

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

December 18, 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		
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		
Dillon Draughn – Northwest Chapter Rep ddraughn@moffattnichol.com	X	
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 – NAEAP Rep courtney.arena@hdrinc.com		
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	X	
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	X	
Juliana Navarro – Guest juliana.navarro@swca.com	X	
Christina Hall – Guest SW chapter	X	
Emma – Guest	X	

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

December 18, 2025 @ 3-4:30 PM via MS Teams



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. Gina introduced Dillion
- b. Gina announced that George is retiring and introduced Emma Everett, who will be George on the board.
- c. Approval of November 2025 Meeting Minutes
- d. Glue Up
 - i. Review Contract
 - Total cost: \$8,430, reduced by selecting basic onboarding.
 - Annual fees per chapter:
 - a. \$400 base fee
 - b. \$120 gateway maintenance fee
 - c. Total: \$520/year per chapter.
 - d. FAEP will cover 50% (\$260/year); chapters pay \$260/year.
 - e. If not signed up by 12/31, cost increases to \$620/year per chapter (FAEP contribution TBD).
 - One-time upfront fee of \$6,080, to be pulled from reserves.
 - Credit card/transaction fees apply and may be passed on to buyers, like Eventbrite.
 - Platform Functionality & Administration:
 - a. Member payments go directly into chapter accounts.
 - b. Chapters can create and manage events independently, link bank accounts, and access detailed event reports.
 - c. Flexibility to host events at both FAEP and chapter levels.
 - d. Admin login cap: 10 total (1 per chapter, 2 for FAEP).
 - i. Need to clarify with Glue Up on number of users who can create events vs. admins.
 - e. Member database will distinguish members vs. prospects (non-members, lapsed, students, etc.).
 - f. Need to confirm ability to generate invoices and accept non-event/sponsorship payments.
 - g. Need clarification on whether mass emails count per recipient and if FAEP can allocate emails to chapters.
 - Websites:
 - a. FAEP receives a website.
 - b. Chapters keep current websites and receive a link on the FAEP site.
 - c. Additional cost if chapters want their own new website.
 - d. Need to clarify whether chapters receive only a link or own website and what cost is.
 - Onboarding and Next Steps



- a. FAEP will host a full onboarding meeting with Glue Up for all chapters.
- Chapter liaison to email Gina before 12/31 if they will be signing up.
- Vote to move forward and sign contract by 12/31
 - a. Elva made a motion to sign up for Glue Up before 12/31/25. Don seconded. None opposed. None abstained. All in favor. Motion passed.
 - b. Josh made a motion to allow Gina to decisions and changes to proposed contract. Don seconded. Gina abstained. None opposed. 11 in favor. Motion passed.
- One fees - pull from reserves. \$6,080.
- Vote to pull from reserves for the one time start up fees in an amount estimated at \$6,080.
 - a. Elva made a motion to approve pulling \$6,080 from reserved for the one time start up fees. Jen seconded. None opposed. None abstained. All in favor. Motion passed.

ii. Summary

- **Contact Allowance** – Originally, Glue-up was giving us 3,500 contacts, but Paul followed up with a revised proposal giving us 5,000 contacts at no additional cost!
 - a. We stressed that we want a cohesive database between the state and local chapters. Paul confirmed this would be the case. For example, if Paul Gentile (paul.gentile@glueup.com) was both on the state membership and also the SFAEP — his email still counts him as 1 contact even though he is in two places.
 - b. Glue up will also complete the data migration from our WHOVA app and each Chapter's database. As long as we can get a list from these places into an Excel file, Glue-up can pull it!
- **Chapter Management Add-ons** – Cost is \$400 per Chapter plus \$120 (gateway maint.) annually.
 - a. The proposal is for FAEP to cover 50% of the Chapter add-on cost (\$260/year covered by FAEP and \$260/year covered by the chapter).
 - b. Events - Any event that you want to track registrations for and track attendance for.
 - i. FAEP = 30 events per year (can transfer events via support team to local chapters)
 - ii. Chapters = 25 events per year



- c. Contacts – 500 contacts per Chapter (TBAEP has more contacts)
- d. Glue-up will be doing data clean up and entry and will do it from the databases all chapters are currently using in addition to memberclicks (e.g., constant contact, google, star chapter)
- **Summary of Fees.** The one-time fees would be \$6,080 because we're going with the basic onboarding package and right now the proposal as the Adv. onboarding. The \$6,080 is an unbudgeted item and we will need to vote to pull from reserves.

