

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

February 24, 2025 @3:30 PM via MS Teams



1. Call to Order

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

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



2. President Report (Gina)

- a. Approval of January 2025 Meeting Minutes Don made a motion to approve, Josh seconded; motion passed by majority without any abstentions or objections.
- b. Brief overview of goals and committees – **IMPORTANT:** Everyone needs to figure out where they can help out with the different ongoing efforts.

Near-term Goals (Now thru Mid-2025)

- Getting our webinars up and running on a consistent quarterly schedule; Jane Gregory agreed to help with the Webinar Committee.
- FAEP supported trainings for the local chapters – getting this more defined/ consistent, developing a standardized packet, etc.

Long-term Goals (Mid-2025 thru 2026)

- Update FAEP bylaws
- Update FAEP Logo
- New Chapter Development – focus on the Space Coast Chapter

3. Vice President Report (Josh)

- a.

4. Secretary Report (Jen)

- a.

5. Treasurer Report (Kelley)

- a. Wells Fargo: \$12,533.73 Wells Fargo monies will be transferred to Capital One Bank.
 - b. Capital One: \$3,063.92
 - c. Fifth Third Bank (CD matures 8/2/25): \$10,946.15
 - d. Fifth Third CD: (CD matures 9/10/25): \$28,298.89
 - e. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley. Chapter reimbursement requests are due. One reimbursement was granted.
 - f. Special Expenses this month: Insurance paid (slip and fall insurance for all venues and chapters)
 - g. Income: \$7,680
 - h. Expenses: \$6,025.63
- Update on transferring funds from Wells Fargo to Capital One – pending – closed out by the end of the month

6. Administrator Report

- a. Membership

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

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- i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:
 - New/Renewing Members 83 (New 52, Renewals 31, FAEP Members 744, NAEP Members 54, Non-Renewals Members 50)
 - Goal = 860 members.
 - b. The Beacon
 - i. Beacon article
 - Spring Issue – Articles due **April 1st**
 - a. Central, Northeast, Northwest, South
 - i. Tampa Bay will provide an article on the March 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
 - ii. Event Calendar
 - Using Jotform to collect information from each Chapter, <https://form.jotform.com/221464148992059>
 - Andee to send the link to Chapter reps every month to collect event information.
 - The main events calendar is at <https://www.faep-fl.org/events>

7. 2025 FAEP Conference (Adam F. & Sheri)

- a. Date, Time, Location
 - i. March 12-14 @Hilton, Downtown St. Petersburg
 - ii. No title Sponsor yet; 218 attendee; 43 government employees; mostly private presenters; 10-Non-members.
 - Port Tampa – gold sponsor
 - iii. Hotel overflow block is available
- b. Updates
 - i. Budget
 - 80/20 split between TBAEP and FAEP
 - ii. Sponsors/ Exhibitors
 - Live Wildly confirmed keynote speaker
 - Potential title sponsor - pending
 - Port Tampa Bay – gold sponsor
 - 2 new sponsorship opportunities have opened up: \$1,000 NEPA Workshop Sponsor (2 available); and \$500 NEPA Workshop

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

February 24, 2025 @3:30 PM via MS Teams



Breakfast sponsorship (2 available). See the new sponsorship table on the website.

a. Need more sponsors and attendees – notification send to members and non-members; If there are private list from chapters please send list to Sheri Huelster. Elva will check with NAEP to see if there is a breakpoint.

• Chapter sponsors – send checks to Naomi (what is her email?)

a. Bruce to provide Naomi's email address.

• **Bruce** to investigate table space for Chapter swag – confirmed – two tables.

iii. Registration

• Number of attendees – Approx. 218

• Room block is full – trying to add additional rooms

iv. Program/ Abstracts

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

• Laura Thorn podcast in the conference room Friday morning @8AM

v. Field Trips

• Time to book tickets for the conference boat tour on Friday (limited to 40)

• Pre-Conference field trips registration is open.

vi. NEPA Training

• Need sponsors - pending

• Registration - open

• Lunch – confirmed

• Trainers – covered

• NEPA Training numbers don't look that great – 23 attendees; Trainers are good to go for NEPA training course.

vii. FAEP Board Meeting

• Date/ Time/ - Thursday, March 13th – 12-1 PM. Only one hour to not conflict with field trip.

• Location – Adam/Naomi – Considering using their suite instead of conference room

• Lunch – Kelley to order outside food, ~15 attendees

c. 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.

d. Chapter Filings Trainings



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- i. Scheduled for Friday morning during breakfast in one of the presentation rooms **7-8 AM**
 - 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.**
 - e. Future Conferences
 - i. FAEP 2026 – TCC Hosting
 - ii. 1 rep from each chapter to participate on the Conference Committee
 - iii. Facilitate document sharing from previous host chapter to future host chapter
 - iv. Hold a post conference “hot wash” meeting
 - v. If Conference Committee Lead cannot participate in FAEP board meetings, then respective Chapter rep will report out.

