

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

August 25, 2025 @3-4:30 PM via MS Teams



1. Call to Order

Name	Attendance	Proxy
Andee Richards – Administrator* info@faep-fl.org		
Gina Chiello –President & TCC Chapter Rep gchiello@cumminscederberg.com	X	
Joshua Hirten – Vice President & CFAEP Chapter Rep hirtenji@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	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		
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		
Don Medellin – At Large Member dmedellin@Dewberry.com		
Susan Martin – At Large Member smartin@nasonyeager.com		
Tim Perry – At Large Member tperry@gbwlegal.com	X	
Niki Desjardin – At Large Member Niki@ecological-associates.com		
Kevin Yue - Guest	X	
Juliana Navarro - Guest	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 July 2025 Meeting Minutes - Kelley made motion to approve meeting minutes. Matt seconded. None opposed. None abstained. All in favor. Motion passed.
- b. Chapter Filings
 - i. Gina still needs to reach out to the Chapters regarding filings schedule/ coordination.
 - Jen to reach out to South Chapter about filings.
- c. Glue Up – Gina will be scheduling a separate meeting with a chapter representative(s) to discuss Glue Up function.
 - i. Goal is to streamline across chapters.

3. Vice President Report (Josh)

- a. Nothing to Report.

4. Secretary Report (Jen)

- a. Nothing to report.

5. Treasurer Report (Kelley)

- a. Capital One: \$14,579.00
- b. Fifth Third Bank (CD matured 8/2/25): \$10,500. Kelley transferred CD to checking account. Balance will reflect the transfer next month.
- c. Fifth Third CD: (CD matures 9/10/25):
- d. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
 - i. 5 chapters left to pay out. Needs to be done by the end of September.
 - NW, SF, SWF, Tally, TB need to submit.
- e. Special Expenses this month:
- f. Income: \$5,070
- g. Expenses: \$13,929.58
- h. Receiving a \$10,000 check from TBAEP from conference.

6. Administrator Report (Andee)

- a. Membership
 - i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:
 - New/Renewing Members 56 (New 23, Renewals 33, FAEP Members 757, NAEP Members 53, Non-Renewals Members 31)
 - Goal = 860 members.
- b. The Beacon
 - i. Beacon article



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- Fall Issue – Articles due September 30th
 - 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. 2026 FAEP Conference
 - i. FAEP 2026 – TCC Hosting
 - Niki Desjardin and Debbie Medellin are 'co-chairs'
 - ii. Date
 - April 29th- May 1st.
 - iii. Venue
 - Mariott Hutchinson Island, Stuart, Martin County
 - iv. Updates
 - Save the Date and Call for Abstracts sent out via email and posted on social media.
 - a. Call for abstracts on a 2-week cycle.
 - TCC provided draft Conference agreement and budget for review
 - Gina emailed Tim Rach regarding conflicting national conferences in 2026
 - a. NAWM – April 27-30, 2026; Sheperdstown, WV
<https://nawm.org/nawm/nawm-events/2026-annual-state-tribal-federal-coordination-meeting.html>
 - b. EMC – April 27-30, 2026; Chattanooga, TN
<https://environmentalmarketsconference.com/>
 - NEPA Workshop coordination
 - a. Coordinate with Courtney A.
 - b. Was the 2025 workshop agreement between FAEP and NAEP?
 - i. Agreement between FAEP and NAEP, not local chapter. NAEP did request a reimbursement request from the local chapter. The local chapter sends FAEP their reimbursement share.
 - ii. NAEP confirmed NEPA training and NAEP prefers to handle registration.



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- iii. Local instructors – At least three local instructors.
 - Discussed FAEP Conference Agreement.
 - a. Recommended to take FAEP \$250 sponsorship out.
 - b. Local chapters encouraged to provide a representative to participate in the Conference Committee.
 - c. For succession planning, the following year's selected Host Chapter shall provide a representative to participate in the Conference Committee.
 - d. Local chapters encouraged to help advertise via social media.
 - e. Local chapters to help solicit sponsors.
 - f. Local chapters encouraged to sponsor \$250.
 - g. Added host chapter shall provide an exhibitor booth to FAEP at the conference.
 - h. TCC proposed an 85/15 split.
 - i. The main things FAEP are assisting with are NAEP coordination, day of logistics, and advertisements.
 - ii. FAEP board suggested 80/20 split.
 - i. Sheri made motion to make 80/20 split with 80% granted to the conference host (TCC Chapter), and 20% granted to the FAEP
 - i. Amendment to motion: The split also includes any losses.
 - ii. Sheri made a revised motion to make a 80/20 split with 80% granted to the conference host (TCC Chapter), and 20% granted to the FAEP, including losses.
 - iii. Kelley seconded.
 - iv. None opposed. Courtney and Gina abstained due to being conference committee members. All in favor. Motion passed.
 - 1. 80/20 split will be presented to the conference committee for their acceptance.
 - j. Discussed conference budget and provided edits.
 - Liability – Tim to review and provide edits.
 - a. Need to verify all terms and conditions and liability waivers. Once we open the registration, we cannot change these anymore. Conference Committee wants FAEP to review language below.
 - i. Includes cancellation policy for registration, sponsorship, transfer of registration. TCC would like



help from FAEP BOD to review. Rick H. sent 2025 language. See below –

ii. CANCELLATION POLICY:

