

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

January 27, 2025 @4:00 PM via MS Teams



1. Call to Order

Name	Attendance	Proxy
Andee Richards – Administrator* info@faep-fl.org	X	
Elva Peppers – President & At Large Member elvapeppers@felsi.org	X	
Gina Chiello – Vice President & TCC Rep gchiello@cumminscederberg.com	X	
Kelley Samuels – Treasurer & At Large Member Kelley.samuels@aecom.com	X	
Jen Savaro – Secretary & SFAEP Rep jsavaro@res.us	X	
Bruce Hasbrouck – Parliamentarian* Bruce@HasbrouckEnv.com	X	
Ryan Sipe – Northeast Chapter Rep ryan.sipe@terracon.com	X	
Mike Cobb – Northwest Chapter Rep mcobb1@uwf.edu	X	
Sheri Huelster – TBAEP Chapter Rep Sheri.huelster@stantec.com	X	
Joshua Hirten – CFAEP Chapter Rep hirtenjj@cdmsmith.com	X	
George Sprehn- SWAEP Chapter Rep gsprehn@earthbalance.com	X	
Matt Marino – TAAEP Chapter Rep mmarino@ardurra.com		
Courtney Arena – NAEP Rep courtney.arena@hdrinc.com	X	
Amy Guilfoyle – At Large Member amy.guilfoyle@nv5.com	X	
Jane Gregory – At Large Member Jane.gregory@ocfl.net	X	
Don Medellin – At Large Member dmedellin@Dewberry.com		
Susan Martin – At Large Member smartin@nasonyeager.com	X	
Tim Perry – At Large Member tperry@gbwlegal.com		

A majority of the board or their proxies shall constitute a quorum. *Non-voting position. 17 voting members. 9 = quorum. *Jen presented that a quorum was present.*



2. President Report

- a. Approval of December 2024 Meeting Minutes
 - i. Gina made a motion to approve the December meeting minutes. Kelley seconded. All in favor. None opposed. None abstained.
- b. Elections
 - i. Elva Peppers will resign as At Large Member/ TAAEP Rep
 - Elva will remain as an active board member as past president.
 - ii. Don Medellin, Susan Martin and Niki Desjardin – nominees for At Large Members- vote to accept all three without a vote by members, increasing the BOD to 18
 - iii. Don and Susan remain in their positions and Niki will take over Elva's At Large Position
 - Three open positions. One to replace Elva's at-large member position.
 - a. Josh made a motion to accept Don, Susan and Niki to be to be board members. Kelley seconded. All in favor. None opposed. None Abstained.
 - i. Niki will be completing Elva's term; therefore, she will be up for re-election next year.
 - iv. Welcome to Matt Marino, archaeologist with Ardurra, as the new TAAEP BOD representative
 - Elva introduced Matt Marino
 - v. Voting for the Executive Committee
 - Gina Chiello – President
 - Josh Hirten – Vice President
 - Jen Savaro – Secretary
 - Kelley Samuels – Treasurer
 - a. Elva presented the slate of nominees for the Executive Committee. No other nominations were received.
 - b. Courtney made a motion to approve the slate of nominees for the Executive Committee. Sheri seconded. All in favor. None opposed. None abstained.

3. Vice President Report

4. Secretary Report

- a. December Meeting Minutes

5. Treasurer Report

- a. Wells Fargo: **\$13,943.28**
- b. Fifth Third Bank (CD matures 8/2/25): **\$10,496.15**
- c. Fifth Third CD: (CD matures 9/10/25): **\$28,298.89**



- d. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley. Chapter reimbursement requests are due
- e. Special Expenses this month: **N/A**
- f. Income: **\$15,290.66. Member/ chapter dues; Conference reimbursement**
- g. Expenses: **\$12,873.76**
- Update on transferring funds from Wells Fargo to Capital One
- CFAEP sent NAEP and FAEP proceeds from 2024 conference in September. The checks have been cashed.

