

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

September 25, 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		Dillion Draughn
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	X	
Tim Perry – At Large Member tperry@gbwlegal.com	X	
Niki Desjardin – At Large Member Niki@ecological-associates.com	X	
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 August 2025 Meeting Minutes
 - i. Josh made motion to approve meeting minutes. Matt seconded. None opposed. None abstained. All in favor. Motion passed.
- b. Water Sampling Meter Testing – Gina summarized training.
 - i. February 24th
 - ii. Virtual (~4 hours) & cost \$4,000 from 1-50 people
 - iii. Details of Registration
 - What platform will we use? **Andee to figure out what platform to use for registration.** FAEP will promote and since Kevin is part of the Southwest Chapter, we should include recognition for the Southwest Chapter.
 - \$110 per attendee (planning on 40 attendees)
 - We can promote from a FAEP wide perspective and then encourage the local Chapters to drive registration.
 - Have SWAEP and Kevin get some type of shout out for coordinating the efforts.
 - iv. Contract with UF needs to be reviewed and signed. **Board to review contract with UF.** Attached to meeting invite. If a vote is needed, we will vote next meeting.
 - v. Josh suggested changing the name of the training to something more inviting.
 - vi. Niki asked why there's a limit on attendees if it's virtual.
 - Instructor wants interaction with participants.
- c. Chapter Filings
 - i. **Gina still needs to reach out to the Chapters regarding filings schedule/coordination.**
- d. Glue Up
 - i. **Gina will be scheduling a separate meeting with a chapter representative(s) to discuss Glue Up function.**

3. Vice President Report (Josh)

- a. Suggest sometime this year having a conversation about what events chapters are hosting in 2026, discussing the pros and cons of the different events and how to engage membership. Currently CFAEP is attracting around 20 to 30 people to attend their luncheons, when they would like 50 to 60 attendees.

4. Secretary Report (Jen)

- a. Nothing to report

5. Treasurer Report (Kelley)

- a. Capital One: \$14,579.64



- b. Fifth Third CD: (CD matures 9/10/25): \$28,298.89. Kelley to look into if the CD gets automatically reinvested and at what rate.
- c. 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.
- d. Special Expenses this month: none
- e. Income: \$16,887.74. FAEP Membership dues; Cashed out CD
- f. Expenses: \$4,121.65. Chapter dues, bank charges, administrative fees.

6. Administrator Report (Andee)

- a. Membership
 - i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:
 - New/Renewing Members 71 (New 24, Renewals 47, FAEP Members 770, NAEP Members 56, Non-Renewals Members 25)
 - Goal = 860 members.
- b. The Beacon
 - i. Beacon article
 - Fall Issue – Articles due September 30th
 - a. Central, Northeast, Northwest, South
 - Winter Issue - Articles due December 31st
 - a. Southwest, Tallahassee, Tampa Bay, Treasure Coast
 - Prefer Word – text and photos.
 - 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'
 - Niki provided update.
 - a. About ready to open registration. Will be using Whova. Sponsorship matrix finalized and ready to go. Niki to send to Andee to distribute. Sponsorship matrix is also attached to meeting invite for chapters to distribute. Call for abstracts has been going out every couple of weeks.
 - ii. Date



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- 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. Another email going out Friday.
 - a. Call for abstracts on a 2-week cycle – last email sent out on 9/12
 - FAEP provided TCC with comments to the draft Conference agreement and budget for review – **pending TCC signatures**
 - NEPA Workshop coordination
 - a. Coordinate with Courtney A.
 - b. **NEPA workshop agreement pending Gina.** Elva sent what was done last year.
 - i. Make sure in contract that net revenue is clearly defined.
 - Sponsorship packet has been finalized and will be emailed when registration opens.
 - b. Other Conferences
 - i. Coordination with EPSS 2026 – Gina sent Jamie Sheehan email. Jamie is confirming existing sponsors and will reach out to new sponsors mid-Sept.
 - EPSS Bronze sponsorship went up to \$3000 for 2026 that would accommodate a booth for FAEP/NAEP, <https://floridaenet.com/sponsor-overview/>
 - NAEP is pitching in \$1,000.
 - Elva suggested chapter cost share to help cover the additional cost (\$1,000)
 - a. **Chapter reps – discuss cost sharing with your boards at next board meeting and see if you would be interested in having your local chapter swag exhibited.**

8. NAEP Updates (Courtney/ Josh)

- a. Conferences
 - i. NAEP 2026, May 11 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 – this was sent to Andee.
 - iii. Call for abstracts out
 - iv. Courtney reported the board will be meeting in Boise, Idaho.
 - The meeting will focus on strategic planning for organization.



9. Chapter Reports

- a. Tampa Bay – Women in stem event tonight – Rusty Pelican. No speaker solidified but October luncheon for 10/15. Falliday -11/6 at the Tampa Bay History Center.
- b. Treasure Coast – UMAM training yesterday – successful. Had 47 attendees. Full day - classroom portion and a hands-on portion. Meet the candidate in November for board elections. Johnathan Dicinson State Park Fire Fest – have booth there. Annual trivia event in November. December – annual award and holiday banquet December 10th at the North Palm Beach Country Club.
- c. Central – Annual trivia night tonight. October – Ryan Sipe presenting. Member appreciation event in November.
- d. Northeast – Oct 4 – UF football tailgating event hosted by CDMSmith. 10/8 – social at Grand Scheme Brewing Company. 10/16 – happy hour at Pizza in Saint Augustine. November 7- 9th – annual Ichituckni moonlight paddle event.
- e. Northwest – lunch and learn with Dr. Ryan Kirby. He's the Restore Division manager for Escambia County. This upcoming month – Jeanette Kelson with WSP presenting on the Franklin County Living Shoreline project. November – social at Odd Colony Brewery in downtown Pensacola.
- f. Southwest – Fishing tournament 10/11-12. Swamp walk event completed. Putting together a tour of the labs of the Lee County Mosquito Control District, as well as the Hyacinth Control offices of Lee County. Also, a kayak tour of the estuaries.
- g. South – UMAM training yesterday. Annual symposium in November. Luncheon planned for October 16th.
- h. Tallahassee – luncheon last month – speaker Bruce Ritchie. He's an environmental reporter for the Florida Pheonix and presented on being an environmental reporter. Social in October with FSU student chapter. Member appreciation event at the North Florida Wildlife Center.

10. Webinar Committee (Josh)

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



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- iii. Originally planning a webinar with USACE on how to upload permit apps in new system. Continue to remain in contact, but not likely for October. Suggested making it a Beacon Article.
 - iv. Try to have webinar in November.
 - Susan recommended Josh Holmes, who was the general counsel over at the USACE Jacksonville office and is now with her firm.
 - a. Kelley suggested having him present on the latest EPA guidance is implemented in Florida.
 - 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
 - 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 worked with team at CDM Smith to make edits – Complete
- iii. **Niki will send to embroidery company – pending feedback about colors**



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- Niki reported she received a quote that was \$12 to \$14 per shirt embroidered with this logo because of the density of stitches.
 - **Josh's team to remove the FAEP above the words. Niki to get digitized and a sample.**
 - Kelley suggested taking budget from the NAEP rep to attend meetings.
 - Courtney agreed.
- 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

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- 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

October 30th, 3-4:30 PM

November 20th, 3-4:30 PM

December 18th, 3-4:30 PM

Meeting adjourned at 3:55pm.