

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

November 21, 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	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		
Matt Marino – TAAEP Chapter Rep mmarino@ardurra.com	X	
Courtney Arena – NAEP Rep courtney.arena@hdrinc.com		
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		
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	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 October 2025 Meeting Minutes
- b. Kelley made motion to approve meeting minutes with edits. Niki seconded. None opposed. None abstained. All in favor. Motion passed.
- c. Water Sampling Meter Testing Update
 - i. What did we decide to charge members and non-members? Cost = \$4,000
 - ii. Gina summarized that the training is scheduled for the end of February. It is a half day (4 hours) training to be held virtually and limited to 50 attendees. Previous suggestions for registration fees was \$110. To break-even it would need to be \$80 per person.
 - Elva proposed pricing at \$125 for members and \$180 for non-members.
 - Board discussed the need for the training, potential to reach a broader audience and 50-attendee maximum.
 - Final board decision was to set pricing at \$125 (members) and \$180 (non-members).
- d. Glue Up
 - i. Post-meeting debrief and next steps
 - A call was held yesterday (11/20) with chapter representatives. Glue Up is looking into potential end-of-year discounts. Current cost with chapter add-ons and gateway services is \$520 per chapter per year.
 - Exploring partial cost coverage: chapters contribute a few hundred dollars per year and FAEP would cover the remainder.
 - a. Chapter Representatives to have discussion with their boards.
 - i. Each chapter to provide Gina with the number of events per year that require registration.
 - ii. TCC BODs agreed to contribute towards the costs within reasonable limits
 - Gina will follow up with Bruce and the officers. The goal is to finalize a contract by the end of the year or early January.
 - a. Plan to transition to Glue Up and launch after the conference.
 - b. Need to clearly outline what will be included in Glue Up for chapters.
 - c. Bruce noted that participation is not mandatory. Chapters may opt out and keep their current systems.
 - i. If chapters opt out, will be reflected in the contract.
 - ii. Andee will ask whether chapters can join mid-year.



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- d. Training will be provided throughout the transition.
 - e. MemberClicks emails
 - i. Sent instructions on how to confirm subscription – **please share.**
 - f. Elections
 - i. Nominations will be held in November, with elections in December and the new board taking office in January.
 - Bruce reported that Amy's and Niki's terms are ending; both are eligible to run again and may self-nominate.
 - Need to solicit nominations from each chapter for Director-at-Large positions (2-year terms).
 - **Gina to send out email to each of the Chapter representatives soliciting 1-2 nominations. Nominations are due by 12/12/25.**
 - Elect officers in January board meeting.
 - g. Chapter Filings
 - i. Gina still needs to reach out to the Chapters regarding filings schedule/coordination.
- 3. Vice President Report (Josh)**
- a. Member appreciation event (CFAEP) had 80+ attendees and received very positive feedback as one of the best FAEP events.
 - b. Upcoming webinar on December 11th. Promotion encouraged. Already has 100+ registered attendees.
 - c. NAEP has extended the abstract submission deadline to the end of January.
- 4. Secretary Report (Jen)**
- a. Nothing to report.
- 5. Treasurer Report (Kelley)**
- a. Capital One: **\$24,379.84**
 - b. Fifth Third CD: (CD matured 9/10/25): \$29,429.26. Kelley/ Bruce/ Gina decided to reinvest for 13 months at 3.25%.
 - i. Kelley will take care of it next week – **Kelly has an appointment scheduled.**
 - ii. Reminder: Chapter Reimbursement Requests are transitioning to an annual grant that will be distributed annually in alphabetic order. Once a month, Andee will deposit \$1,000 to a chapter in alphabetical order.
 - c. Special Expenses this month:
 - d. Income: **\$6,140**. Membership fees
 - e. Expenses: **\$4,565.43**. Chapter dues, bank charges, administrative fees.



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- f. Did pay for slip and fall and event insurance for chapters. You can get insurance certificates for each event.

6. Administrator Report (Andee)

- a. Membership
- i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:
 - New/Renewing Members 67 (New 42, Renewals 25, FAEP Members 800, NAEP Members Renew 59, Non-Renewals Members 20)
 - Goal = 860 members.
- b. The Beacon
- i. Beacon article
 - Winter Issue - Articles due December 31st
 - a. Southwest, Tallahassee, Tampa Bay, Treasure Coast
 - Andee to include NAEP information in beacon
 - 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'
 - Updates:
 - a. Conference agreement signed between FAEP and TCC. Agreed on an 80/20 split.
 - b. Registration is live!
 - i. Early bird registration ends Dec 15.
 - ii. Registration fee reduced to \$199/night with no resort fee. Not shown online. Need to incorporate in emails/ advertisements.
 - c. Sponsorship is live!
 - d. Call for Abstracts extended to 11/15/25 – received ~82
 - e. NAEP NEPA Training - confirmed
 - i. Meeting to discuss workshop agreement with FAEP and NAEP was held on 11/17/25



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- f. Working on marketing material to promote conference. Local chapters to send out conference advertisements – **status?**
 - ii. Date
 - April 29th- May 1st.
 - iii. Venue
 - Marriott Hutchinson Island, Stuart, Martin County
 - iv. Niki provided an updated.
 - Abstracts are under review; acceptance notifications will be sent by December 8. Goal is to drive registration once speakers are announced.
 - Sponsorship is progressing well.
 - Elva suggested marketing the event as a “mini summer school” that is more intimate, lower-cost alternative,
 - Typical conference attendance is 250-300 participants.
 - Media package will be sent out by Thanksgiving with consistent branding for social media promotion.
 - 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. **Gina emailed Jamie on 11/18 as a follow up.**
 - 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.
 - FAEP is pitching in \$1,000.
 - TCC BODs agree to contribute toward the cost for sponsorship table
 - 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. Any feedback?
 - i. Estimated \$100-200 per chapter.
 - ii. The South chapter and Tampa Bay Chapter supportive. TBAEP committed to \$200. Tallahassee also supportive.
 - Gina reported that Jamie confirmed space is available.
 - a. **Gina will call to verify pricing and discuss cost-offset options.**
 - i. Susan recommended negotiating with Jamie to trade booths. For example, offering free advertising



in the Beacon and a free booth at the FAEP conference.