6. Administrator Report

- a. Membership
 - i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:
 - New/Renewing Members **47** (New **14**, Renewals **33**, FAEP Members **738**, NAEP Members **50**, Non-Renewals Members **24**)
 - Goal = 860 members.
- b. Memberclicks Training
 - i. Videos are available. Board members can set up a time with the Administrator to review (takes 1 hour).
- c. The Beacon
 - i. Beacon article went out in January
 - **Spring Issue – Articles due April 1st**
 - a. **Central, Northeast, Northwest, South – reps coordinate**
 - i. **Tampa Bay provide article on conference.**
 - Summer Issue – Articles due July 1st
 - a. Southwest, Tallahassee, Tampa Bay, Treasure Coast
 - Fall Issue – Articles due October 1st
 - a. Central, Northeast, Northwest, South
 - Winter Issue - Articles due December 31st
 - a. Southwest, Tallahassee, Tampa Bay, Treasure Coast
- d. Other updates
 - i. New FAEP address & Phone Number (website updated)
 - 4601 N Alexander St, Plant City, FL 33565
 - Tel: (813) 402-8400
 - ii. Event Calendar
 - Continue using Jot Form?
<https://form.jotform.com/221464148992059>
 - **Andee to send link to Chapters every month**
 - a. **Gina and Andee discuss separately.**
 - b. Elva received good feedback on calendar, but we need to be diligent on filling it out.
 - **Elva getting username and password from Lindsey**



7. **2025 FAEP Conference** - March 12-14 @Hilton, Downtown St. Petersburg

a. Updates

i. Budget

- 80/20 split between TBAEP and FAEP

ii. Sponsors/ Exhibitors

- Live Wildly confirmed keynote speaker
- Potential title sponsor (Port Tampa Bay)
- 2 new sponsorship opportunities have opened up: \$1,000 NEPA Workshop Sponsor (2 available); and \$500 NEPA Workshop Breakfast sponsorship (2 available). See the new sponsorship table on the website.

iii. Registration

- Number of attendees
- Room block is full – trying to add additional rooms

iv. Program/ Abstracts

- Solicitation closed. Presenters have been notified and the program is set.

v. Field Trips

- Time to book tickets for the conference boat tour (limited to 40)
- Pre-Conference field trips pending bus confirmation

vi. NEPA Training

- Need sponsors
- Registration - open
- Lunch – ordered
- Speakers – NAEP working on it but working on getting local speakers.
 - a. Matt to confirm with Javier and notify Courtney.
 - b. Looking for someone with NEPA coastal resiliency experience.

vii. Chapter sponsorships – Send to Naomi

- Bruce to investigate table space for chapter swag.
- Discuss raffle offline.

viii. Board Meeting

- Date/ Time/ - Friday/ 12-1pm. Only one hour to not conflict with field trip.
- Location – Considering canceling conference room. Lunch upstairs. Adam and Naomi sharing suite, so considering meeting up there.
- Lunch – Required to buy lunches at hotel (\$35/meal). Considering meeting in Ryan’s suite and catering lunch.
 - a. ~15 attending.
- Main stage at 8am – record podcast



- b. Awards
 - i. **Elva** coordinating Conference Awards and Committee Gifts
 - ii. Awards' Presentation will be on Friday, March 14th 8:00 - 8:30AM, Grand Ballroom
 - iii. **Elva** is creating a list of previous award winners for tracking moving forward.
- c. Chapter Filings Trainings
 - i. Scheduled for Friday morning during breakfast in one of the presentation rooms. 7-8am
 - ii. People can get their continental breakfast and bring it to the session.
 - iii. **Bruce** will send an email to chapter presidents and treasurers inviting them, as well as Kelley and Andee.
- d. Administrator Conference Attendance
 - i. Meet people, attend chapter filings meeting, attend BOD meeting, help with check-in, attend sessions, get to know our organization better, available to sign up new members and renewals
 - ii. Pay registration fee and mileage reimbursement, hourly to attend the board meeting and hourly to help with check-in
 - Admin budget is \$1500/ month for regular duties (\$18K/ year, leaving \$6K for additional duties)
 - Estimate: \$325 (registration fee) + \$120 (\$30 x 4 hours) + \$140 (mileage 100mi x 2 x .70) = \$585
 - No concerns were raised about using the admin budget for Andee to attend the conference.
 - **Mike and Andee** to discuss Northwest website issues.
- e. Future Conferences
 - i. FAEP 2026 – TCC Hosting

8. NAEP Updates

- a. Liability insurance renewal – Went though. If a venue needs COI, ask Bruce for a form.
- b. Conferences
 - i. NAEP 2025, April 28 thru May 1, Charleston, SC
 - ii. NAEP 2026, May 9 thru May 14, Alaska
- c. Board meeting this Friday
- d. Floating the idea around for having a cruise after Alaska conference. Send Josh an email if interested.

9. Chapter Reports/ Event Calendar

- a. Tampa Bay – Lunch and first social of the year. Moved women in stem to February 6th. Also, in February - presentation on the status of Sarasota bay estuary.
- b. Treasure Coast – Planning retreat. Spoil island cleanup.



