

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

February 12, 2026 @ 12-1:30 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	
Amy Guilfoyle – Northeast Chapter Rep amy_guilfoyle@nv5.com	X	
Dillon Draughn – Northwest Chapter Rep ddraughn@moffattnichol.com	X	
Sheri Huelster – TBAEP Chapter Rep Sheri.huelster@stantec.com	X	
Arielle Poulos - SWAEP Chapter Rep Arielle@thanaples.com	X	
Matt Marino – TAAEP Chapter Rep mmarino@ardurra.com	X	
Courtney Arena – NAEP Rep courtney.arena@hdrinc.com	X	
Laila Racevskis – At Large Member LRacevskis@balmoralgroup.us	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	X	
Tim Perry – At Large Member tperry@gbwlegal.com		
Niki Desjardin – At Large Member Niki@ecological-associates.com	X	
Juliana Navarro – Guest juliana.navarro@swca.com		

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 November 2025 and January 2026 Meeting Minutes.
 - i. Susan made a motion to approve the November 2025 and January 2026 meeting minutes. Matt seconded. None opposed. None abstained. All in favor. Motion passed.
- b. Glue Up
 - i. Andee and Gina met with our website implementation manager and website platform manager.
 - ii. Regular meetings are scheduled.
 - iii. Action item – complete the website initial draft request form
 - Each chapter to prove a Glue Up champion.
 - Gina asked questions that came up during Glue Up meetings.
 - a. Discussed having to be a member to look at member reports, meeting minutes, and member directory.
 - b. Board agreed to keep document links on the website for one year.
 - c. Discussed the difference between general and associate membership levels.
 - i. Bruce stated that the membership categories are tied to the bylaws. Need to revise bylaws if make any changes to membership levels.
 1. Discussed the need for associate membership.
 - ii. Don made a motion to remove the associate membership option and revise the bylaws. Sheri seconded. None opposed. None abstained. All in favor. Motion passed.
- c. FAEP Online Training - Water & Groundwater Sampling & Meter Testing
 - i. Course is full
 - ii. Andee sent list of attendees to UF. UF will send out a link via Webex.
 - iii. Elva to let us know if there are any issues during the training.
- d. Banner Updates
 - i. Elva updating banner with new logo.
 - Josh to request all file types of new logo.
- e. Andee Conference Attendance
 - i. Can utilize one of the free hotel rooms – thanks TCC!
 - ii. FAEP to cover registration (Government rate - \$225.00)
 - iii. FAEP to cover a few hours of Andee's time working at the registration booth (\$30 * 4 hrs = \$120.00)
 - iv. Total FAEP cost = \$345.00



-
- v. Gina discussed cost for Andee to attend the FAEP conference. No vote was required.
- No vote was required, but board agreed to cover registration and hours.
 - a. Cost would come out of administrator line item in the budget.
 - Susan suggested in future year, to consider free registration for administrator.
 - Bruce also suggested the registration for the president to be covered. Could add a line item in the budget with to cover conference committee attendance. Conference chair to choose. Suggested 5-6 people on the conference committee to receive free registration. Suggested putting it in the budget and being upfront with it and to review the conference contract and address conference committee in budget.
 - Gina suggested making a conference committee rate that includes food and beverages.

3. Vice President Report (Josh)

- a. Maxed out for FDEP training. Good way to network and gain some revenue.
- b. Shout out to NE Chapter. They hosted a minor league hockey game with 45 attendees.

4. Secretary Report (Jen)

- a. Nothing to report

5. Treasurer Report (Kelley)

- a. Capital One: \$33,532.61
- b. Fifth Third CD: (Maturity Date: 9/26/2026): \$29,429.26.
- c. Special Expenses this month:
- d. Income: \$10,030.00 Membership fees and chapter pay in for Glue Up.
- e. Expenses: \$9,562.57. Chapter dues, bank charges, administrative fees, grants, workshops.
- f. 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.

6. Administrator Report (Andee)

- a. Membership
 - i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

February 12, 2026 @ 12-1:30 PM via MS Teams



-
- New/Renewing Members **92** (New **56**, Renewals **36**, FAEP Members **878**, NAEP Members **70**, Non-Renewals Members **34**)
 - Goal = 860 members.
 - iii. Bruce – submitted tax return to IRS and did SunBiz. Also, working with chapter filings. Bruce or Andee to send Gina copy of chapter due dates.
 - b. The Beacon
 - i. Beacon article – Did the 2026 Winter Beacon go out?
 - Spring Issue – Articles due April 1st
 - a. Central, Northeast, Northwest, South
 - Summer Issue – Articles due July 1st
 - a. Southwest, Tallahassee, Tampa Bay, Treasure Coast
 - Fall Issue – Articles due October 1st
 - a. Central, Northeast, Northwest, South
 - 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.
 - Webinars included in president article for each issue.
 - 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.
 - a. Discussed with Glue Up chapters can update information.
Andee to still send out reminders to chapters.
 - 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’
 - Registration & Sponsorship are live!
 - Updates:
 - a. Draft program issued. Updated program with speaker names and presentation titles will be issued mid-February.
 - b. Local Chapter Sponsorship
 - i. Bruce to call chapters.
 - c. Conference awards – Underway. Will be presented during Thursday’s lunch.
 - d. NAEP NEPA Training
 - i. Registration is live!



