

**FAEP BOARD MEETING MINUTES**

**May 18, 2015**

**12:00 – 1:00 p.m. EST**

**Call – In Number: 605-475-4000**

**Code: 607028#**

1. **Call to Order –** Amy Guilfoyle 12:04PM EST
2. **Roll Call –** Elva Peppers

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

1. **Approve May 2015 Minutes**

Lauren made a motion to approve, Todd seconded. John and Courtney abstained.

1. **Treasurer’s Report** – Melissa O’Conner
	1. The renewal reports are helpful. No other items to report.
2. **Secretary’s Report** **–** Elva Peppers- Tim T. to send Elva the copy of the TB Board Book to use as a template. No other items to report.
3. **Vice President’s Report –** John Lesman; Debbie sent request for comments on membership

IDEAS

Workshops-- doing a workshop on grasses.

Work to encourage companies/agencies to support membership.

FAEP should make lists of larger companies & approach them with a presentation of benefits.

Resume building for new members.

TB is working on corporate sponsorships.

TC- gives out an Appreciation package and the recognition was very meaningful.

Thank you letter detailing how their sponsorship benefits the association/members.

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

Committee Updates

Improve appearance of emails, use attachments. Memberclicks dictates the format.

* 1. **Conference**

 Paul sent out flyer and they are close to finalizing the registration fees.

 Need more sponsorships.

 More abstracts needed.

 Incorporate a presentation from BOD about FAEP.

 Add an FAEP plus chapter table with the vendors.

 After conference opinion survey.

 Suggest a lead article for conference. This is in the works.

* 1. Mentoring
1. **Administrator’s Report** – Teri Hasbrouck. See the member report. 840 current members.
2. **Old Business**
	1. Tax filings- Bruce is getting all the FDACS and tax filings done. The Conflict of Interest forms need to be submitted.
	2. Saving + $646 by paying for a year of membership to Memberclicks if paid up front. Motion passed unanimously to pre-pay for the year in order to get the savings. Motion made by Elva, seconded by
3. **Action Items (if any)**  - Elva Peppers

Tim discussed continuing education for PEs. The renewal of $250 is due. Tim will send out email about how to request CEUs for chapters. General requirements are:

* + - 1. Technical topic applicable to engineers.
			2. Need sign in sheet to get PE number
			3. Tim will send a certificate.
			4. He likes to have the program information prior to the event to review the topic.

Bruce will draft selection criteria for Lifetime Achievement award.

1. **Adjournment** 1:07PM