

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

June 26, 2025 @3-4:30 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	X	
Jen Savaro – Secretary & SFAEP Chapter Rep jsavaro@res.us	X	
Elva Peppers – Past President elvapeppers@felsi.org	X	
Bruce Hasbrouck – Parliamentarian* Bruce@HasbrouckEnv.com		
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		
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		
Susan Martin – At Large Member smartin@nasonyeager.com		
Tim Perry – At Large Member tperry@gbwlegal.com		
Niki Desjardin – At Large Member Niki@ecological-associates.com	X	

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 May 2025 Meeting Minutes. Kelley made the motion to approve May's meeting minutes. Matt seconded. All in favor. None opposed. None abstained. Motion approved.
- b. Glue-up Demonstration Call
 - Scheduled for June 27th – provide your list of questions
- c. Canva PRO
 - i. \$120/ year
 - ii. Key feature – resize option and turning ads into facebook posts
 - iii. Evaluate if CANVA ca be used within marketing budget.
 - Kelley to look into budget.
- d. DEI Statement
 - Status of final version
 - DEI statement for website and bylaws to be posted as created by Jane.
- e. Potential NAEP Sponsorship requests
 - i. EPSS & Corridor Connect
 - Corridor Connect debrief
 - ii. EPSS meet up & photo opportunity
 - iii. EPSS swag table opportunities (CC, AECOM, Nason Yeager)
 - iv. CA – budget requests due Early July – share expenses on conferences to show mutually beneficial to both.
 - Summer school – bronze sponsorship - \$2,000 – booth and no registration. Double check online.
 - Swag displayed at permitting summer school – coordinate with firms attending. (CC, EIA, Ardurra).
 - a. Get QR code to calendar.
 - i. Make sure to update calendar with as many events as possible.
- f. Niki asked if we have a mission statement that should be listed on website. Add to bylaws and do a mission refresh.
 - i. SW Chapter Mission – “Our mission is to further the education of the environmental professional, introduce new topics of discussion among peers, and foster relationships among the many environmental disciplines, professions and students throughout southwest Florida.”

3. Vice President Report (Josh)

- a. Josh to setup webinar planning for October and develop speakers.

4. Secretary Report (Jen)

- a. Nothing to report.



5. Treasurer Report (Kelley)

- a. Capital One: \$14,199.96
- b. Fifth Third Bank (CD matures 8/2/25): \$10,496.14
- 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.
- e. Special Expenses this month:
- f. Income: \$14,110.00 (FAEP membership dues, NAEP grant)
- g. Expenses: \$2,457.93 (Admin fees, bank charge, state registration fee, zoom)

6. Administrator Report (Andee)

- a. Membership
 - i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:
 - New/Renewing Members 54 (New 29, Renewals 25, FAEP Members 738, NAEP Members 55, Non-Renewals Members 16)
 - Goal = 860 members.
- b. The Beacon
 - i. Beacon article
 - Summer Issue – Articles due July 1st
 - a. Southwest, Tallahassee, Treasure Coast, Northeast Chapter
 - i. Haven't received an article from Tallahassee or Treasure Coast.
 - 1. Chapters to submit by Monday morning.
 - 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. Conferences

- a. FAEP Conference
 - i. FAEP 2026 – TCC Hosting
 - Niki Desjardin and Debbie Medellin are 'co-chairs'
 - ii. Committee Meetings occur bimonthly on Mondays 6:00-7:00 PM



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- 1 rep from each chapter to participate in the Conference Committee
 - iii. Date
 - April/May TBD – **has this been finalized?**
 - a. April 29th- May 1st.
 - iv. Venue
 - Mariott Hutchinson Island, Stuart, Martin County
 - v. Niki stated they are making good progress, but taking the month of July off. Venue is the Marrott Hutchison island in Martin County. Dates set for April 29th – May 1st. Reduced room rate. In discussions about registration costs and sponsorship levels.

8. NAEP Updates (Courtney/ Josh)

- a. Conferences
 - i. NAEP 2026, May 9 through May 14, Alaska – **where in Alaska? – In Anchorage, Alaska.**
 - Policy change update in the next week.