- c. Central – Social and luncheon on PFAS.
- d. Northeast – Social in January. Have board meeting Wednesday to decide February events.
- e. Northwest – Attending regional science fair as judges. Awards ceremony for kids. Feb - TBD
- f. Southwest – Trivia night. Continue planning fishing tournament and Peace River fossil hunting.
- g. South – Community outreach oyster rope making event. Board retreat in February to plan the rest of the year.
- h. Tallahassee- Had to cancel luncheon. Social in February.

10. Webinar

- a. Objective
 - i. To get people to attend that are not members to see the benefit of joining.
- b. Committee
 - i. **Susan, Elva, Don, and Bruce** are on the committee and need a technical person to handle Zoom/Teams.
 - ii. Schedule a committee call ASAP.
- c. Potential Topics
 - i. Legislative updates
 - New laws on mitigation banking, expansion of water quality enhancement areas, and water quality credit trading. Aiming for July.
 - Need one more speaker for water quality (regulator)
 - Occur first quarter.
 - ii. Update on 404
 - iii. Stormwater
 - iv. PFAS
 - v. Living shorelines
 - vi. Protected Species and Tricolored Bat Listing
 - vii. UMAM Overview
 - viii. State Permitting Update
 - ix. How does FDEP rulemaking work?
- d. Frequency
 - i. Plan for 4-6 webinars per year; quarterly
- e. Host Platform
 - i. Zoom - \$690 annual membership; unlimited meetings and board meetings; up to 500 participants; \$172.50 per quarterly webinar
 - Sign up for zoom when we have a date.
 - ii. Need a Technical Coordinator to set up Zoom Meetings
- f. Access
 - i. Free for members; charge \$30 for non-members.
 - ii. Discussion on charging for aftermarket recordings.



- g. CEUs
 - i. We are approved for technical training CEUs for attorneys and engineers.

11. Special Projects/ Sub Committees – Not Discussed

- a. Beacon Newsletter Improvements
 - i. Reevaluate the Beacon (e.g., content, aesthetics, goal/ intent)
 - ii. Reach out to members to see if there is anything they want to publish.
 - iii. Opportunity to engage sponsors to write one article per year
- b. Amend FAEP Bylaws
 - i. Bylaws are several years old (2011) and need to be updated
 - ii. Opportunity to increase the number of board positions
- c. Update FAEP logo
 - i. Josh sent initial ideas for discussion
 - ii. The board discussed that the alligator one might be too dark and too complicated for printing.
 - iii. The majority preferred the state of Florida one with waves and seagulls.
 - iv. We need to check with a printing company to see if it is too complicated to print.
- d. New Chapter Development
 - i. Space Coast Chapter (Indian River and Brevard counties) (**Gina, Josh M, Josh H.**)
 - ii. Gainesville Chapter (**Todd Romero** with AEL has shown interest). This location is currently incorporated with NEAEP.
- e. Conference Partnerships 2025
 - i. EPSS, Brownfields, FES, FLERA, FAMB
 - ii. Swag
- f. Membership Drive/ Recruitment
 - i. Goal: increase membership to 860
 - ii. All chapters should set up a LinkedIn Account – who has LinkedIn site?
 - Tallahassee, Tampa Bay, South, Treasure Coast, FAEP
 - iii. Free conference entry
 - iv. Spotlight new members or BOD members
 - v. Raffle
 - Enter between certain dates to win conference registration
 - Extra entry those who are members of more than one chapter
 - Bring a friend to a meeting or attend a different chapter's meeting
 - vi. FAEP bingo/ scavenger hunt
- g. Diversity, Equity and Inclusion (DEI)
 - i. Create a statement for our organization (**Jane**)
 - ii. **Courtney** will collect the NAEP DEI policy to share with the group
- h. Professional Training Opportunities



Do any chapters need assistance in setting up a training? We need 2 months to plan.

- i. Soils
 - TRS has increased their fee to \$170 per person rather than the \$2,000 per class rate. TBAEP is working on one for May/June
- ii. UMAM
 - Potential TCC/SFAEP Joint Training
 - SFWMD, EYC (Corbett), Grassy Waters
 - April/May 2025
- iii. Groundwater/ SOPs (FDEP trainers)
- iv. PRP training
- v. Water Sampling Training
- vi. Phase 1 ESA Training
 - Phase 1 - \$6,000/day

12. Next Meeting

- a. What days and times work for everyone?
- b. How does everyone feel about adding 30 minutes to the mtg?
 - i. **Gina to send out poll.**

Meeting adjourned at 5:08pm.