

**FAEP BOARD MEETING MINUTES**

**December 8, 2014**

**12:00 – 1:00 p.m. EST**

1. **Call to Order –** Mary Gutierrez at 12:02 EST
2. **Roll Call –** Teri Hasbrouck

|  |  |  |
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| **Name** | **Attendance** | **Proxy** |
| Mary Gutierrez – President | Yes |  |
| Kristin Bennett - Past President | Yes |  |
| Amy Guilfoyle  - Vice President | Yes |  |
| Tim Terwilliger - Treasurer | Yes |  |
| Elva Peppers - Secretary | Yes |  |
| Bruce Hasbrouck - NAEP Representative | Yes |  |
| Jennifer Cummings - Central Chapter |  | No |
| Stan Stokes - Northeast Chapter | Yes |  |
| Amy Mixon- Northwest Chapter | Yes |  |
| Stephanie Voris - South Chapter | Yes |  |
| Laura Edinger - Southwest Chapter | Yes |  |
| Elva Peppers - Tallahassee Chapter | Yes (12:10) |  |
| Tim Terwilliger - Tampa Bay Chapter |  | No |
| Paul Fitzgerald - Treasure Coast Chapter |  | No |
| Erin Kane - At Large Member |  | No |
| Alexis Preisser - At Large Member |  | No |
| Courtney Arena – At Large Member |  | No |
| John Lesman – At Large Member | Yes |  |
| Melissa O’Connor- At Large Member | Yes |  |
| Jonathan Welker - USF St. Pete chapter |  | No |

9 members is a quorum.

1. **Approve November 2014 Minutes**

**Motion to Approve with edits as presented via email:** Kristin Bennett

**Second:** John Lesman

**Abstained:** Laura Edinger, Stephanie Voris, Bruce Hasbrouck (they were not present at the meeting)

**Aye from the rest of the Board members.**

1. **President’s Report** – Mary Gutierrez

No report.

1. **Treasurer’s Report** – Tim Terwilliger

Wells Fargo Checking account balance: $13,948.94

Vanguard Savings account balance: $24,890.55

Tim submitted the budget for the current year to the Board for approval.

**Motion to approve the 2014/2015** budget as presented: Tim Terwilliger

**Second:** No second

The 2014/2015 budget was tabled until the Administrator’s contract has been finalized.

1. **Administrator’s report** – Teri Hasbrouck

The October Administrator’s report was provided to the Board on Nov. 23, 2014.

Current Membership is 855

There were 60 New and Renewing members in November (19 new and 41 renewed)

FAEP has 134 NAEP members

There were 8 renewals from individuals that had been previously classified as “expired” which means that they were 1-2 months late on their renewal.

There were 68 individuals who did not renew in Nov. and this list was distributed to the chapters with the monthly report.

Note that the decrease in TC membership is -6 not -8

1. **Vice President’s Report –** Amy Guilfoyle

No report.

1. **Secretary’s Report** - Elva Peppers

No report.

1. **New Business**

 **Election update Bruce:** 43 people (5% of membership) responded by Dec. 1, 2014 to the call for votes and still receiving 1 or 2 per day. Voting will close on Dec. 24th and Bruce will distribute the results the following week.

1. **Old Business**

**2015 Annual FAEP Conference**: Kristin reported that the agreement between TC and FAEP did not receive any comments from the FAEP Board.

Motion to approve the agreement for the 2015 FAEP Conference: Mary Gutierrez

Second: Melissa O’Connor

All aye

**Actions without a meeting**- Kristin and John developed a policy for the Board to address actions without a meeting, timing, and how to count the votes of Board members. John forwarded the policy to Elva and Mary for review, they did not have comments. He will now forward it to the rest of the Board.

1. **Chapter Discussion (if time allows)**

• Southwest - Lauren Edinger

 SW are going through the non-renewals list and approaching members. Not much else to report.

• Treasure Coast – Paul Fitzgerald

 TC has their annual event on this Thursday at the Palm Beach County Zoo.

