



FAEP BOD Meeting Agenda

May 28, 2024

Microsoft Teams

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Meeting ID: 277 487 216 857

Passcode: ku5wNf

I. Call to Order

Roll Call

Name	Attendance	Proxy
Elva Peppers– President & At Large Member Tallahassee elvapeppers@felsi.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		
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	
Ryan Sipe – Northeast Chapter ryan.sipe@stantec.com	X	
Mike Cobb– Northwest Chapter mcobb1@uwf.edu	X	
Amy Guilfoyle – Central Florida aguilfoyle@scsengineers.com		
Sheri Huelster – Tampa Bay Chapter Rep Sheri.huelster@stantec.com	X	
Joshua Hirten – Central Chapter and 2024 Conference Chair_ hirtenjj@cdmsmith.com	X	
Tim Perry – At Large Member Tallahassee tperry@gbwlegal.com		
George Sprehn- SWAEP gsprehn@earthbalance.com		
Jane Gregory – At Large Member Jane.gregory@ocfl.net		
Don Medellin – At Large Member donshotbuck@yahoo.com	X	
Susan Martin – At Large Member_ smartin@nasonyeager.com	X	
Courtney Arena – NAEP Rep courtney.arena@hdrinc.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.](#)

Secretary Report

- April 26th minutes presented for approval;
 - Don made a motion to approve April meeting minutes. Gina seconded. All in favor. None opposed. None abstained. Motion passed.

Treasurer's Report (Kelly/Bruce)

Wells Fargo: \$21,199.71

Bank United: \$10,092.95 – CD matures July 2026

Fifth Third CD: \$27,717.01 – CD matures September 9, 2024

- Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
- Special Expenses this month: More expenses than income, but nothing unusual.
- Bruce and Kelley to report on investigation the best option for money market
- Bruce and Kelley investigated the best options. They have not found a free checking account with a money market account.
 - ⑩ Elva stated that she uses Edward Jones – allows money market accounts for businesses. However, they are not a banking institution, so cannot write checks.
 - ⑩ Don suggested that we have CDs that mature at different times. Have a smaller CD that's more liquid.
- Would it be easier to have only one bank to service FAEP?
- Who should be the additional signatory? Treasurer/President? Need one additional at a minimum.
 - Bruce stated that we need to add additional signatories.
 - Don made motion to add the President and Treasurer as signatories.
 - ⑩ Josh seconded.
 - ⑩ All in favor. None opposed. None abstained.
 - ⑩ Motion passed.
- Bruce stated that Central FCAS was due May 8th. Josh will check. Tallahassee FCAS was due May 16th. Bruce also received a letter from the IRS for NE chapter. Bruce will get with the NE Chapter on how to follow up.

Administrator's Report (Teri)

- Chapter representatives to continue to reach out to non-renewals.
- Membership stats:
 - 57 new/renewing members, 26 were new, 31 were renewals = 803 FAEP members,
 - 49 are NAEP members, 46 non-renewals
 - Goal = 860 members.
April was 808 FAEP members and 47 NAEP members
- Memberclicks training videos are available. Board members can set up a time with Teri to review (takes 1 hour).
- Bruce made table of FDACS due dates & its attached to the meeting invite. – share with chapter treasurers.
- **Old Business**
 - **Conference:**

Conference Updates

Submit 2024 comments on the conference for lessons learned, conference app performance & good things that have happened.

On to 2025!

Conference Updates

- NAEP 2025 – April 27 – May 1 Charleston
- NAEP 2026 – May 9 – 14 Alaska
- 2026 conference
 - Will TCC host 2026?
 - Gina brought it up in the last TCC meeting. Received no pushback, however, further discussions are needed. Will bring up in June meeting to get a more concrete answer.

○ **Professional Training**

Soils Course:

NEFAEP had their May 3, 2024 training. Class was full. Note that TRS has increased their fee to \$100 per person rather than the \$2,000 per class rate.

South Chapter: Possibly do a UMAM training; Joint training with TCC. Who is trainer? Jen to bring up the UMAM training at next SFAEP meeting and discuss possible trainer(s).

- Groundwater/ SOPs (FDEP trainers), Phase I, wetland, soils. PRP trainings, UMAM
- Any additional chapters want to schedule? Need 2 months to organize.
- Water Sampling Training- beneficial to members/needs to be organized for 2024 offering.
- Phase 1 ESA Training
- 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.

