

**FAEP BOARD MEETING MINUTES**

**July 8, 2013**

**12:00 - 1:00 p.m.**

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Kristin Bennett – President | yes |  |
| Erik Neugaard - Past President | yes |  |
| Mary Gutierrez- Vice President | yes |  |
| Amy Guilfoyle  - Treasurer | yes |  |
| Melissa O’Connor - Secretary | yes |  |
| Bruce Hasbrouck - NAEP Representative | yes |  |
| Jennifer Cummings - Central Chapter | no |  |
| Ed Currie - Northeast Chapter | yes |  |
| Amy Mixon- Northwest Chapter | yes |  |
| David Bogardus - South Chapter | yes |  |
| Matt Miller - Southwest Chapter | yes |  |
| Elva Peppers - Tallahassee Chapter | yes |  |
| Tim Terwilliger - Tampa Bay Chapter | yes |  |
| Dianne Hughes - Treasure Coast Chapter | yes |  |
| Erin Kane - At Large Member | yes |  |
| Alexis Preisser - At Large Member | no |  |
| Courtney Arena – At Large Member | yes |  |
| John Lesman – At Large Member | no |  |
| Melissa Butcher- USF Tampa | yes |  |
| Ray Fajardo - USF St. Pete chapter | no |  |

1. **Approve June 2013 Minutes**

Motion to approve by: Bruce Hasbrouck

Second by: Melissa O’Conner

All aye

1. **2013 Annual Conference**
	1. **FAEP retreat Sept 13 12:00 – 5:00**

Retreat will be at the conference hotel, Faller Davis to provide lunch.

* 1. **Request that each chapter announce the conference at their events leading up to September**
	2. **Poster session – Courtney Arena**

There is an end of August deadline for poster submittals.

1. **By-Laws: NE and TCC**

NE & TCC bylaws have been approved. TCC bylaws have been uploaded to the website. Ed will provide a NE bylaw document to Kristin.

1. **President’s Report** – Kristin Bennett
	1. **Membership outreach**

TC has been successful in reaching out to expired members and so has NAEP. Bruce advised that only 48 people renewed or joined in June which is a very low annual rate of 576 members which is significantly lower than the current membership and shows a troubling trend. Kristin added that the number of NAEP members is important to our representation on the NAEP Board and having an effect on NAEP decisions.

* 1. **Beacon and website sponsorship/ “add on” sponsorship opportunity from local chapters**

A sample document has been distributed to provide add-on sponsorship opportunities for local chapter sponsors. Essentially, for a minor fee a sponsor can get their logo on the FAEP monthly calendar, in The Beacon or the website. This is an effort to generate revenue for FAEP and local chapter participation is necessary for this to be successful.

* 1. **NAEP update**

The next NAEP Board meeting is July 27th in Dallas Fort Worth and the following meeting will be in October in St. Petersburg, Florida.

* 1. **Florida Urban Forestry Council**

See below under New Business

1. **Administrator’s report** – Teri Hasbrouck (sent via email)

Office report discussed. June financials, budget report and transactions sent via email following the meeting.

48 memberships processed in June (10 new and 38 renewed).

983 current FAEP members, 140 current NAEP members

Checking account balance $5,662.80

Vanguard money market account balance $24,756.88

1. **Treasurer’s Report**
	1. **Local chapter budget requests for FY 2013-2014 to be submitted by July 31**
	2. **Requests for local chapter reimbursement for 2012-2013 fiscal year no later than August 30**

The current Budget committee consists of the executive committee - Kristin Bennett, Mary Gutierrez, Melissa O’Connor and Amy Guilfoyle – along with Kathy Hale. Courtney Arena responded to the request for additional volunteers to participate on the budget committee for preparation of the FY 2013-2014 budget that will be voted on at the September 13 Board meeting.

1. **Vice President’s Report**

No report.

1. **Secretary’s Report**

No report.

1. **Chapter Discussion**:
* Central – Amy Guilfoyle

The chapter is working on the conference. There will be a July 25th luncheon with Ed Bowman of the FPMA. There are four new CN Board members due to elections.

* Tallahassee Area - Elva Peppers

There is a social on Wed. July 10. There are 3 Board spots open. Also elections are coming up but there are not more nominations than there are open seats on the TL Board. Elva will check the bylaws to see if a vote is needed.

Current membership drive is for a free conference registration with signing up or renewal before the conference. There will be an Aug. 15th Land Management presentation by Westervelt Ecological Services and the US Forest Service. The chapter is looking for a cultural or historical resources topic speaker.