• Northeast – Stan Stokes

NE will have their Holiday Party on Dec. 11th at Unity Plaza near downtown. No Jan meeting yet.

• Tallahassee - Elva Peppers

 TA will have their monthly meeting Dec. 10

At the October meeting they did a survey of members to find out topics of interest and they will be doing more community service projects in the next year.

• Central – Jennifer Cummings

 No report.

• South – Stephanie Vorgas

SO just had their annual symposium at the beginning of Nov. They’ve had a decrease in membership this year from 104 to 97, however seven new members signed up at the conference.

• Tampa Bay Area - Tim Terwilliger

TB had a Nov. 21st membership appreciation event, good attendance, multiple sponsors. No awards section at this event but the chapter will do an awards banquet in the upcoming year. There is a Metropolitan Ministries service project on Dec. 17th.

• Tampa Bay USF Student Chapter - Jonathan Welker

 No report.

• Northwest - Amy Mixon

NW will have a Jan. 9th annual banquet with 2 awards. They canceled their meeting for Dec. so that they had time to spend on the awards event.

**Meeting Minutes Concerning Administrator’s Contract**

Prepared by FAEP Secretary- Elva Peppers

12:45 to 1:15 EST

* Concern about how a transition to a new administrator would look. Response: messy and we would hope that the current administrator would assist in training & providing info to new admin.
* How would a new administrator be chosen? Advertising, review applications and it would be a BOD decision. Dates would be set by the BOD. Teri or Bruce could apply for the position.
* Concern that subcontracting by the Admin, particularly subcontracting to Bruce, could open FAEP to conflict of interest. Subs should be disclosed and pre-approved by BOD. BOD members have concerns not knowing whether they are speaking with Bruce the BOD member or Bruce the Admin. Need clear division of duties. Question about Bruce’s role on the TBAEP Board. It was explained he serves as “Parliamentarian” which is a non-Board member and non-voting position on the TBAEP Board. Discussion about specifically assigning duties to Bruce as Parliamentarian or other description to carry duties but may not be a voting member of the BOD. The FAEP BOD would have to create this position.
* Concerns expressed about the information that is held solely by Teri and Bruce concerning financials and other FAEP documents. All FAEP information should be shared or available to other BOD members in case of any emergency or need to take over Admin duties or for financial purposes.
* There was previously no transition language in the contract, but it was added in the revisions.
* There was discussion about the effectiveness of Teri as the current administrator. General comments from the chapter experiences were good. A few comments about some delay in responsiveness from executive BOD members.
* Discussion held on the three issues Teri raised as a concern in revised Admin contract.
1. More responsibility & less pay. (FDACS, Sunbiz and tax (IRS) filings and obtaining 3 sponsors)
2. Schedule of duties and deadlines needs to be clear & reasonable.
3. Obtaining 3 sponsorships is required (previous agreement did not provide for a specific number of sponsorships to be obtained).

It was noted all board members should be responsible for obtaining sponsorships for the FAEP.

The BOD voted to remove the requirement adding the FDACS, Sunbiz and tax filings to the Admin duties; no increase of pay proposed based upon the fact the current membership numbers do not justify the increase; the schedule of duties and deadlines should be clearly laid out in the contract; Eliminate the requirement to obtain 3 sponsorships.. Motion was approved with the following votes:
Kristin Bennett - Yes
Mary Gutierrez -Yes
John Lesman - Yes
Stan Stokes - Yes
Tim Terwilliger - Yes
Melissa O’Connor – Yes
Amy Mixon Yes
Lauren Edinger - Yes
Elva Peppers – Yes
Paul Fitzgerald – Yes

* Mary noted this discussion was not personal or personally directed towards Teri but did pertain to what was in the best interests of the FAEP.
1. **Upcoming Meetings -**  Our next teleconference is Monday, January 12, 2015
2. **Adjournment**

Meeting adjourned at 1:15