for 2024 offering.
 - I..i..a. Josh – Connecting with Pine this week. Reached out to lead on FDEP side. Did agree to look at opportunities for us in 2024. Mix of virtual and in person. Also, possibly hold in conjunction with FAEP conference.
 - I..i..b. Josh to send Mike a reminder email about reaching out to labs. Mike to reach out to labs to see if interested in hosting field sampling training and sponsor.
 - I..i..c. Make events an incentive to join or nonmembers pay more.
- 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 website development is happening. Invitations to join will be emailed out. At that time please pass along information to others who may be interested.

Budget Discussion & Voting

Proposed budget is attached to meeting notice. Board discussed proposed budget. Elva to send out updated budget for board to review and vote on.

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 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**
 - 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 –
 - Central –.
 - Northeast –
 - Northwest –
 - Southwest –
 - South –[joint event with TCC \(November\)](#)
- **Upcoming Meeting – October 23 @12pm**
- **REMINDER TO GET THE CALENDAR EVENTS IN**
 - [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**)

- 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.

Meeting adjourned at 1:07pm