

# Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

January 15, 2026 @ 3-4:30 PM via MS Teams



## 1. Call to Order

Name	Attendance	Proxy
Andee Richards – Administrator* <a href="mailto:info@faep-fl.org">info@faep-fl.org</a>	X	
Gina Chiello –President & TCC Chapter Rep <a href="mailto:gchiello@cumminscederberg.com">gchiello@cumminscederberg.com</a>	X	
Joshua Hirten – Vice President & CFAEP Chapter Rep <a href="mailto:hirtenjj@cdmsmith.com">hirtenjj@cdmsmith.com</a>	X	
Kelley Samuels – Treasurer & At Large Member <a href="mailto:Kelley_samuels@aecom.com">Kelley_samuels@aecom.com</a>	X	
Jen Savaro – Secretary & SFAEP Chapter Rep <a href="mailto:jsavaro@cumminscederberg.com">jsavaro@cumminscederberg.com</a>	X	
Elva Peppers – Past President <a href="mailto:elvapeppers@felsi.org">elvapeppers@felsi.org</a>	Absent	
Bruce Hasbrouck – Parliamentarian* <a href="mailto:Bruce@HasbrouckEnv.com">Bruce@HasbrouckEnv.com</a>	X	
Amy Guilfoyle – Northeast Chapter Rep <a href="mailto:amy_guilfoyle@nv5.com">amy_guilfoyle@nv5.com</a>	Absent	
Dillon Draughn – Northwest Chapter Rep <a href="mailto:ddraughn@moffattnichol.com">ddraughn@moffattnichol.com</a>	Absent	
Sheri Huelster – TBAEP Chapter Rep <a href="mailto:Sheri.huelster@stantec.com">Sheri.huelster@stantec.com</a>	X	
Arielle Poulos - SWAEP Chapter Rep <a href="mailto:Arielle@thanaples.com">Arielle@thanaples.com</a>	X	
Matt Marino – TAAEP Chapter Rep <a href="mailto:mmarino@ardurra.com">mmarino@ardurra.com</a>	X	
Courtney Arena – NAEP Rep <a href="mailto:courtney.arena@hdrinc.com">courtney.arena@hdrinc.com</a>	X	
Laila Racevskis – At Large Member <a href="mailto:LRacevskis@balmoralgroup.us">LRacevskis@balmoralgroup.us</a>	X	
Jane Gregory – At Large Member <a href="mailto:Jane.gregory@ocfl.net">Jane.gregory@ocfl.net</a>	Absent	
Don Medellin – At Large Member <a href="mailto:dmedellin@Dewberry.com">dmedellin@Dewberry.com</a>	Absent	
Susan Martin – At Large Member <a href="mailto:smartin@nasonyeager.com">smartin@nasonyeager.com</a>	X	
Tim Perry – At Large Member <a href="mailto:tperry@gbwlegal.com">tperry@gbwlegal.com</a>	X	
Niki Desjardin – At Large Member <a href="mailto:Niki@ecological-associates.com">Niki@ecological-associates.com</a>	X	
Juliana Navarro – Guest <a href="mailto:juliana.navarro@swca.com">juliana.navarro@swca.com</a>	Absent	

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 December 2025 Meeting Minutes. Matt made a motion to approve December's meeting minutes. Kelley seconded. None opposed. None abstained. All in favor. Motion passed.
- b. Elections
  - i. Welcome Laila (At Large), Arielle (SWFAEP Chapter Rep), and Dillon (NW Chapter Rep), Amy (NE Chapter Rep), Niki (At Large)
    - Laila and Arielle introduced themselves.
  - ii. Voting for the Executive Committee. Proposed slate of officers.
    - Gina Chiello – President
    - Josh Hirten – Vice President
    - Jen Savaro – Secretary
    - Kelley Samuels – Treasurer
    - Bruce opened floor up for nominations for officers. No nominations or objections to proposed slate of officers. Motion approved.
    - Annual appointment for NAEP Rep and Parliamentarian.
      - a. Gina proposed Courtney to remain as NAEP Rep. No objections or nominations. Courtney will remain as NAEP Rep.
      - b. Gina proposed Bruce to remain parliamentarian. No objections or nominations. Bruce will remain as parliamentarian.
- c. Glue Up
  - i. We're signed up, including all 8 chapters!
  - ii. Contract starts 02/01
  - iii. Andee will invoice the Chapters - \$260
  - iv. Transition 3 months with a 1-month buffer
  - v. MemberClicks auto renews June 1 – Need to cancel 60 days in advance (April 1<sup>st</sup>).
    - Month buffer between Glue Up transition and MemberClicks renewal. Gina and Andee have calendar reminder to cancel MemberClicks membership.
  - vi. Still need to determine what fields we should create, and which can be limited/ restricted. Members should be informed and given an option to opt out if desired.
- d. Chapter Filings
  - i. Gina still needs to reach out to the Chapters regarding filings schedule/ coordination.
  - ii. Aim to host a mandatory training in February – Gina will send out a poll within the next week