8. NAEP Updates (Courtney)

- a. Conferences
 - i. NAEP 2025, April 28 thru May 1, Charleston, SC
 - ii. NAEP 2026, May 9 thru May 14, Alaska

9. Chapter Reports

- a. Tampa Bay –Conference March 12-14th, Social on 12th for non-attendees.
- b. Treasure Coast – Feb 27th Joint event with Audubon of Martin Co.; March 19th 5K Run/Walk Event at Winding Waters Natural Area.
- c. Central – Luncheon on PFAS and risk assessment, March 20th Social at Audubon Birds of Prey.
- d. Northeast – St. John’s River Cleanup, Native shoreline.
- e. Northwest – Tour of first Control Burn on UWF Property– Over 1,000 acres to consider.
- f. Southwest – Not present.
- g. South – Not present.
- h. Tallahassee – Feb. 27th Social at The Hub at Feather Oaks; Joint Social with land use and law section in March.

10. Webinar Committee (Josh)

Josh*, Susan, Don, and Bruce (Jane Gregory was added)

- a. Objective
 - i. To get people to attend that are not members to see the benefit of joining – “Added Value” as a member.
- b. Schedule/ Frequency
 - i. Quarterly
 - ii. April 2025, August 2025, December 2025
 - iii. Schedule separate committee calls
- c. Potential Topics



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- i. Priority Topic - Stormwater Rule Update
 - Tim Borha, need a regulator? Consider giving webinar without Borha; Coordinating with Environmental Land use and Law Section of Bar (ELULS), no costs to FAEP and free webinar for members.
 - ii. Other Topics
 - New laws on mitigation banking, expansion of water quality enhancement areas, and water quality credit trading, update on 404, PFAS, Living shorelines, Protected Species and Tricolored Bat Listing, UMAM Overview, State Permitting Update
 - Susan suggested giving a legislative update as a new topic for June once the session closes in May. Everyone liked that idea.
 - iii. Survey members on current list of topics
 - d. Host Platform
 - i. Zoom - \$690 annual membership; unlimited meetings and board meetings; up to 500 participants; \$172.50 per quarterly webinar
 - ii. Need a Technical Coordinator to set up Zoom Meetings
 - e. Access/Registration
 - i. Free for members; charge \$30 for non-members.
 - ii. Discussion on charging for aftermarket recordings
 - iii. Andee researching event registration platforms. Our current Memberclicks subscription doesn't offer this – could upgrade.
 - f. CEUs
 - i. We are approved for technical training CEUs for attorneys and engineers.

11. FAEP Supported Training Committee (Elva)

Elva*, TBD, TBD, TBD (NEED ADDITIONAL MEMBERS TO ASSIST – please email Elva and Gina if you're interested)

- a. Objective (Soils, Wetlands, and Phase 1 currently) – Josh suggested water quality sampling be included.
 - i. To support the local Chapters – “Added Value” as the state organization.
- b. Packet Development – Need to review
 - i. List of training topics and instructors
 - ii. List of venues
 - iii. Develop a 2-tiered approach for Chapters to choose from
 - iv. Standard draft agreement
 - v. Instructions/expectations/responsibilities for FAEP Admin, Chapter, and Instructor
 - vi. Lead times for planning, schedule of events/ due dates
- c. Key Dates
 - i. June 26th – Draft packet circulated for review
 - ii. August 28th – Final packet



Groundwater sampling (FDEP)
Liaison

12. Long-Term Goals/ Special Projects

- a. Amend FAEP Bylaws **Committee** (**contact Gina if you're Interested in helping out**)
 - i. Bylaws are several years old (2011) and need to be updated
 - ii. Opportunity to increase the number of board positions
- b. Update **FAEP logo Committee** (**contact Josh and Gina if you're Interested in helping out**)
 - i. Josh sent initial ideas for discussion; **Joshs' marketing folks will to help us out with the design**
 - The board discussed that the alligator one might be too dark and too complicated for printing.
 - The majority preferred the state of Florida one with waves and seagulls.
 - We need to check with a printing company to see if it is too complicated to print.
- c. 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.

13. Lower Priority Goals/ Special Projects

- 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. Conference Partnerships 2025
 - i. EPSS, Brownfields, FES, FLERA, FAMB
 - ii. Swag
- c. 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

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

February 24, 2025 @3:30 PM via MS Teams



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- Bring a friend to a meeting or attend a different chapter's meeting
 - vi. FAEP bingo/ scavenger hunt
 - d. Diversity, Equity and Inclusion (DEI)
 - i. Create a statement for our organization (**Jane**)
 - ii. Courtney sent the California Chapter of NAEP DEI policy

14. Next Meeting

March 14th, 12-1 PM (St. Pete) – **Will do the Teams link; Please indicate if you plan to attend in-person.**

April 24th, 3-4:30 PM

May 29th, 3-4:30 PM

June 26th, 3-4:30 PM

July 31st, 3-4:30 PM

August 28th, 3-4:30 PM

September 25th, 3-4:30 PM

October 30th, 3-4:30 PM

November 20th, 3-4:30 PM

December 18th, 3-4:30 PM

Bruse: Sunbiz filing and taxes were done for FAEP and TBEAP at the same time. **Each Chapter is responsible for their own filing May 1st and has a \$400 penalty.**

Bruce completed the Sunbiz for FAEP and filed the taxes

Sheri – in person

Josh – in person

Elva – in person

Don – in person

Andee – in person

George – in person