



FAEP BOD Meeting Minutes

October 28, 2024

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Meeting ID: 283 808 281 935

Passcode: zJqqsR

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	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	
Ryan Sipe – Northeast Chapter ryan.sipe@terracon.com	X	
Mike Cobb– Northwest Chapter mcobb1@uwf.edu	X	
Amy Guilfoyle – Central Florida alg9999@aol.com		
Sheri Huelster – Tampa Bay Chapter Rep Sheri.huelster@stantec.com	X	
Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com	X	
Tim Perry – At Large Member Tallahassee tperry@gbwlegal.com	X	
George Sprehn- SWAEP gsprehn@earthbalance.com	X	
Jane Gregory – At Large Member Jane.gregory@ocfl.net		
Don Medellin – At Large Member dmedellin@Dewberry.com	X	
Susan Martin – At Large Member_ smartin@nasonyeager.com		
Courtney Arena – NAEP Rep courtney.arena@hdrinc.com	X	

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

- September minutes Don made a motion to approve the September meeting minutes. Gina seconded. All in favor. None opposed. None abstained.

Treasurer's Report (Kelly) –

Wells Fargo – \$11,526.38

Fifth Third Bank (CD matures 8/2/25): \$10,496.15

Fifth Third CD: (CD matures 9/10/25): \$27,717.01.

- Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley. Chapter reimbursement requests are due. All paid.
- Special Expenses this month:
- End of year actuals.
- Member dues: budgeted \$39,500. Actual: \$32,740.00
- No Beacon sponsorship.
- Workshops: Will deposit central check (~\$3,500) in October.
- Bruce and Kelley to report on investment options during new business.
- Follow up Action: add additional members as signatories. Kelley to schedule an appointment and let Bruce know when it is.
- Bruce and Kelley trying to setup appointment at Fifth Third bank appointment for Thursday 10/31.
- Budget review for 24/25
- **Income:**
- Beacon sponsorship: sponsor one issue or for the year. Need to push sponsorship more.
- Increased FAEP member dues to \$38,000.
- Added internet sponsorship for FAEP website for the year.
- Estimated 40 nonmembers for webinars x \$25; Assumes Chapters Zoom rental. 75/month for 2 months.
- Conference revenue: came from TBAEP Budget for conference
- NAEP grant: \$1,500.00. Approved for reimbursement for booth at Corridor Connect Conference. Will be a joint NAEP and FAEP booth.
- Up by almost \$20,000 from last year. \$78,543.47.
- Added webinar sponsorship: \$571.53.
- **Expenses:**
- Marketing – \$1,500.00 (swag and corridor connect conference)
- Biggest expense – 50/month for administrator's fees. ~\$24,000.00. Start 30/hr at 50 hours per month (discuss later)
- Awards – Reduced to \$750.00
- Bank charges - \$3,500.00 (direct pay 47/month charge @ Wells Fargo)
- Chapter grants: \$9,000.00. Potential Gainesville chapter and/or Brevard/IR chapter.
- FAEP Board NAEP Dues: \$350.00 in case self-employed/government board members. Pay on their behalf.
- State Registration fee: reduced to \$250.00 (SunBiz reimbursement).
- Zoom platform: \$915.00.
- President's chapter meetings: lowered to \$500.00

Courtney made a motion to approve the 24/25 budget. Don seconded. All in favor. None opposed. None abstained. Motion approved.

Administrator's Report (Teri)

- Chapter representatives to continue to reach out to non-renewals.
- Membership stats: 52

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- 52 new/renewing members, 24 were new, 28 were renewals = 728 FAEP members,
 - 47 are NAEP members, 28 non-renewals - **Chapters to contact non-renewals.**
 - Goal = 860 members.
 - Memberclicks training videos are available. Board members can set up a time with Teri to review (takes 1 hour).
 - Discussion on advertisement for Admin/Marketing position
 - **Old Business**
Conference:

Conference Updates

2025 Conference Updates

- NAEP 2025 – April 27 – May 1 Charleston – Call for abstracts is now open and due November 1st.
- NAEP 2026 – May 9 – 14 Alaska
- 2026 conference
 - TCC to host 2026.

2025 FAEP March 12-14 Hilton Downtown St. Petersburg. (Sheri to give update)

From Sept BOD meeting:

Sheri presented the 2025 FAEP conference budget.

Estimated Cost - \$81,886.42 – includes social event, field trips and transportation

Anticipated income –

Sponsors/exhibitors - \$51,000.00

Registration - \$44,660.52

WHOVA expense paid by registrants

NEPA training - \$19,500.00 – does not include the NAEP split.

Previous NAEP – 70%, 4.5% - FAEP, chapter – 25.5%.