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- Bruce state SunBiz filing is January through May. Late fee if after May. Some chapters filings are due Feb 15, so we should schedule training before then for those chapters. FDACS renewal is in the summer.
    - a. Gina to target for the first week in February/ end of January for training.
  - e. Membership Lapse Policy Needed
    - i. MemberClicks Default
      - If someone's membership lapsed and they renewed online, their date remained the same. After two or three months their membership was tagged as expired and the renewal date became their new membership date.
      - The policy could define lapsed and expired to provide clarity
      - Check with glue up and see if they have an algorithm to address the issue. If they do, the policy would be easier to draft.
      - The board discussed that FAEP currently does not have a defined policy for membership lapse and expiration.
        - a. Discussed one-month lapse period followed by expiration, however, government members may need additional flexibility.
        - b. Board discussed lapsed and expired members should continue receiving email communications, but should not receive member rates to attend events until they renew.
        - c. Andee to contact Pual to confirm how GlueUp handles lapse, expiration and renewals.
    - f. New Monthly BOD Meeting Date
      - i. Thursdays – no longer work. Gina will send out a poll within the next week.
        - Would like to keep the third week of the month.

**3. Vice President Report (Josh)**

- a. Receiving spam emails from board officers requesting gift cards.

**4. Secretary Report (Jen)**

- a. Nothing to report.

**5. Treasurer Report (Kelley)**

- a. Capital One: \$33,065.18
- b. Fifth Third CD: (Maturity Date: 9/26/2026): \$29,429.26.
- 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.



- i. **First three chapters have been paid. Sending checks out monthly.**
- d. Special Expenses this month:
- e. Income: **\$7,340.00** Membership fees
- f. Expenses: **\$5,590.67**. 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 **66** (New **34**, Renewals **32**, FAEP Members **829**, NAEP Members **65**, Non-Renewals Members **13**)
    - Goal = 860 members.
- b. The Beacon
  - i. Beacon article – Did the 2026 Winter Beacon go out?
    - **Spring Issue – Articles due April 1<sup>st</sup>**
      - a. **Central, Northeast, Northwest, South**
    - Summer Issue – Articles due July 1<sup>st</sup>
      - a. Southwest, Tallahassee, Tampa Bay, Treasure Coast
    - Fall Issue – Articles due October 1<sup>st</sup>
      - a. Central, Northeast, Northwest, South
    - Winter Issue - Articles due December 31<sup>st</sup>
      - 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. SWAEP to host the 2027 conference.
- b. 2026 FAEP Conference
  - i. FAEP 2026 – TCC Hosting
    - Niki Desjardin and Debbie Medellin are ‘co-chairs’
    - Registration & Sponsorship are live!
    - Updates:
      - a. Draft program issued.
      - b. Local Chapter Sponsorship – **have any chapters sent in their sponsorship?**
        - i. **Bruce to call chapters.**



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- c. Conference awards – Gina met with Elva – working on this.
  - d. NAEP NEPA Training
    - i. Agreement and draft budget sent to NAEP for signature – pending
    - ii. Courtney working with NAEP regarding agenda and fees
  - e. Marketing material and social media material sent out to all Chapters and FAEP BOD to promote conference.
- ii. Date
    - April 29th- May 1st.
  - iii. Venue
    - Marriott Hutchinson Island, Stuart, Martin County
  - iv. Niki provided update:
    - Stated they are off to a good start with registrations and number of sponsors. Regrouping planning committees to get into an execution mindset.
    - Working with Courtney on NAEP NEPA workshop.
  - v. Bruce asked if the program with speakers will be released soon.
    - Gina stated she anticipates it'll be released by mid-February.
- 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.
        - c. Invoice sent – was this paid?
      - Gina to re-send invoice to Andee and Kelley.
      - Andee to work with Courtney to get NAEP reimbursement.

## **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.
  - b. Courtney stated registration is open, speakers should be notified soon, and there will be two in-person NEPA workshops at the conference. NAEP has also posted other virtual NEPA workshops throughout the year and January's board meeting is next week.