9. Chapter Reports

- a. Tampa Bay – Taking pause in June and July.
- b. Treasure Coast – Resiliency panel the week after permitting summer school, September – UMAM training.
- c. Central – June 17th – East central planning presentation on draft climate action plan. Next month joint social with METRA.
- d. Northeast – 9 July 2025 – Virtual Lunch and Learn - FDOT D2 – Daniel Penniman and Tommy Redding will present an overview of FDOT Environmental permitting and contracting; 30 July 2025 – Virtual Lunch and Learn – City of Jacksonville – James Richardson – Environmental Quality Division and Environmental Protection Board; 27 August 2025 – FDEP program overview; 11 September 2025 – Board voted to approve Jumbo Shrimp Game and Social
- e. Northwest – lunch and learn NFWFMD program planner presented on stormwater features to assist with mitigation of flooding – project green shores.
- f. Southwest – social at vineyard; 3rd Annual fishing tournament – Oct 10-12.
- g. South – Seagrass training – 6/28; Sea turtle release – 7/29; UMAM training in September.
- h. Tallahassee – social at local brewery. No event in July.

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.



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- b. Schedule/ Frequency
 - i. Quarterly – next one October 2025
 - c. Potential Topics
 - i. Legislative Update - June 12th
 - **Debrief**
 - 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
 - iii. Survey members on current list of topics
 - d. Access/Registration
 - i. Free for members; charge \$30 for non-members.
 - ii. Discussion on charging for aftermarket recordings
 - e. CEUs – **every other year.....\$250**
 - i. We are approved for technical training CEUs for attorneys and engineers.
 - f. Josh – **stated platform was fantastic. 160 attendees. Feedback – great value and interest.**
 - i. **Setting up call to start planning for October.**
 - ii. **Open to chapters –**
 - **Limited number of webinars that can be held annually. Zoom meetings unlimited.**
 - iii. **Two people asked for proof of attending.**
 - iv. **Next webinar October – topic TBD.**

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**



d. Upcoming Trainings

i. May 20th – Hydric Soils – TBAEP (Complete)

- **How did this go?**
 - a. Elva stated they had 36 attendees. They did a whole day of training with lunch. It went well. Elva still needs to wrap up payment split between FAEP/ NEAP.
 - i. Not ready to share draft SOP.
 - ii. Travis asked if we wanted to partner in winter on a wetland delineation training. Possibly Southwest or South Chapter.
 - iii. Elva and Kelley to reach out to see if the Central Chapter wants a training.

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)

- 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.
- ii. Sent out poll. Board decided on the Florida and seagull logo.
 - **Status of test run of the embroidery.**
 - **Status of edits to imagery discussed in the May 2025 BOD meeting**
 - a. Make FAEP and seagulls black, make orange one color and not a gradient, center Florida Association of Environmental Professionals, fix outline of Florida, fix gaps/ black areas around state.
- iii. **Josh to work with team at CDM Smith to make edits.**

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.
 - **Gina spoke with Cliff Payne NEAEP on June 6th**
 - a. **Currently, the NEAEP does not want to move forward with establishing a Gainesville Chapter.**



- i. They've established 3 primary population hubs (St Augustine, Jax, Gainesville)
 - ii. lead board member in each hub who has their finger on the pulse, understands what's relevant, and captures the relevant needs in those geographic areas
 - iii. creates events accordingly and rotates locations.
- Gina spoke with Clif Payne. There's a hold on establishing Gainesville chapter. Table at the moment.
- Josh stated there's an event for the Space Coast Chapter on August 14th at the cape Canaveral offices with a local speaker. Share with TCC chapter to advertise.

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. All chapters should set up a LinkedIn Account – who has LinkedIn site?
 - Tallahassee, Tampa Bay, South, Treasure Coast, FAEP
 - ii. Free conference entry
 - iii. Spotlight new members or BOD members
 - iv. 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
 - v. FAEP bingo/ scavenger hunt
- d. Diversity, Equity and Inclusion (DEI) (**Jane**)
 - i. Discussed under the President's Report.
- e. Jane: UF IFAS – discussed partnering to do training on water resources – soil amendments, water regulations and polices, hydrodynamics, etc. Gainesville did a two day training in May. Looking at one-day with possibly field trip second day. Looking for speakers and sponsors. Date – TBD. Possibly January or February.
 - i. Jane also mentioned a training for Assisted living facilities, hospitals, etc. – people with generators out of compliance. The training would be on fuel tank compliance. Once they get it pulled together it is possible to use in other areas or webinar.

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- ii. Jane will provide more information for the next meeting. Reach out if you want to be a speaker or know someone that can be speaker.

14. Mike asked what the website for NW looks like.

- a. Andee sent email update. Andee to forward to Mike.

15. Next Meeting

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

Meeting adjourned at 4:05pm.