

**FAEP BOD Meeting Minutes**

**July 25, 2022**

**Call in Number 1-605-475-4000**

**code 607028#**

1. **Call to Order**
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Elva Peppers– President & At Large Member  Tallahassee | X |  |
| Ryan Goldman – Past President  South Florida | X |  |
| Gina Chiello – Vice President  Treasure Coast Chapter Rep | X |  |
| Kelley Samuels – Treasurer & At Large Member  Central Florida | X |  |
| Jen Savaro – Secretary  South Chapter | X |  |
| Bruce Hasbrouck – Parliamentarian\*  Tampa Bay | X |  |
| Teri Hasbrouck – Administrator\*  Tampa Bay | X |  |
| David Wood – Northeast Chapter |  |  |
| Mike Cobb– Northwest Chapter | X |  |
| Emma Berger Fain– Southwest Chapter |  |  |
| Brian Bendis – Tampa Bay Chapter | X |  |
| Joshua Hirten – Central Chapter |  | Amy Guilfoyle |
| Tim Perry – At Large Member, NAEP Rep  Tallahassee | X |  |
| Joe Penta – At Large Member  Treasure Coast Chapter | X |  |
| Christina Hall - SW Chapter Rep | X |  |
| Jane Gregory – At Large Member | X |  |
| Don Medellin – At Large Member | X |  |
| Susan Martin – At Large Member | X |  |

A majority of the board or their proxies shall constitute a quorum. Jen reported a quorum was present. \*Non-voting position. Quorum present.

1. **Approval of Prior Meeting Minutes**
   1. Susan made a motion to approve the June 27, 2022, meeting minutes. Don seconded; all were in favor; none opposed; none abstained, motion passed.
2. **Past President’s Report (Ryan)**
   1. Nothing to report
3. **VP’s Report (Gina)**
   1. Not present. Joined meeting late.
4. **Presidents Report-** Welcome Christina Hall, SW Chapter rep; Congrats to Bruce on his retirement!
5. **Secretary’s Report (Jen)**
   1. Nothing to report.
6. **Treasurer’s Report (Kelley)**
   1. Wells Fargo – $18,836.59
   2. Bank United – $26,479.99
      1. Cost are from memberclicks.
   3. Reminder: Fiscal year ends at the end of September so forms need to be submitted by Sept 15th to Kelley for review at the latest so checks can be sent out.
      1. Only two chapters have requested reimbursement – NW and TC.
      2. Kelly to send out reminder and form.
   4. Kelley to report Bank CD rates
   5. Update/discussion on option for direct deposit for checks going to FAEP from chapters
      1. If any chapters want to enroll in direct deposit, send routing and account to info@faep.com.
   6. Invoice needed from FAEP to chapters hosting training events.
   7. Amy Guilfoyle (SCS) will be sponsoring the calendar for 6 months- need to send an invoice with 6th month free.
7. **Administrator’s Report (Teri)**
   1. Chapter representatives to continue to reach out to non-renewals
   2. Membership stats: 60 members; 35 new; 25 renewed;677 FAEP 47 NAEP; 23 non-renewals
   3. Old member list needs to be reviewed by chapters for email updates, please pass along any updates to Teri.
8. **Old Business**
   1. **2023** Hosted by Tallahassee Chapter May 2023 dates (Tim to provide update)
9. Received quotes from hotels. Still negotiating with closest hotel.
10. Golf tournament possible after event
    1. 2024 Central to be host chapter (Josh update?) – Central will host in 2024
    2. Summer school update
       1. Don – made 50 copies, spent $30. He distributed the flyers around the conference on several booths and registration desk.
       2. Susan – 1400 people attended. ELULS did not have much attraction. group had table in corner. Not much out of it. Can call chamber and send email blast to previous attendees.
       3. In future, need to be more prepared, no last minute printing. Possibly have drawing and would need a banner.
    3. Flyers have been sent to all FAEP BOD members to disseminate and use at events & functions. Please share these on social media as well and would be good to have it also on our website and chapter websites.
    4. Memberships

* Ideas or comments about improving the process is welcome.
* Need mechanism to allow membership in all chapters. Can we give Discount ($200 plus state is $240)? Add choice to FAEP membership page on the website and on each chapter’s websites. Should all chapters except TB will be $25.
  + Join all the chapters - $215 plus the $40 state membership - $255
  + Add button in registration join all eight chapters and FAEP.
    - All agree.
    - Each chapter to discuss with their board
* Continue discussion on statewide sponsorship.
* Retired persons membership rate will be same as student. Need to update the website. What should we call it?
  + Retired rate. Same as student.
* Send Brian Bendis annual sponsorship costs
  + Brian to send email out to board to remind everyone
  1. Continue to follow up with a personal note to non-renewals (each chapter)
  2. Membership growth committee - (Ryan, Elva, Brian, Jane, Teri) Ryan to update

Marketing questionnaire was sent out to all local chapter board members; 5 to 8 minute survey; please fill it out as best as you can. DUE JULY 27TH WEDNESDAY

Survey went out last week. Request chapter reps to complete survey. Due date Wednesday

Coming up to discussion point on whether we want to continue marketing person for next year.

