

# Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

March 13, 2026 @ 12-1:30 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>		
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>	X	
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>	X	
Dillon Draughn – Northwest Chapter Rep <a href="mailto:ddraughn@moffattnichol.com">ddraughn@moffattnichol.com</a>	X	
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>	X	
Don Medellin – At Large Member <a href="mailto:dmedellin@Dewberry.com">dmedellin@Dewberry.com</a>	X	
Susan Martin – At Large Member <a href="mailto:smartin@nasonyeager.com">smartin@nasonyeager.com</a>		
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>	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.



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## 2. President Report (Gina)

- a. Approval of February 2026 Meeting Minutes.
  - i. Matt made a motion to approve the February 2026 meeting minutes. Don seconded. None opposed. None abstained. All in favor. Motion passed.
  
- b. Glue Up Update
  - i. Andee and Gina meet weekly with our website implementation manager (Gene) and website platform manager (Cameron).
  - ii. Updates:
    - What's been completed so far?
      - a. Andee
        - i. Website structure and navigation have been established. Work continues on platform configuration, membership types, and board page with photos.
        - ii. More than one person can attend the Glue Up training. Chapter champion can forward meeting link.
    - Chapter Champions
      - Central Florida Chapter (CFAEP)  
Joshua Hirten, [hirtenjj@cdmsmith.com](mailto:hirtenjj@cdmsmith.com)
  
      - Northeast Florida Chapter (NEFAEP)  
Caitlin Baker, [caitlin@carterenv.com](mailto:caitlin@carterenv.com)
  
      - Northwest Florida Chapter (NWFAEP)  
Dillon Draughn, [nwfaep@gmail.com](mailto:nwfaep@gmail.com)
  
      - South Florida Chapter (SFAEP)  
Amanda Montgomery, [Amanda.Montgomery@wginc.com](mailto:Amanda.Montgomery@wginc.com)
  
      - Southwest Florida Chapter (SWFAEP)  
Arielle Poulos, [arielle@thanaples.com](mailto:arielle@thanaples.com)
  
      - Tallahassee Chapter (TAAEP)  
Matt Marino, [mmarino@ardurra.com](mailto:mmarino@ardurra.com)
  
      - Tampa Bay Chapter (TBAEP)  
Melanie Higgins, [melaniephiggins@gmail.com](mailto:melaniephiggins@gmail.com)
  
      - Treasure Coast Chapter (TCC-FAEP)



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Tori Strange, [vstrange@pbc.gov](mailto:vstrange@pbc.gov)

iii. Action items

- Scheduling Events Training, **Thursday, 3/19 at 3PM**. Calendar invite sent to Chapter Champs. Recording will be provided.
  - i. Have half of the chapter non-member database.
    - 1. Chapter reps to reach out to chapters for prospective chapter list. To clarify, it's contacts or people who are not members, but want to receive emails.
- Organizational/Group/Corporate Membership dilemma
  - a. The board discussed challenges with corporate memberships, including how to issue a single invoice for organizations and allow an administrator to manage linked individual accounts. Some organizations lack a designated admin, making the process difficult. They noted the need to clearly define and label membership types so individuals know whether to sign up on their own or under a corporate account, and to ensure employees check with their organization before registering.
  - b. Andee to email Glue Up saying want to have two types of group membership options.
- c. FAEP Online Training - Water & Groundwater Sampling & Meter Testing
  - i. Training complete! Niki stated that some of her staff were unable to attend even though they paid. Andee resolved registration issues but received no feedback. There was some confusion between Zoom and Webex links. Niki to follow up with her staff. Andee will check for a recording to share, and Gina will contact UF for attendance and payment records. The training generated \$2,935, and refunds will be issued to those who could not attend.
  - ii. Any feedback?
  - iii. How much did we make?
- d. Banner Updates
  - i. Elva updating banner with new logo. Was this ordered? Order was submitted, but no proof was sent yet. Elva to check on status.
    - Josh to request all file types of new logo. Status? Sent logo for Glue Up.
      - a. Need transparent logo, vector logo, etc.

3. Vice President Report (Josh)



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- a. First webinar coming up April 9<sup>th</sup>.
  - b. Nick and Laura will record a podcast at the conference. On Friday morning, they will speak with interviewees about a brief field story. They will be at the CDM Smith booth. Encourage people to stop to tell short (couple of minutes) field stories.

**4. Secretary Report (Jen)**

- a. Nothing to report

**5. Treasurer Report (Kelley)**

- a. Capital One: \$17,906.34
- b. Fifth Third CD: (Maturity Date: 9/26/2026): \$29,429.26
- c. Special Expenses this month:
- d. Income: \$9,930.00
- e. Expenses: \$25,556.27. Chapter grants, bank charges, administrative fees, grants, workshops. Glue Up.
- 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:
    - New/Renewing Members **81** (New **50**, Renewals **31**, FAEP Members **888**, NAEP Members **69**, Non-Renewals Members **55**)
    - Goal = 860 members = Exceeded!
- 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
        - i. Submit articles to Andee before April 1<sup>st</sup>.
    - 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.
    - Webinars included in president article for each issue.