1. Attendee registrations purchased over 30 days prior to the event can be canceled for a full refund (minus processing fees) within 10 days of purchase. Purchases within 30 days of the event are non-refundable. To cancel and receive a refund, if eligible, please notify us in writing at tcc.faep@gmail.com. Refunds, if applicable, will be based on the actual fees paid and returned to your original payment method within ninety days. In the event of bad weather, viral infection or if the conference is cancelled, TCC-FAEP is not responsible for non-refundable travel fares or lodging, nor will TCC-FAEP issue refunds for registrations, sponsorships or any associated fees.

Because we will be promoting your firm/organization in our promotional emails and conference information, no refunds will be given for cancellation of sponsorships.

iii. MEDIA RELEASE:

1. I hereby grant FAEP, its subchapters, and its conference organizers my permission to photograph, videotape, or digitally record and use images and/or sound recordings of myself for advertising, marketing, fundraising, and promotional purposes. These images and recordings may be used in any public media, including internet, social media, print, or in the organization's or its partners' publications or posts. I understand and agree that I waive any rights or interest in the images or recordings as stated in this release.

iv. CONSUMER DATA PRIVACY RIGHTS:

1. Contact information of conference registrants (Name, email address, and company name) will be made available to select Sponsors. If you do not want your



contact information released, please contact Rick Harman at rick.harman@wginc.com to opt out of having your information released.

- b. Other Conferences
 - i. Coordination with EPSS 2026 – Gina sent Jamie Sheehan email on 8/3 with follow up 8/25.

8. NAEP Updates (Courtney/ Josh)

- a. Conferences
 - i. NAEP 2026, May 9 through May 14, Anchorage, Alaska
 - ii. FAEP could add a NAEP section to the Beacon.
 - Josh to look at NAEP website for webinars, etc. to include in Beacon – **pending**.

9. Chapter Reports

- a. Tampa Bay – Social, women in stem. Annual planning meeting.
- b. Treasure Coast – Invasive species brewery event. Joint UMAM Training in September.
- c. Central – Annual trivia night.
- d. Northeast – Hosted FDEP virtually. Minor league baseball game.
- e. Northwest –
- f. Southwest – Fishing tournament. Swamp walk – September 14th.
- g. South – Joint UMAM Training in September.
- h. Tallahassee – luncheon planned for the September 17th – need to confirm speaker. Social last week.

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 – 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 – pending Gina**
 - i. Attorneys, PWS, ISA, CERP, engineers, CEP

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

Elva*, McKenna H., 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. Kevin Yue (SWFAEP) to discuss an upcoming training opportunity.
 - ii. This online course provides an overview of DEP Standard Operating Procedures (SOPs) for the collection of surface water, drinking water, and groundwater samples. The class will also provide instruction in the proper calibration of field instruments used to measure common field-testing parameters in water samples, including those used to monitor groundwater purging stabilization criteria. Instructors are DEP staff experienced with sampling and quality assurance topics. CEUs may be rewarded after attending (TBD). Attendees will learn about note-taking, equipment limitations, calibration methods, and more.
 - iii. The following DEP SOPs are covered in this introductory course
 - FA 1000 Regulatory Scope and Administrative Procedures for Use of DEP SOPs
 - FC 1000 Cleaning/Decontamination Procedures
 - FD 1000 Documentation Procedures
 - FM 1000 Field Planning and Mobilization



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- FQ 1000 Field Quality Control Requirements
 - FS 1000 General Sampling Procedures
 - FS 2000 General Aqueous Sampling
 - FS 2100 Surface Water Sampling
 - FS 2200 Groundwater Sampling
 - FS 2300 Drinking Water Sampling
 - FT 1000 General Field Testing and Measurement
 - FT 1100 Field Measurement of Hydrogen Ion Activity (pH)
 - FT 1200 Field Measurement of Specific Conductance (Conductivity)
 - FT 1300 Field Measurement of Salinity
 - FT 1400 Field Measurement of Temperature
 - FT 1500 Field Measurement of Dissolved Oxygen (DO)
 - FT 1600 Field Measurement of Turbidity
 - FT 1900 Continuous Monitoring with Installed Meters
 - FT 2000 Field Measurement of Residual Chlorine
 - FS 2200 Groundwater
- iv. Kevin presented the above-mentioned training opportunity. UF is willing to do a virtual training session on FDEP SOPs.
- The board is in favor of promoting this training amongst the FAEP membership statewide.
 - Discussed utilizing our zoom platform and taking place of the October/November webinar.
 - Kevin will reach back to UF for next steps.

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. 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)

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- 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

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 4:30PM.