* 1. Reminder to enter in calendar events for August. Trying to get this out this week.
     1. Fil out calendar. Link is good for every month
  2. Professional Training
* Offer training sessions around state to members only (soils, phase 1 ESA, PFAS, UMAM, Wetland, etc) Two courses identified as hydric soils and phase 1 ESA for 2022/2023
  + - 1. Soils Course for Treasure Coast Week of October 10th (potentially have two hydric soils workshops with different lengths) Discuss risk
         1. Two different workshops. One day -intro. Two day – intro/advanced.
      2. Dates for additional chapters starting in Fall (send requests). Trainings to be completed within approximately two years.

--Southwest just had training so they would likely be later on the list for another session.

4. Cost $100 per 4 hours session (2 Sessions Intro/Advanced)

- Amount to presenter $2,000 per day fee

-Amount to FAEP/chapter 70%/30%

* Second course to be Phase 1 ESA. ASTM trainer cost ($6500),1 full day, Julie Kilgore

SFAEP looking at August 18 has been confirmed and is being planned. 35 people; FAEP/chapter to provide space; potentially get sponsor (ERIS/EDR/GeoSearch, etc) to provide lunch.

Payment of fees to ASTM- by FAEP or chapter?

What if the event doesn't fill up? Suggest budgeting for 30 people instead of 35.

* Offer member-only recorded videos of chapter presentations Potential media organizer identified to assist with recordings and posting of presentations to members only on FAEP website.

**Northeast Chapter revitalization**

* Lindsey is working with the NE chapter to build a website/constant contact list. Please share email lists with her or David of people who may be interested in joining the chapter.

1. **New Business**
   1. Lindsey Boomer (marketing support) to send out a recorded video to all BOD members detailing ways she is able to support each chapter & FAEP. To be watched before the August meeting so that we can have a discussion.
   2. Comments from members on improving communication from FAEP to local chapters & members

* Include the link to the NAEP podcasts in the Beacon or the monthly calendar? [NAEP Environmental Professional's Radio (environmentalprofessionalsradio.com)](https://www.environmentalprofessionalsradio.com/)
* Communication from the FAEP to individual chapters (Amy)
  + Separate email with meeting minutes
  1. Tim requested $1750 to sponsor a booth at the 2023 Summer School from the NAEP
  2. **Board Goals**

1. **Increase membership (860)**

* All chapters should set up a LinkedIn Account
* Monthly events submittal is by a new method. The form will work for any future events, not just the next month. DUE BY WED JULY 27.
  + [EVENT CALENDAR FORM](https://form.jotform.com/221464148992059) (click to link)

**2. Professional Training**

In process with Soils and Phase 1 ESA

1. **Beacon Publication and Articles Goal** – 2 articles per chapter per year (Winter through Fall) –**Spring** issue (articles due April 1) Central, Northeast, Northwest, South; **Summer** issue (articles due July 1) Southwest, Tallahassee, Tampa Bay, Treasure Coast; **Fall** issue (articles due October 1) Central, Northeast, Northwest, South; **Winter** issue (articles due December 31) Southwest, Tallahassee, Tampa Bay, Treasure Coast

Sponsorship, multi month discount?

1. **Additional Member Benefits (suggestions)**
2. **State Sponsored Student Scholarship**
3. **State Coordinated Community Service Day/Event**
4. **Ways to promote FAEP**
5. Attendance/sponsorship at Other conferences (booth/flyers/giveaways)
6. Swag items (should FAEP have items at the conference)
7. Awards program
8. Calendar
9. Diversity programs/Women in Science/Young Professionals

Extend meetings to 1.5 hours.

1. **Chapter Discussions –**
   1. Tallahassee –Tim.
   2. Tampa Bay – Brian
   3. Treasure Coast – Gina
   4. Central – Josh
   5. Northeast - David:
   6. Northwest – Mike:
   7. Southwest – Christina:
   8. South – Jen
2. **Upcoming Meeting –** August 22 at noon

**REMINDER TO GET THE CALENDAR EVENTS & SURVEY RESPONSES IN BY WED!**

1. **Adjournment** at 1:15pm