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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. **Is this working now?**
- 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 - co-chairs'
- Updates:
  - a. Final Program to be issued April 1<sup>st</sup>. Sponsors will be added.
  - b. Local Chapter Sponsorship – only received 3 so far.
  - c. NAEP NEPA Training
    - i. Registration is live! Only 9 folks registered.
    - ii. FAEP members will receive a discounted rate by selecting the “Chapters only” registration and using the code, “FAEP.”
    - iii. Signed contract received.
    - iv. **Market state wide!**
  - d. Registration Numbers ~276
  - e. BOD Lunch
    - i. 17 confirmed (need to confirm with Josh H and Dillon D.)
      1. May 1<sup>st</sup> – waiting on menu from hotel restaurant.
      2. Josh will be missing it. Dillion will confirm.
      3. Elva will take notes for Jen.
      4. Juliana is confirming. Daniel is confirmed attending.
  - f. CEUs
    - i. Andee making certificate – need to calculate number of hours based on program (can include professional networking breaks).
    - ii. Is there a blurb anywhere about CEUs?
      1. Bruce stated there is a word document. **Andee to send out.**
      2. Tim stated that's enough time to get a course number associated with conference

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and we can include a blurb on the back of the certificate on how to apply.

3. Niki prepared a list of overflow hotels. Sharing on social media that is available. Instructions for speakers will be coming out on Monday.

- ii. Date
  - April 29th- May 1st.

- iii. Venue
  - Marriott Hutchinson Island, Stuart, Martin County

### b. Other Conferences

- i. EPSS 2026
  - Booth #509
  - Will start booth planning and sign up sheet in May!
- ii. SWAEP to host the 2027 conference.
  - TCC to have lessons learned meeting. Will provide example budgets, etc.

## 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. October NAEP Chapter Retreat in Boston – Courtney and Gina to attend
- iv. Courtney SC chapter reached out about student chapters.
  - Wade would like insight on starting and maintaining student chapters.
  - Tim said he is happy to meet and reach out to the student chapter liaison.
  - Circle in Bruce and Sheri and they will also invite the student chapter liaison.
  - Also, FSU and UWF chapters. Micheal Cobb works at UWF might be a good contact.
  - Central will reach out to liaison for UCF.

## 9. Chapter Reports

- a. Tampa Bay – Monthly lunch at Brio – topic is Noise. March 26<sup>th</sup> – social. UMAM training first week of April – sold out.
- b. Treasure Coast – Conference in April. Wednesday – opening reception. Thursday – main reception.
- c. Central – Annual appreciation event – Orlando Magic – March 26<sup>th</sup>. April 10 – CFP golf tournament to raise funds for student scholarship.

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- d. Northeast – March 21<sup>st</sup> – St John River cleanup. March 25<sup>th</sup> – lunch and learn with RES.
  - e. Northwest – February – lunch and learn – FWC coastal shore birds. Good turnout. Joint social with estuary program at Miller Ale House – March 27<sup>th</sup>. April – Pensacola beach of EPA laboratories
  - f. Southwest – March 28<sup>th</sup> – butterfly garden, Edible plant hike – April, May – fossil hunt, June – mangrove cleanup.
  - g. South – Shark Valley Bike Ride – Feb, March – wetland plant walk, Biscayne Bay Island Cleanup – March, April 11 – Oyster rope. Lightly started planning symposium for September.
    - i. Juliana stated SFAEP is in the process of updating their bylaws in the next couple of months and asked if they need approval by the FAEP board.
      - Gina stated yes and to email the board for us to review and will discuss and vote in a board meeting.
  - h. Tallahassee –
    - i. TAAEP welcomed two new Board Members at our last meeting: Natalie Barfield from Terracon and Tracey Ludyjan-Ybarra from EGS.
    - ii. Applicants for the two TAAEP scholarships (sustainability and FAEP Conference Sponsorship) were scored by our Board Members this week, so we should be able to make announcements soon.
    - iii. The TAAEP Membership Drive is still ongoing and will run until the FAEP Conference, so if you see the post on social media, please share it.
    - iv. Our next event is a joint social with the American Water Resources Association (AWRA) in Tallahassee

### 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 9<sup>th</sup> - Legislative Updates – Josh H will be the zoom administrator in Andee’s absence.
  - iii. June 11<sup>th</sup> - (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)



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- 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, Brownfields - State of Florida Updates
  - 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
        - b. **April 9<sup>th</sup> webinar. Starting to promote next week. Still charging \$30 for nonmembers.**

## 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. The logo story and roll out campaign were presented last month. **Any updates?**  
**Jen to prepare teaser email/ social media post.**
- c. NEW SWAG:
  - i. 350 stickers ordered
- d. 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. Draft Packet Due – TBD
  - ii. Final Packet Due - TBD
- 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.



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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. Need updated Mission Statement

**15. Next Meeting**

Thursday, April 9, 2026

**Move to April 8<sup>th</sup> 1 – 2:30pm.**

Friday, May 1<sup>st</sup>, 2026

Meeting Adjourned at 1:15pm.