* Northeast - Ed Currie/

The new Board positions will be filled with enthusiastic members. A recent meeting at the Burrito Gallery in downtown Jacksonville was moderately successful. The newly elected president, Jeff Close, will be doing a legislative update at the July meeting. Next month there will be a social at Riverside Brewing.

* South – David Bogardus/Melissa O’Conner

The trip to Pennsuco mining complex went very well with new faces showing up. They received a lot of positive feedback because the event was very different than their usual meeting format and location. They may have a speaker on standards for scientific diving for the July meeting. Brandon Howard at NOAA may be giving a presentation on essential habitat and endangered species in August.

* Tampa Bay USF Student Chapter – Melissa Butcher

The student chapter is sending out many announcements on LinkedIn. The fall semester begins at the end of August. There aren’t any activities going on right now but the officers are planning the fall schedule.

* Northwest - Amy Dixon

Mary Gutierrez reported that there will be social on July 10th. Program meetings will resume in August with the Fire Management group from Eglin AFB who will talk about adaptive management.

* Tampa Bay Area - Tim Terwilliger

Tim reported that the TBAEP Board will discuss who will be participating on the FAEP Board since he isn’t the President anymore and Erin Kane is already an elected member of the FAEP Board. Kelly Levi, Pinellas County will present at the July luncheon on the TBAEP 2012 Environmental Excellence Award winner project, the Pinellas County Fertilizer Ordinance.

* Southwest - Matt Miller

They had their summer grass identification workshop in June, which was their first event they did through Constant Contact. They are planning a red cockaded woodpecker workshop in January. They are joining up with the Florida Association of Environmental Soil Scientists and the SWS SAC for an October 6-9 conference: *Wetland Resources and Regulations in a Changing World What Have We Learned?*

* Treasure Coast – Dianne Hughes – **Hydric Soil Class**

They are working on a Hydric soils 2.5 day workshop in October, by Wade Hurt. If attending this class at UF, it generally costs around $900 for the course, lodging and food. TCC anticipates being able to offer the class to local participants who won’t have to incur additional lodging and food costs for around $300.

Kristin Bennett suggested to all the chapters to consider making events such as this open to members only or at least giving members the opportunity to register first. It is important to give value to members by offering member only benefits.

1. **Old Business**
	1. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. Registration information may be obtained by calling 1-800-HELP-FLA (435-7352).
2. **New Business**
	1. **Membership emails to support the Southeast Florida Coral Reef Initiative** **(Courtney Arena)**

Courtney asked about providing members with the dates of public meetings for this effort over the next couple of years. She will forward information on this effort to the FAEP Board.

* 1. **Student Chapter at FIU (Courtney Arena)**

No report.

* 1. **Increase in rates effective October 1**

Amy Guilfoyle raised the issue of increasing the FAEP membership to $40 from the current rate of $30 to help meet the budget shortfall that FAEP is facing.

Amy made a motion to increase the FAEP dues to $40 beginning October 1st, 2013. A friendly amendment was added to combine this increase with a membership drive prior to the increase. Amy included a second friendly amendment to increase the group dues fee to $35. There will be no change to the student dues structure.

Erin Kane seconded the motion.

Mellissa O’Connor spoke in support of the motion. David Bogardus asked if this dues increase is needed to cover a budget shortfall, and Kristin Bennett explained that additional activities taken on by FAEP for the chapters (ie; tax filings) has caused an increase in costs. Matt Miller spoke in favor of the increase in light of the additional expenses and activities FAEP has undertaken on behalf of the local chapters. Erik Neugaard asked when dues were last raised. Bruce Hasbrouck believes it was over ten years ago.

All aye.

Bruce Hasbrouck and Amy Guilfoyle will prepare a marketing piece to notify FAEP members of the membership drive and increase in membership dues.

1. **Action items and due dates summary of motions (Teri**)

Ed Currie will provide a copy of the NE bylaws to Kristin Bennett and Teri Hasbrouck.

Tim Terwilliger will report back on who the TBAEP representative will be.

Courtney Arena will forward an email on the Coral Reef Initiative to all of the Board members.

Bruce Hasbrouck and Amy Guilfoyle will prepare a marketing piece to notify FAEP members of the membership drive and increase in membership dues.

1. **Upcoming Meetings**
	1. July 27 NAEP BOD meeting
	2. August 12, 2013 FAEP BOD meeting – teleconference
	3. September 11-13 Annual Meeting
	4. September 13 Board retreat
2. **Adjournment**

Motion to adjourn at 1:18 PM