Courtney suggested this should be separate from the overall conference budget. If not enough people sign up, this training may be canceled.

Field Trips – there will be a cost to attend field trips.

Only early bird non-member and non-member registration includes membership.

Estimated Profit- \$18,504

80/20 split – 80% going to TBAEP (%14,803.00) and 20% to FAEP (\$3,700)

Determining sessions based on abstracts received.

The call for abstracts is open and due this Friday. 11/1/24.

- **Professional Training – Not Discussed**

Soils Course:

Note that TRS has increased their fee to \$100 per person rather than the \$2,000 per class rate.

South Chapter: UMAM training; Joint training with TCC. Update? Jen – will have seagrass trainings first. Use sites from the seagrass trainings for UMAM trainings.

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- 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.

Elva stated she put a request into NEAP for an advanced NEPA training next. She asked if we should we do another introduction one or advanced? She suggested the advanced since we just did the introduction training.

Courtney stated that she believes we used to alternate between the two and we had a good turnout for the introduction class. She suggested an in-person advanced.

Elva stated it was not approved yet, but just for budgeting purposes.

Susan suggested we should get a group together to go to Alaska. However, it's not specifically in the budget.

Elva stated she requested \$1,500 from NAEP to have a display at the Corridor Conference in Orlando next year.

Items for Committee/Development – Not Discussed

- Update FAEP logo- should we do a contest? Hire someone? NEFAEP wants to create something. Josh sent out some ideas.
- Josh provided logo ideas.
 - Board discussed that the alligator one might be too dark and too complicated for printing.
 - Majority preferred the state of Florida one with waves and seagulls.
 - Need to check with printing company to see if it is too complicated to print.

Webinar ideas:

Notes/updates:

- 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
 - Follow up from Elva and Susan's webinar discussion.
 - 4-6 webinars per year; quarterly, \$690 annual Zoom membership; unlimited meetings and board meetings; up to 500 participants; \$172.50 per quarterly webinar.
 - Sponsors for webinars.
 - Free for members; charge \$30 for non-members.
 - Discussion on charging for aftermarket recordings.
 - November 2024 - FDEP Engineer
 - January 2025 - WOTUS Update; USACE Biologists and tips
 - April 2025 – Mitigation Bank Rule Updates
 - Other topics: Protected Species and Tricolored Bat Listing; UMAM Overview;

State Permitting Update

- Need a Technical Coordinator to set up Zoom Meetings
- Ideally some webinars will offer CEUs.
 - Bruce will assist with the pre-approval process for engineering CEUs for laws and ethics.
 - Susan, Elva, Don, Bruce, on committee need a technical person to handle zoom/teams. To set up committee call ASAP.

Webinar December 4th on Stormwater rule updates. Susan/Elva/Don updates
[Don stated we are still waiting on approval for attorney CEUs.](#)

- 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 – Not Discussed**

Membership Drive

- Kelley Samuels - Charitable Giving, Awards/Grants/Scholarship, 503 Donations; Local to the state of Florida; Bruce inquired about fees.
- Membership Drive Ideas? Key reasons: employer won't pay for membership/forget to renew memberships
- Member referral program for free conf spot?
- Host a free training program or webinar?
- Spotlight new members or BOD members (NEFAEP is doing this)
- 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?
 - 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.

Webinars

Elva stated that the NE chapter is doing board member spotlights to connect more on a more personal level with members.

Discussed bingo/scavenger hunt for membership engagement. Sheri and Courtney to send

examples.

Elva, Sherri, Courtney and Gina forming membership drive subcommittee.

NW Chapter Symposium 11/1 at UWF. Happy hour to follow.

Need someone(s) to take lead on researching & reporting a summary to BOD FAEP Diversity initiative; Make progress to implement a Diversity, Equity and Inclusion (DEI) policy. Create a Diversity, Equity and Inclusion statement for the organization. Courtney will collect the NAEP DEI policy to share with the group.

Link to NAEP DEI Resources page: <https://www.naep.org/equity-diversity-inclusion-resources>

NAEP – doesn't not have DBI policy. California is almost done developing theirs and sharing next week at annual conference.

Nov 25th (Monday on Thanksgiving week)

Dec 16th (moved from Christmas week)

- **Board Goals – Not Discussed**

- **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.
- [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

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- 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 – Not Discussed**
 - Tallahassee –
 - Tampa Bay
 - Treasure Coast –
 - Central –
 - Northeast –
 - Northwest –
 - Southwest –
 - South –

Mike asked about FAEP memberships for updating bylaws. Gina advised Mike to go to state website for membership categories.

Elva stated working on admin announcement. Fixed lump sum rate for admin work. Hourly rate for marketing. Will need approval if go over the fixed hours.

- **Next meeting Nov 25th. Changed to November 18th.**

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.