- ii. Elva shared a list of potential booth-leveraging options.
- iii. Bruce noted that booth trades have been done previously, though not under current leadership.

8. NAEP Updates (Courtney/ Josh)

- a. Conferences
 - i. NAEP 2026, May 11 through May 14, Anchorage, Alaska
 - Call for abstracts out - deadline got extended through end of January.

9. Chapter Reports

- a. Tampa Bay – Falliday appreciation event at History Center. Received feedback that they were the most engaged crowd they had at the museum. Field trip in February – Stan Crow. Luncheons today and in December.
- b. Treasure Coast – Trivia last night. December holiday event – December 10th. Planning conference.
- c. Central – Suggested database of environmental trivia. Integrating new board members with assignments for 2026.
- d. Northeast – Not present
- e. Northwest – Not present.
- f. Southwest – Not present.
- g. South – Annual symposium yesterday. Winding down this year. Social event scheduled in January. End of February – Shark Valley Full moon bike ride.
- h. Tallahassee – member appreciation event – wildlife center. Luncheon this past Wednesday. Holiday party Dec 11th.

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 December 11th, 2025
 - Zoom is set up and email advertisement sent out.
 - Josh Holmes, USACE - the overall topic will be an overview of the ACOE Permitting process and insight into the current state of affairs as well.
- 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. February 2026 – UF Water Sampling Training via Zoom

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)

Florida Association of Environmental Professionals

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- i. New logo ready to launch – board approved.
 - ii. Can take monies from the budget line item “NAEP rep to attend board meetings” to pay for stitch test – pending invoice.
 - c. New Logo Roll Out – Gina provided suggestions on launching new logo.
 - i. Internal
 - You can do an email to members first. It is important to share with them why the change and what the new logo represents so they feel part of it and can speak to it if someone asks.
 - a. Josh stated we should prepare a short story on what the logo represents.
 - i. Kelley – spearheading story. See below for AI generated story.
 - Make sure all of your templates, email signatures, ppts, etc. are updated before you announce.
 - ii. LinkedIn
 - You can build some anticipation and do like a 3 day countdown with "we've got something exciting to unveil", and then maybe follow up with another post about what it represents without saying you have a new logo. You can post like a blurred partial graphic or maybe pieces of it.
 - iii. Launch
 - When you do announce it, it's like a light switch. Out with the old, in with the new overnight. So just make sure on your website, social platforms, etc., everything is updated the night before you officially announce.
 - iv. Follow up
 - Don't let it stop with the week of your launch, reinforce your mission and message of the FAEP logo brand. What it represents, staff using/wearing the new logo, pull up banner at event. It's kind of like keeping it going so it starts to feel more familiar to people.



Florida Association of
Environmental Professionals

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- d. 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)
- e. Juliana brought up concern about visibility of personal addresses in FAEP's system.
 - Discussed Member search function.
 - Andee will explore restricting the search results.



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- Bruce indicated the function can likely be limited or removed and emphasized that members may be unaware this function exists.
 - Gina suggested we determine what fields can be limited and decide as board at the next meeting what should be restricted. Members should be informed and given an option to opt out if desired.
 - Will also review what Glue Up offers, as it may provide more control over member visibility.

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

December 18th, 3-4:30 PM

- Board agreed to leave the meeting scheduled for this time.

Meeting adjourned at 4:15 PM



AI Logo story:

Here's why this logo works well for the Florida Association of Environmental Professionals (FAEP) based on what's visible in the image:

1. It visually represents Florida's unique environment

The logo includes elements that immediately signal Florida's natural landscape:

- Sunset or sunrise colors (orange/brown tones) evoke coastlines, wetlands, and the warm climate.
- Blue waves represent water — a core part of Florida's identity and a major focus area for environmental work (coasts, springs, wetlands, waterways).

These elements instantly communicate *place* and *purpose*.

2. It conveys balance between land and water

Environmental professionals in Florida work across ecosystems — uplands, coasts, rivers, wetlands, and marine areas.

The logo combines:

- A landform, showing solid environmental ground.
- Flowing water, symbolizing movement, interconnected ecosystems, and stewardship.

This duality aligns perfectly with the organization's focus on protecting *all* environmental resources.

3. It feels professional but approachable

The design uses smooth edges and organic shapes rather than harsh lines, giving it:

- A scientific/professional feel
- While still being warm, natural, and inviting

That matches FAEP's mission: technical expertise paired with collaboration and community.

4. Clear, legible organization name

The full name "Florida Association of Environmental Professionals" is spelled out clearly underneath.

This is helpful because:



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- **The acronym “FAEP” isn’t universally known**
 - **Using the full name builds recognition and credibility**
 - **It reinforces the professional, organized nature of the group**

5. Strong symbolism of stewardship and conservation

The imagery suggests:

- **Protection (landmass framed in soft curves)**
- **Sustainability (flowing water)**
- **Connection to nature**

These are all themes central to environmental professionals, making the logo feel authentic and mission-aligned.

6. It scales and reproduces well

The shape is simple, the color palette is limited, and the elements are not overly detailed — all features that make a logo:

- **Easy to print on shirts, banners, and materials**
- **Recognizable from a distance**
- **Versatile across digital and physical uses**

