

**FAEP BOARD MINUTES**

**August 21, 2017**

**12:00 p.m. (EST)**

**605-475-4000 (code 607028#)**

1. **Call to Order - 12:00**
2. **Roll Call –** Amy Guilfoyle

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| **Name** | **Attendance** | **Proxy** |
| Amy Guilfoyle – President | **X** |  |
| Mary Gutierrez – Past President | **X** |  |
| Tim Perry – Vice President | **X** |  |
| Debbie Madden – Treasurer |  | Amy |
| Hannah Rowe – Secretary |  |  |
| Bruce Hasbrouck – Parliamentarian | X |  |
| Teri Hasbrouck – Administrator |  |  |
| Hannah Rowe – Central Chapter |  |  |
| Stan Stokes – Northeast Chapter | **X** |  |
| Chasidy Hobbs – Northwest Chapter |  |  |
| Ryan Goldman – South Chapter | **X** |  |
| Arielle Poulos – Southwest Chapter | **X** |  |
| Echo Gates – Tallahassee Chapter | **X** |  |
| Tina Fritz – Tampa Bay Chapter | **X** |  |
| Susan Mason – Treasure Coast Chapter |  |  |
| Todd Hodgson – At Large Member |  | Amy |
| Elva Peppers – At Large Member |  | Tim |
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Need 9 for a quorum

1. **Approve July Meeting Minutes** - Tim moved approval, Echo second approved by majority vote.
2. **Treasurer’s Repor**t – Wells Fargo Balance: $21,947.41

Bank United Balance: $25,365.70

Time for the budget cycle to start. Bruce will send out the budget request as Debbie is on vacation. Requests are due back from the Chapters and Committees by September 8th so that a draft budget can be presented at the BOD meeting in Tallahassee at the Conference on the 13th.

1. **Secretary’s Report** – No Report
2. **Vice President’s Report** – No Report
3. **President’s Report**
   1. Sponsorship - The $50 sponsorship for the monthly calendar is still available. Anyone interested should contract Amy.
   2. Membership – The membership drive ended last month and the drawing for the three winners will occur at the conference. Winners must be present to win.
4. **Administrator’s Report** – 46 people joined or renewed in July. Typically a low month, but need to focus on contacting non-renewals. Tallahassee had a 10-member increase compared to last month. Lots of phone calls were received regarding the conference and a lot of coordination with the conference committee was provided.
5. **Old Business** 
   1. **2017 Conference Update**

125 people registered to date. 90 room nights reserved (100 needed to meet block guarantee) – hotel room rate guaranteed until this Friday August 25th. Budget info being worked on and will be provided later this week.

The conference committee needs volunteers for tasks at the conference. Some are needed for one hours or multiple hours for other needs. Please contact Elva if you are interested. Some Board members have already volunteered.

Silent auction items are needed.

Still need more sponsors.

The speakers are finalized and the presentations will start coming in next week. The updated program is being developed and should be on the web site next weeks as well.

An additional meeting room has been secured to allow for more posters, especially students.

There are a few exhibitor spots available.

Field trips are 20 people each and most are filling up.

The FAEP BOD meeting was scheduled for 3:00 – Tim to see if 2:00 will work per Amy’s suggestion.

A table will be set up for chapters to display brochures and other promotional items for the chapter.

* 1. **NAEP July Retreat, Social, and Board Meeting – Hannah, Tim, Amy**

Tim reported the BOD meeting went well. He did not attend the retreat but noticed the results of the planning process was posted on the wall in the conference room and commented that they looked great. The goals included NAEP goals as well as chapter goals.

The FAEP presentation went well.

The NAEP president agrees to attend the FAEP conference. And has made attending a meeting for every chapter a priority.

The Treasure Coast and South Florida chapter sponsored social went well. It was well attended by the NAEP BOD and the locals. Melissa O’Connor spoke about SFAEP hosting the 2019 NAEP conference. Kudos to Courtney Arena and Stanley Consultants for hosting the meetings and arranging the social.

There are 3 or 4 open spots on the NAEP BOD in the upcoming elections.

* 1. **2018 Conference Agreement**

The draft agreement was provided to the Board for review and comment. Very few comments were received; it is anticipated that most did not realized there was a version that was provided by CFAEP and had different edits that the edits that Amy suggested. As a result, it was proposed to have a face-to-face meeting to discuss the agreement to provide a consensus that works as a future document and minimizes changes in the future. A suggesting was made to have the meeting in Tallahassee during the conference. Tim may be in Orlando a couple of time in the next two weeks and will see if he can be available for a quick meeting. Arielle and Amy are both available. It would be best to have several people who have hosted the conference previously to provide the experienced perspective. Bruce will coordinate a meeting.

1. **New Business** 
   1. September in person board meeting at the conference – discussed above.
   2. Awards – Amy will identify service awards for presentation at the conference. Anyone who has a recommendation of a highly successful chapter or of a great job by a Board Members should contact Amy this week.
   3. There was some discussion about a meeting held by the Georgia chapter of NAEP last month and the low turnout. Each FAEP chapter should be proud of their efforts and that the benefits provided to the members is reinforced through the number who attend.
2. **Chapter Discussions (as time permits).** Please see the monthly calendar of events for updates from the Chapters.
   1. Southwest – Arielle Poulos – Their chapter had a good turnout last month for a presentation on using drones for bird surveys held in Sarasota. A Social will be held this month.
   2. South – Ryan Goldman - SFAEP is hosting stormwater training this month. Amy mentioned should would get with the chapter regarding the NAEP agreement for the 2019 conference.
   3. Tallahassee – Echo Gates – Tally is focused on the conference.
   4. Tampa Bay – Tina Fritz – Women in STEM event this month and a Brownfield presentation for next month.
   5. Treasure Coast – Susan Mason - No report
   6. Central – Hannah Rowe – No Report
   7. Northeast – Stan Stokes - NEFAEP had a well-attended social this month and will be having a luncheon meeting next month.
   8. Northwest – Chasidy Fisher Hobbs (Mary) – August meeting was held on the 18th. They are not holding a meeting in September in support of Tally hosting the FAEP meeting. October 21st is their annual symposium held at the U of West Florida. They are getting ready to award their annual scholarships.
3. **Upcoming Meeting –** September 13 – held at the FAEP meeting in Tallahassee. A call-in number will be provided.
4. **Review Action Items –**

Bruce to send out budget requests, chapters and committees to respond.

Amy to identify service award recipients.

Board members to contact Elva to volunteer to help at the conference.

Chapters to bring promotional materials (brochures, etc.) and silent auction items to the conference.

Bruce to coordinate a meeting with CFAEP re: 2018 conference agreement.

Amy to get with Ryan regarding 2019 conference agreement.

1. **Adjournment – 12:40.**