Webinar ideas:

- Elva, Susan and Don discussed possible webinar ideas. Ideally four times a year.
 - Webinars would ideally occur during lunch for about one hour. CEUs would be offered with any Webinars which will usually be one hour long. A webinar may be two hours long for complex topics.
- Susan stated potential ideas.
 - 1. Legislative updates. New laws mitigation banking, expansion of water quality enhancement areas/water quality credit trading. Aiming for July.
 - 2. Update on 404
 - Other ideas include: stormwater, PFAS, living shorelines
- Don to help with the logistics.
- Elva looked into using the NAEP Zoom account.
 - We cannot use it if it conflicts with anything NAEP has planned. Elva proposed obtaining a Florida Zoom account. This way the Florida chapters can utilize it as well and it can be used to hold monthly board meetings.
 - Cost for zoom - minimum \$690/year – allows for up to 500 attendees.
 - If we have four webinars a year with 15 attendees, that's approximately \$12/person for each webinar.
 - Elva proposed that members should be allowed to attend webinars for free and nonmembers would have a registration fee. Ideally, we would also have a sponsor for each webinar as well.

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- Elva suggested sponsors would pay \$200 per webinar and non-members would be a \$25 registration fee.
 - Don suggested that nonmembers that attend a webinar should get a discount code to become a member.
 - Teri stated that the person organizing the Memberclicks event should be versed in Memberclicks.
 - Ideally some webinars will offer CEUs.
 - Bruce will assist with the pre-approval process for engineering CEUs for laws and ethics.
 - Susan suggested a subcommittee be organized.
 - Susan, Elva, Don, Bruce, need a technical person to handle zoom/teams (could be marketing new hire that Elva could hire from existing resumes that she currently has to review).

Items for Committee/Development

- Update FAEP logo- should we do a contest? Hire someone? NEFAEP wants to create something.
 - Need quality logo put in dropbox; Update on receipt of logos (Bruce?)
 - Update/refresh FAEP logo.
 - Look at NAEP have other 18 state logos.
- More statewide events to partner with the local chapters.
- Conference Development –
 - What conferences will FAEP be at in 2024-2025? (Summer School; Brownfields, others?)
 - conference SWAG (still have some luggage tags but need something new)
 - FAEP to attend different conferences.
 - FES
 - FLERA (County agencies)
 - FAMB Conference is in Sept-Jax
 - For future FAEP conference – start a swag theme item?
- New Chapter Development-
 - Gainesville Chapter (Josh Mills-2025?)
 - Space Coast Chapter (Brevard and Indian River Counties) –
 - Space Coast Chapter. Gina – need to pull numbers, might not have enough for a separate chapter.
 - Potential subchapters
 - TBAEP – subgroup
- **New Business**
 - Membership Drive Ideas?
 - Give away entry as part of a membership promotion- statewide?
 - gift give away?
 - Free conference entry
 - Big ticket price raffle.
 - Enter between certain dates to win conference registration.
 - Extra entry those who are members of more than one chapter?
 - Sheri stated that some companies will only pay for one membership per year.
 - Additionally, some companies will not pay for multiple employees joining the same organization.
 - Elva stated that we do offer business memberships, but it's hard to keep track of.

- Teri stated there is an automatic renewal option in memberclicks.
- **Membership drive**
 - Elva suggested FAEP bingo or something similar where the person collects for accomplishments (i.e. bring a friend to a meeting or attend a different chapter's meeting, etc.). After a certain period of time or bingo, you are entered to win a free membership.
- **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
 SFAEP (soils)
 Wetland Delineation

- 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
- Location for 2026- Anchorage Alaska
- Couple of workshops – Advanced NEPA, in-person and virtual. In California in November.
- If NAEP member – can have free webinar.

• **Chapter Discussions –**

- Tallahassee –
- Tampa Bay
- Treasure Coast –
- Central –

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

- **Upcoming Meeting June 17th @4pm**
- **Adjourned 5:18pm.**

Skipped items

- Small Project Committees: (NEED VOLUNTEERS)

☐ Need to improve Beacon newsletter.

Setup ad hoc committee to reevaluate Beacon

Discussion on what is expected in Beacon.

Reach out to members to see if there is anything they want to publish.

Idea to allow sponsors to write one article per year.

- 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.
- 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 Linkedlin, facebook, etc.
 - Repost chapter members.
 - Retreats to plan year – potential goal for next year as board
 - 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.

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- 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.