- ii. FAEP members will received a discounted rate by selecting the “Chapters only” registration and using the code, “FAEP.”
 - iii. Signed contract pending.
 - 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. Registration
 - Over 200!
 - v. Courtney stated they are still looking for sponsors for the NEPA workshop.
 - Courtney to forward Gina the signed NEPA workshop contract.
 - vi. Don stated that they still need sponsors. Currently there is no sponsor for the lanyard sponsorship which is \$2,000. Done also mentioned that there will be a NEPA essentials training at permitting summer school.
 - vii. Also discussed if anyone has trouble booking a room with the room block, please reach out to the conference email for assistance.
 - b. Other Conferences
 - i. 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.
 - c. Invoice sent – This was paid.
 - ii. SWAEP to host the 2027 conference.

8. NAEP Updates (Courtney/ Josh)

- a. Conferences
 - i. NAEP 2026, May 11 through May 14, Anchorage, Alaska
 - ii. NEPA trainings in person at conference and permitting summer school.
 - iii. Courtney mentioned later this year there will be a chapter retreat. It usually occurs every three years. This year it will be in late October in the Boston area. Usually, the chapter president or representative separate from NAEP representative goes. Courtney to send Gina the information.

9. Chapter Reports

- a. Tampa Bay – Galentine’s event at Corner Club – target for women in stem, but anyone is welcomed. Lunch and tour at the manatee viewing center. Early April – UMAM training.



-
- b. Treasure Coast – Feb 22 – 5k run/walk and meet up after. Get together at John D. Macarthur State Park for Enviro Nature Fest and meet up after.
 - c. Central – Cornhole event to fund student scholarship money. Golf tournament to benefit scholarship fund – April 10th.
 - d. Northeast – Minor league ice hockey game – 45 people. March 21 – St John River celebration and cleanup. Enviro solutions lunch and learn – March 25. Social – April
 - e. Northwest – Coastal shorebird presentation. Carpenter Creek Restoration presentation.
 - f. Southwest – Fossil hunt in May. Met with local park infested with exotics. Working with the park to do events (5k, etc.) to sponsor invasive removal. Fishing tournament.
 - g. South – Color walk – January. Full moon bike ride at Shark Valley.
 - h. Tallahassee – luncheon – Elva Peppers presenting on gopher tortoises. Three initiatives: two student scholarship opportunities. Student travel award to travel to FAEP conference and student sustainability award. Early this week kicked off membership drive.
 - i. Gina asked if students that submitted posters to the FAEP conference could apply for the travel funds scholarship.
 - Leila stated they welcome additional applications. Due tomorrow, but it's not lengthy. Something that can be feasible to put together in the next day.

10. Webinar Committee

Josh*, Susan, Don, Jane, Kelley

- 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 9th (back up April 2nd) - Legislative Updates—Susan picking a date per the speakers. Session ends March 13th.
 - iii. June 11, 2026 (Thursday) - Mitigation Bank Rule Updates
 - iv. September 17th - (Thursday) --New Stormwater rule case studies- multiple speakers; Susan to gather some people with case studies. Also include new maintenance requirements.
 - v. November 19th (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
 - 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

11. New Logo Roll Out Committee

Jen*, Arielle, Tim

- a. Objective: Work with Andee on setting up a schedule and action items to launch logo – would like final rollout to coincide with the FAEP Conference.
- b. Jen provided an update on the logo story and roll out campaign.
 - i. Gina suggested using the projectors to display the logo.
 - ii. Nikki suggested stickers.
 - iii. **Jen to send out story and schedule for board comments and to reach out to Elva for fun interactive roll out at conference.**
- c. New LOGO



Florida Association of
Environmental Professionals

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

Elva*, Laila

- 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

13. Long-Term Goals/ Special Projects *(Completed by end of 2026)*

- a. Amend FAEP Bylaws (Gina, Niki, Bruce)
 - i. Bylaws are several years old (2011) and need to be updated
 - ii. Opportunity to increase the number of board positions
 - iii. Bruce will pull information on previous policies.



b. New Chapter Development

- i. Space Coast Chapter (Indian River and Brevard counties) (Gina, Josh M, Josh H.)
 - Nick Sanzone will be new Brevard County champion
- 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

March 12th 12 – 1:30 PM

Can we move to Fri, March 13th?

[Gina to send meeting invite for Fri, March 13th 12-1:30PM.](#) April will be in person at conference. Starting May second Thursday of month at 12PM.

[Discussed Certificate of Completion.](#)

[Meeting adjourned at 1:31PM](#)