

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

July 31, 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@cumminscederberg.com | X | |
| Elva Peppers – Past President elvapeppers@felsi.org | | |
| Bruce Hasbrouck – Parliamentarian* Bruce@HasbrouckEnv.com | | |
| Ryan Sipe – Northeast Chapter Rep ryan.sipe@terracon.com | X | |
| Mike Cobb – Northwest Chapter Rep mcobb1@uwf.edu | | |
| 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 | | |
| Courtney Arena – NAEP Rep courtney.arena@hdrinc.com | X | |
| 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 | X | |
| Juliana Navarro – Guest; Juliana.navarro@swca.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. Welcome Juliana Navarro – Guest from SFAEP chapter.
- b. Approval of June 2025 Meeting Minutes – Niki made motion to approve meeting minutes. Kelley seconded. None opposed. None abstained. All in favor. Motion passed.
- c. EPSS Debrief (swag, photo, sponsorship letter)
 - i. FAEP photo taken and posted to LinkedIn
 - ii. Had sponsorship request letter for FAEP 2026 conference. Passed around to exhibitors.
 - Minor error on one page sponsorship flyer – bottom left.
 - Susan stated that Tim Rach said couple other national conferences (National Assoc. mitigation bankers and wetland scientists) are being held at the same time as FAEP 2026 conference. **Gina to email Tim Rach.**
 - Courtney stated at the NAEP quarterly meeting they discussed the timing for signing up for sponsorship in September for EPSS – NAEP will co-sponsor a bronze sponsorship (NAEP 2025 budget).
 - a. Need to get an exhibit table ASAP. Andee to be POC and pay. **Gina to email Jamie to commit to table and find out updated costs.**
- d. Chapter Filings
 - i. Delinquent chapters – refer to PDF of due dates
 - ii. Creating an SOP/cheat sheet to help (chapters must submit confirmation of filing to FAEP Administrator)
 - iii. Utilize the PowerPoint Bruce put together
 - iv. **Chapter reps to share with board the seriousness of the matter. Gina also to reach out to each chapter individually.**
 - **Chapters to setup calendar invites for due dates.**
 - Make sure if there is turnover, make sure this information is passed along.
 - Bruce, Andee and Gina available to assist.

3. Vice President Report (Josh)

- a. Nothing to report

4. Secretary Report (Jen)

- a. Nothing to report

5. Treasurer Report (Kelley)

- a. Capital One: \$17,000



- b. Fifth Third Bank (CD matures 8/2/25): \$10,500. Kelley to transfer CD to checking account and reinvest in a CD in the future.
- c. Fifth Third CD: (CD matures 9/10/25):
- d. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
- e. Special Expenses this month:
- f. Income:
- g. Expenses: Andee stated we recently paid Memberclicks. Currently have around \$8-9K in the bank.
- h. Don – TCC plans to get sponsorships before next payment is due in September for FAEP 2026. Andee to look for draft conference. Sheri to send last year's conference agreement to TCC. Plan to have agreement ready for next FAEP meeting at the end of August.
 - i. TCC to draft conference agreement then turned it in to FAEP.
- i. Josh made a motion to transfer the Fifth Third Bank CD to our Capital One Bank checking account upon its maturity. Don seconded. None opposed. None abstained. All approved. Motion passed.

6. Administrator Report (Andee)

- a. Membership
 - i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:
 - New/Renewing Members 55 (New 20, Renewals 35, FAEP Members 751, NAEP Members 53, Non-Renewals Members 24)
 - Goal = 860 members.
- b. The Beacon
 - i. Beacon article
 - 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. FAEP Conference

- a. FAEP Conference
 - i. FAEP 2026 – TCC Hosting
 - Niki Desjardin and Debbie Medellin are 'co-chairs'



- Get template conference agreement to TCC, so it's ready for next board meeting.
- Save the date went out via social media. **Andee or Gina to send the save the date to the entire membership.**
 - a. **TBAEP and Central to send TCC list of conference sponsors.**
 - b. **Chapter reps talk to boards about sponsoring the 2026 conference.**
- ii. Date
 - April 29th- May 1st.
- iii. Venue
 - Marriott Hutchinson Island, Stuart, Martin County

8. NAEP Updates (Courtney/ Josh)

- a. Conferences
 - i. NAEP 2026, May 9 through May 14, Anchorage, Alaska
- b. NAEP Sponsorship requests
- c. Courtney – reminder that NAEP has webinars that can be used as chapter events.
 - i. Could add a NAEP section to the Beacon.
 - ii. **Josh to look at NAEP website for webinars, etc. to include in Beacon.**

9. Chapter Reports

- a. Tampa Bay – BOD planning retreat 8/22, social – 8/28; Falliday – November; Women in stem – September.
- b. Treasure Coast – August 14th – joint event with central in Cape Canaveral – resiliency for City Cape Canaveral; August 21 – joint event with South chapter at Barrel of Monks – everglades restoration projects; September 10 – venomous snakes.
- c. Central – 7/31 – joint event with Metra – social (50 registered); August – Orange County land acquisition program.
- d. Northeast – virtual lunch and learn virtually – August 27th; social in September; Late September – USACE lunch and learn; moonlight paddle.
- e. Northwest –
- f. Southwest – fishing tournament – second weekend in October
- g. South – 9/24 – UMAM training; Social 8/11 – Doral yard; Barrel of Monks social – 8/21
- h. Tallahassee –

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

Josh*, Susan, Don, Jane

- a. Objective



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- 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 – next one October 2025 – USACE webinar
 - c. Potential Topics
 - i. 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
 - ii. 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.
 - ii. **CEU Guidance**
 - FAEP attorneys and engineers. Gina suggested a one-page guidance document on CEUs for chapter and FAEP trainings.
 - a. **Reach out to Travis about procedure on how he got CEUs for PWS.**
 - i. Attorneys, PWS, ISA, CERP, engineers, CEP

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

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

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- 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. Sent out poll. Committee decided on the Florida and seagull logo.
 - 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.
 - ii. Josh to work with team at CDM Smith to make edits - pending
 - c. New Chapter Development
 - i. Space Coast Chapter (Indian River and Brevard counties) (Gina, Josh M, Josh H.)
 - Event planned for August 14th in Cape Canaveral
 - ii. Gainesville Chapter (On Hold)

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. COMPLETED
- e. Website Updates:
 - i. Mission Statement

14. Next Meeting

August 28th, 3-4:30 PM

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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 4:01pm.