

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

April 24, 2025 @3-4:30 PM via MS Teams/ In Person



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	x	
Jen Savaro – Secretary & SFAEP Chapter Rep jsavaro@res.us	Absent	
Elva Peppers – Past President elvapeppers@felsi.org	x	
Bruce Hasbrouck – Parliamentarian* Bruce@HasbrouckEnv.com	Absent	
Ryan Sipe – Northeast Chapter Rep ryan.sipe@terracon.com	Absent	
Mike Cobb – Northwest Chapter Rep mcobb1@uwf.edu	Absent	
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	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	x	
Susan Martin – At Large Member smartin@nasonyeager.com	x	
Tim Perry – At Large Member tperry@gbwlegal.com	Absent	
Niki Desjardin – At Large Member Niki@ecological-associates.com	Absent	

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 March 2025 Meeting Minutes
 - i. Gina made some minor edits; Don made the motion and Elva seconded; approved
- b. Treasurer responsibility updates
 - i. Refer to draft document
- c. Zoom Subscription - Agreed to purchase package for up to 100 participants for the zoom meetings PRO – \$160/year and then up to 500 participants for unlimited zoom for \$690/year per line item in approved budget.
 - i. Purchase on May 15th
 - ii. Annual subscription, nonprofit status,
 - iii. Need both Zoom meetings and Zoom webinars
- d. DEI Statement – Comments received from Bruce and Don; general discussion about statement within group to tweak wording; agreed upon
 - i. Refer to DEI document from Jane
- e. Retractable banner
 - i. Elva purchased.
 - ii. Need an air tag or similar. – Elva to purchase; Josh and Kelley to track in addition to Elva
- f. New Member Management Systems – Elva presented swag options; group decided neck gaiters and cell phone stand or sunscreen and keep to the authorized \$1,500 budget (including banner); email to follow to gain group concurrence to get the items for corridor connect conference
 - i. Glue-up vs. MemberClicks vs Star Chapter – research has indicated that Glue-up would be a good option since it could replace Whova also; for consideration in the future due to competitive pricing; limited to 15 events; current annual subscription with MemberClicks is renewable in June 2025; Goal to make a decision before Whova 2026 expiration.

3. Vice President Report (Josh)

- a. **NAEP** next week; FAEP attendees will report back next month; listen to latest Nic and Laura Podcast; June legislative Update webinar planning.

4. Secretary Report (Jen)

- a. Nothing to report.

5. Treasurer Report (Kelley)

- a. Wells Fargo: everything transferred to Capital One
- b. Capital One : \$16,466.08
- c. Fifth Third Bank (CD matures 8/2/25): \$10,496.15
- 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. TCC is the only chapter that has claimed so far
- f. Special Expenses this month: [n/a](#)
- g. Income: [\\$4,265.00](#)
- h. Expenses: [\\$2,378.56](#)
- FDACS, IRS Taxes and Sunbiz filings are complete.

6. Administrator Report (Andee)

- a. Membership
 - i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:
 - New/Renewing Members [36](#) (New [29](#), Renewals [7](#), FAEP Members [723](#) NAEP Members [53](#), Non-Renewals Members [49](#))
 - Goal = 860 members.
- b. The Beacon
 - i. Beacon article
 - **Summer Issue – Articles due July 1st**
 - a. **Southwest, Tallahassee, Tampa Bay, Treasure Coast – Northeast Chapter swapped with Tampa Bay due to conference host**
 - 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>
 - iii. MemberClicks Update
 - Andee reached out to MemberClicks regarding members not receiving emails and MemberClicks advised that we cannot get our own IP address and that we currently have a "healthy delivery success" as far as they can tell.

7. 2025 FAEP Conference

- a. Future Conferences
 - i. FAEP 2026 – TCC Hosting – Tampa Bay to join first call to provide lessons learned
 - [Niki Desjardin](#) and [Debbie Medellin](#) will be 'co-chairs'
 - ii. [Meetings scheduled for the 4th Monday of the month from 6-7PM](#)



- 1 rep from each chapter to participate in the Conference Committee – **please provide a name and email address**
- 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/ Josh)

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

9. Chapter Reports

- a. Tampa Bay – Two lunches; one immediately following conference Tom Ries 50 attendees; Chris Anastasiou (SWFWMD) seagrass updates 50 attendees – upcoming BOD members are being voted on for 7 spots; 12 people running
- b. Treasure Coast – April 12 Bluefield Ranch – bankowner sponsored BBQ and reviewed the bank; Cypress Creek Natural Area Photography Workshop May 14
- c. Central – April O'Malley talked about the future of Transportation in C; May 15 social at Gnarly Barley; ECFRPC and Orange County GreenPlace upcoming speakers
- d. Northeast – St Augustine and JAX attendees; drink beer save turtles event turtlesurvival.org; HH in Gainesville in April; St Augustine presentation
- e. Northwest – not present
- f. Southwest – Upcoming Fossil Expedition, May 18, 20 registered and 3 weeks to go. Upcoming Fishing Tournament, Oct, looking for recipients and sponsors. If you know of either, please contact us. RAD Winery social, June, member appreciation, meet the board New board member, Kevin Yue at Stantec, as treasurer. All seats are currently filled. Membership numbers holding steady.
- g. South – not present
- h. Tallahassee – new folks showing up at socials; Member appreciation event in fall

10. Webinar Committee (Josh) (Completed by end of 2025)

Josh*, Susan, Don, Jane

- 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 17th (complete), June 12th (scheduled), August 2025, December 2025



c. Potential Topics

- i. Stormwater Rule Update was hosted on April 17th
 - The panel included Tim Rach, Borja, Susan Martin and David Kramer.
- ii. Legislative Update scheduled for June 12th
 - Speakers?
 - Advertise in May
- iii. 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
- iv. Survey members on current list of topics

d. Host Platform

- i. Zoom – See President's report for details. Will register for a 1-year subscription starting June 1st.
- ii. Need a Technical Coordinator to set up Zoom Meetings – Can this be Andee?

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 – **every other year.....\$250**

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

11. FAEP Supported Training Committee (Elva) *(Completed by end of 2025)*

Elva*, TBD, TBD, TBD

a. Objective

- i. To support the local Chapters – “Added Value” as the state organization.
- ii. Serve as a liaison.

b. Packet Development

- i. List of training topics and instructors (Soils, Wetlands, and Phase 1 currently). Add Groundwater sampling (FDEP).
- 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



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- d. Upcoming Trainings
 - i. May 20th – Hydric Soils - TBAEP

12. Long-Term Goals/ Special Projects *(Completed by end of 2026)*

- a. Amend FAEP Bylaws (Gina, Niki)
 - 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 (Jen*, Niki, Amy, Josh) [Table until May](#)
 - i. Josh sent initial ideas for discussion
 - 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, PFAS, Corridor Connect
 - 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
 - Bring a friend to a meeting or attend a different chapter's meeting
 - vi. FAEP bingo/ scavenger hunt
- d. **Diversity, Equity and Inclusion (DEI) (Jane)**

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- i. Jane drafted and circulated a DEI statement and vision. Discussed under the President's Report.

14. Next Meeting

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