## **9. Chapter Reports**

- a. Tampa Bay – Next lunch on January 21 with the topic of “Alternative Methods to Address the New Statewide ERP Water Quality Strict Performance Standards,



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including Water Quality Banks”; social – Jan 29<sup>th</sup> beach bar; Feb 12 – event; April 6 – day of UMAM training (half day in classroom and half in field); membership drive in October – ended up 36 new members – encouraged other chapters to have membership drives.

- b. Treasure Coast – Jan. 17 - TCC Planning Retreat to plan events for the entire year; Jan. 22 – Event at JDSP, campfire and sunset tour, 5:00 pm
- c. Central – cornhole event next Thursday.
- d. Northeast – not present
- e. Northwest – not present
- f. Southwest – currently holding gopher tortoise training this week with Wildlands Conservation. Plant ID walk through Big Cypress and Edible walk and fishing tournament in planning.
- g. South – January – Held board retreat – January 10<sup>th</sup> for yearly planning; preparing to launch a student scholarship program – more details to follow; January 29<sup>th</sup> – Sunset “color walk” at Alice Wainwright Park; February 28<sup>th</sup> – Shark Valley full moon bike ride; March – planning a clean up at Biscayne National Park and an oyster rope deployment. Also, working on updating chapter bylaws.
  - i. **Send flyer to SW and TCC chapters**
- h. Tallahassee – 29<sup>th</sup> – January social; planning membership drive.

## **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 –
  - ii. April 9<sup>th</sup> (back up April 2<sup>nd</sup>) - Legislative Updates—Susan picking a date per the speakers. Session ends March 13<sup>th</sup>.
  - iii. June 11, 2026 (Thursday) - Mitigation Bank Rule Updates
  - iv. September 17<sup>th</sup> - (Thursday) --New Stormwater rule case studies- multiple speakers; Susan to gather some people with case studies. Also include new maintenance requirements.
  - v. November 19<sup>th</sup> (Thursday) - How to stay compliant with the new stormwater rule monitoring requirements. (ask WMD/FDEP to do the training)
- 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



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- ii. Brownfields - State of Florida Updates
  - iii. January 2027 New WOTUS rule- how does it affect wetlands in N & south FL and what tools are being used? Especially tricky communities.
  - iv. UMAM Update
  - v. Protected Species (including tri-colored bats)
  - vi. **Survey members on current list of topics.**
  - vii. Chapter can do their own webinars.
  - viii. Additional ideas: One day training for consumptive use (including points on hydrologic modeling) and/or ERP focus during conference or webinar based training.
- 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
- f. Josh and Susan to meet to come up with a plan for webinars for this year. Andee to help put together survey to see what trainings our members are interested in.
- g. Could use another member of committee.
- i. Kelley volunteered

#### 11. New Logo Roll Out Committee (TBD)

**Need a couple of volunteers to work with Andee on setting up a schedule and action items to launch logo – would like final rollout to coincide with the FAEP Conference.**

Jen, Arielle and Tim volunteered.

- **Jen, Arielle and Tim to set up meeting to discuss logo campaign.**
  - Keep Gina in the loop.
  - Include swag to be handed out at conference and EPSS.
- 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.

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- 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

**12. FAEP Supported Training Committee (Elva) *(Completed by end of 2026)***

Elva\*, TBD

Laila volunteered. If anyone else is interested, email Gina.

- 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 26<sup>th</sup> – Draft packet circulated for review**
  - ii. **August 28<sup>th</sup> – Final packet**
- d. Upcoming Trainings
  - i. February 2026 – UF Water Sampling Training via Zoom

**13. 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
  - iii. **Add Bruce and would happen after conference. Bruce will pull information on previous policies.**
- b. New Chapter Development



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- i. Space Coast Chapter (Indian River and Brevard counties) (Gina, Josh M, Josh H.)
    - Event planned for August 14<sup>th</sup> in Cape Canaveral
    - [Need to chat about who from Brevard County can assist.](#)
  - ii. Gainesville Chapter (On Hold)

#### 14. 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 ([underway](#)), 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
    - [Need to update mission statement](#)

#### 15. Next Meeting

[TBD – Gina to send poll to reschedule.](#)

[Should hand out FAEP notebooks out at trainings. We need to move old swag to make room for new swag.](#)

- [Provide notebooks, etc. to Susan for UMAM training. Susan to reach out to Elva.](#)

[Meeting adjourned at 4:21](#)