Summary of Fees

Annual Fees	\$8,430.00
One-time Fees	\$7,580.00
Total First Year Fees	\$16,010.00
Total Second Year Fees	\$8,682.00
Total Third Year Fees	\$8,943.00

e. Elections

- i. Nominations will be held in November, with elections in December and the new board taking office in January.
- ii. There are 2 Director At-Large positions up. Nominations were due by 12/12.
- iii. Elect officers in January board meeting.
- iv. Bruce stated there are two to three nominations. Amy stated her name can be removed from the nominations, since two other nominations were received.
 - Nikki – renewing position
 - Gentlemen from Tallahassee chapter – elected to board
 - Amy will be the NEFAEP rep.

f. Concern about visibility of personal addresses in FAEP's system.

- Discussed Member search function.
- Andee will explore restricting the search results.
- 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.

g. Chapter Filings

- i. Gina still needs to reach out to the Chapters regarding filings schedule/coordination.

3. Vice President Report (Josh)

4. Secretary Report (Jen)

5. Treasurer Report (Kelley)

- a. Capital One: **\$31,315.85**
- b. Fifth Third CD: (Maturity Date: 9/26/2026): \$29,429.26. Kelley/ Bruce/ Gina decided to reinvest for 10 months at 2.96%.
- c. 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's account in alphabetical order. **Chapter grants over the next year.**
- d. Special Expenses this month:
- e. Income: **\$17,520.42** Membership fees >\$10,000 income from last year's conference -TBAEP. **\$255 from NAEP for NEPA workshop.**
- f. Expenses: **\$10,584.41**. 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 **76** (New **41**, Renewals **35**, FAEP Members **818**, NAEP Members Renew **63**, Non-Renewals Members **23**)
- 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. Thank you and congratulations to SWAEP for committing to hosting the 2027 conference!
- b. 2026 FAEP Conference
 - i. FAEP 2026 – TCC Hosting
 - Niki Desjardin and Debbie Medellin are 'co-chairs'
 - Updates:
 - a. Registration is live!
 - i. Early bird registration extended to 12/31
 - ii. Registration fee reduced to \$199/night with no resort fee. Not shown online. Need to incorporate in emails/ advertisements.
 - b. Sponsorship is live!
 - c. Abstracts selected, emails sent out.
 - d. NAEP NEPA Training
 - i. Agreement and draft budget sent to NAEP for signature.
 - e. Working on marketing material to promote conference. Local chapters to send out conference advertisements – **status?**
 - i. The program has been drafted, speakers have been notified, and the hotel rooms can now be booked. A \$40 resort fee will appear initially and will be waived at the end.
 - ii. The NEPA agreement has been signed and sent to NAEP.
 - iii. Additional sponsors are still needed.
 - ii. Date
 - April 29th- May 1st.
 - iii. Venue
 - Marriott Hutchinson Island, Stuart, Martin County
 - c. Other Conferences
 - i. Coordination with EPSS 2026.
 - Jamie confirmed EPSS would offer us a booth at the \$2,000 rate – picked booth #509
 - a. NAEP is pitching in \$1,000.



b. FAEP is pitching in \$1,000. Cost sharing is not needed.

- Gina will follow-up with an email to Jamie listing the future in-kind sponsorship opportunities discussed at last month's board meeting.
 - a. [We have a booth at EPSS. Chapters are welcome to bring swag. Further discussion will occur prior to July.](#)

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 – Volunteer event with Metropolitan ministries Sunday, December 21.

For January, we have our next lunch on January 21 with the topic of "Alternative Methods to Address the New Statewide ERP Water Quality Strict Performance Standards, including Water Quality Banks"

b. Treasure Coast – Annual event - 65 attendees. Next event in January will be at [Jonathon Dickson State Park](#).

c. Central – [Cornhole Tournament](#) as next social.

d. Northeast –

e. Northwest – [Awarded 2025 scholarship winner - \\$1,000. End of year planning meeting.](#)

f. Southwest – [2027 conference planning.](#)

g. South – [January – planning event for the year. Full moon bike ride at Shark Valley in February.](#)

h. Tallahassee – GT event in January (Christina). Tallahassee – holiday party last week.

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 –

- 12/11 - Josh Holmes, USACE debrief
- Next one?

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

193 people registered. 13 people paid.

Gina to get with Elva about FAEP awards.

New logo campaign. Will need volunteers. January will pick up. Making schedule on how to announce it. Map it out.

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. New Logo Roll Out – Need a couple of volunteers to work with Andee on setting up a schedule and action items to launch 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

- 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

January 15th, 3-4:30 PM – need to send invite.

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:

- 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

Meeting adjourned at 4:19PM