

**FAEP BOARD MEETING AGENDA**

**March 16, 2015**

**12:00 – 1:00 p.m. EST**

**Call – In Number: 605-475-4000 code: 607028#**

1. **Call to Order –** Amy Guilfoyle
2. **Roll Call –** Amy Guilfoyle

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| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Amy Guilfoyle – President | Yes |  |
| Mary Gutierrez- Past President |  |  |
| John Lesman  - Vice President | Yes |  |
| Melissa O’Conner - Treasurer | No | S. Voris |
| Elva Peppers - Secretary | Yes |  |
| Bruce Hasbrouck – Parliamentarian | Yes |  |
| Teri Hasbrouck - Administrator | Yes |  |
| Jennifer Cummings - Central Chapter | Yes |  |
| Stan Stokes - Northeast Chapter |  |  |
| Amy Mixon- Northwest Chapter | Yes |  |
| Stephanie Voris - South Chapter | Yes |  |
| Lauren Edinger - Southwest Chapter | Yes |  |
| Elva Peppers - Tallahassee Chapter |  |  |
| Tim Terwilliger - Tampa Bay Chapter | Yes |  |
| Paul Fitzgerald - Treasure Coast Chapter |  |  |
| Courtney Arena – At Large Member |  |  |
| Todd Hodgson– At Large Member-NAEP Representative |  |  |
| Debbie Tyson- At Large Member | Yes |  |

1. **Approve February 2015 Minutes**

**One Edit** - **Alex was not on the call.**

Motion: Tim Terwilliger

Second: Stephanie Voris

All aye except Jennifer abstained as she did not attend the last meeting

1. **Treasurer’s Report** – Melissa O’Conner
   1. Budget- 2014-2015 attached budget

Tim T. reported that there may be changes in the fees for CEUs ($250)

Everyone did not receive the budget and therefore the issue will be tabled until next meeting. Melissa to resend to the board.

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

No report

1. **Vice President’s Report –** John Lesman

No report- John sent out 3/16/15, prior to teleconference, the draft email voting policy.

Changes to the policy included an added 3-day response period from 2-day response period for Board items voted on by email. This was due to comments received requesting a 4 day response period, the day was the compromise. Bruce pointed out some specific email voting terminology.

1. **President’s Report** – Amy Guilfoyle
   1. Committee Updates

**Membership committee** - Debbie Tyson new chair and Stan Stokes helping out. The committee is studying the past membership numbers, trends and sharing ideas on how to boost membership.

**Sponsorship committee** - Todd Hodgson and Amy Guilfoyle are working are preparation of new flyers and other information to obtain more sponsors. Discussion about Corporate Sponsorship opportunities.

**Administrator’s Contract Committee** – John Lesman reported that now that the last contract has been executed the committee will evaluate whether there will be changes.

**Mentor Committee** – Amy Guilfoyle, Chair, asked for assistance and requested if anyone had any ideas to e-mail them. Bruce would like to be involved. Amy will contact him.

**2015 Conference in Palm Beach information sheet – Typo on one of the forms the number of tracks listed is 4 not 3.**

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

25 New and 55 Renewing members

13 expired renewals (more than 1 month old)

839 Current members

119 NAEP members

Deadline for the March newsletter is today.

1. **Old Business** 
   1. 2015 Conference Update - September 24-25; PGA National Resort, Palm Beach Gardens

Lauren suggested that the error on page 3 regarding 3 tracks should be changed to 4 tracks.

* 1. Email Voting Criteria
  2. Bruce has completed all the tax filings for all the chapters except for the NE Chapter who are tracking down some items. Later this month he will be working on the filings with the Dept. of State. And then May, June, July for the FDACS filings.
  3. Bruce will be working on the FAEP Board election items.

1. **Chapter Discussions** 
   1. Southwest – Lauren Edinger

The SW Chapter has been inactive for about a year. Essentially the whole Board has been assembled from less experienced members. Lauren has been reaching out to Bruce and Teri about ideas on how to run the chapter. They are working on organizing some events. Their goal is to increase membership and sponsorship. They have the Florida Panther Conservation as a new sponsor. They are working on a Board book to help the next Board transition more smoothly. Lauren asked Amy Mixon about the use and cost of Constant Contact. Elva Peppers also shared some practices that the Tallahassee Chapter uses to charge members for activities. The SW chapters has bi-monthly events and will have a annual meeting in June. Teri will contact Lauren and provide her with instructions on how to use Memberclicks for creating and sending out meeting announcements.

* 1. Central – Jennifer Cummings

Jennifer asked other chapters for information about their price structure for their lunches and other events because they are currently having a shortfall for paying for the cost of lunch. Jennifer will send an email to all of the board members to ask for ideas on how they are charging for their events.

There was extensive discussion from different chapter reps about charging for lunches, dues and events.

* 1. Remaining Chapters as time permits:
     1. Northeast – Stan Stokes
     2. Northwest – Amy Mixon

Reported March and April events.

* + 1. South – Stephanie Voris

Reported March and April events. They had a networking event with the TC chapter.

* + 1. Treasure Coast – Paul Fitzgerald
    2. Tallahassee – Elva Peppers

Reported March and April events.

* + 1. Tampa Bay – Tim Terwilliger

1. **Upcoming Meeting**

April 27, 2015

1. **Review Action Items (if any) –**

* Saving $500 per year if membership was paid for the whole year (Bruce).
* Lifetime achievement award (TB chapter is doing one at their May meeting-Bruce)

1. **Adjournment** 1:03