

**FAEP BOARD MEETING MINUTES**

**January 12, 2015**

**12:00 – 1:00 p.m. EST**

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

1. **Call to Order –** Mary Gutierrez
2. **Roll Call –** Bruce Hasbrouck/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 | Proxy for Erin Kane |
| Jennifer Cummings - Central Chapter | Yes |  |
| 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 |  |
| Tim Terwilliger - Tampa Bay Chapter | Yes |  |
| Paul Fitzgerald - Treasure Coast Chapter |  | No |
| Erin Kane - At Large Member |  | No (proxy to B. Hasbrouck) |
| Alexis Preisser - At Large Member | Yes |  |
| Courtney Arena – At Large Member |  | No |
| John Lesman – At Large Member | Yes |  |
| Melissa O’Connor- At Large Member | Yes |  |
| Todd Hodgson- At Large Member | Yes |  |
| Debbie Tyson- At Large Member | Yes |  |
| Jonathan Welker - USF St. Pete chapter |  | No |

9 members is a quorum

1. **Approve December 2014 Minutes**

**Motion to Approve with changes:** T. Terwilliger

**Second:** A. Guilfoyle

**Aye from the Board members.**

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

Mary Nominated Kristin for new FAEP rep to NAEP, Amy nominated Todd. Kristin recommended to table the nomination to verify Todd understands the responsibility. No vote taken. Table until February.

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

Tim discussed the financial report. Pointed out that some of the expenses that have occurred were one-time expenses so the year-to-date looks higher than it really is. This included the insurance payment and the NAEP affiliation fee. Kristin pointed out that those were from last fiscal year and may impact this year’s budget.

A revision to November’s report has been revised to reflect the $35 business card ad.

The FY 14/15 Budget still needs a Board vote. Mary indicated that will occur after she has finalized the Administrator’s contract.

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

Teri reported the membership numbers and addressed the expired members who have renewed more than 2 months after their expiration. That occurs with 5-6 people each month and is why some organizations use a lag in their membership numbers. She also discussed the reconciliation with the NAEP membership data base and her coordination with NAEP to create consistent data.

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

No report.

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

No report.

1. **New Business**

**Election Update** Todd Hodgson and Debbie Tyson were elected as At Large Members by the state membership.

NAEP liability insurance is $75 per chapter. Each chapter rep is to ask if chapter would like “slip and fall” insurance. It is covered by the FAEP as a chapter benefit. All chapters present on the call agreed to the coverage.

1. **Old Business**

Email Voting Criteria- Some concerns that no response equals a “no” vote and there may not be enough time only allowing for a minimum of two days to respond. Clarify that those would be business days and maybe extend to 5 days or require that an additional reminder email be sent. Kristin and John L to clean up the rules by Friday.

1. **Chapter Discussion –**no time
2. **State BOD Elections-** Preceded over by Kristin Bennett as Past President

Votes were sent in by BOD members via email to Kristin.

2015 Officers are:

President: Amy Guilfoyle

Vice President- John Lesman

Treasurer- Melissa O’Conner

Secretary- Elva Peppers

1. **Upcoming Meetings -**  Our next teleconference is Monday, February 9, 2015
2. **Adjournment-** 1:15 PM