

**FAEP BOD Meeting Minutes**

**June 26, 2023**

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

**code 607028#**

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

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Elva Peppers– President & At Large MemberTallahassee elvapeppers@felsi.org | X |  |
| Ryan Goldman – Past PresidentSouth Florida rgoldman@broward.org |  |  |
| Gina Chiello – Vice PresidentTreasure Coast Chapter Rep gchiello@cumminscederberg.com | X |  |
| Kelley Samuels – Treasurer & At Large MemberCentral Florida Kelley.samuels@aecom.com |  |  |
| Jen Savaro – SecretarySouth Chapter jsavaro@res.us | X |  |
| Bruce Hasbrouck – Parliamentarian\*Tampa Bay Bruce@HasbrouckEnv.com | X |  |
| Teri Hasbrouck – Administrator\*Tampa Bay info@faep-fl.org | X |  |
| David Wood – Northeast Chapter David.Wood@ApexCos.com |  | Eugene Hamin |
| Mike Cobb– Northwest Chapter mcobb1@uwf.edu | X |  |
| Amy Guilfoyle aguilfoyle@scsengineers.com | X |  |
| Sheri Huelster – Tampa Bay ChapterSheri.huelster@stantec.com | X |  |
| Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com | X |  |
| Tim Perry – At Large MemberTallahassee tperry@gbwlegal.com |  |  |
| Christina Hall - SW Chapter Rep christina@thanaples.com |  |  |
| Jane Gregory – At Large Member Jane.gregory@ocfl.net |  |  |
| Don Medellin – At Large Member donshotbuck@yahoo.com | X |  |
| Susan Martin – At Large Member smartin@nelsonyeager.com | X |  |
| Courtney Arena – NAEP RepCcarena9@gmail.com | X |  |

A majority of the board or their proxies shall constitute a quorum. \*Non-voting position. 17 voting members. 9 = quorum

Quorum present.

1. **Approval of Meeting Minutes**
	* 1. Approval of May meeting minutes. Don made a motion to approve the May meeting minutes. Gina seconded. All in favor. None opposed. None abstained. Motion approved.
2. **Treasurer’s Report (Kelley)**
	* 1. Wells Fargo – $32,312.82
		2. Bank United – $26,494.76
			1. Has CD been renewed? 13 month CD, up February 2024
		3. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley. They are due by September.
		4. Expenses this month: Income - $4,600 in expenses
		5. Conference earnings Yet TBD – should be taken care of by next meeting.
		6. TAAEP still to turn in all receipts
		7. Central- Need to make payment to TR Soils for Soils Class- $2,000
			1. Elva spoke with Rachel at Central – Central to pay for Travis.
				1. Revenue generated - $500. Maxed out capacity of attendees. Good feedback.
				2. Lesson learned – Need to send eblast out sooner.
3. **Administrator’s Report (Teri)**
	* 1. Chapter representatives to continue to reach out to non-renewals.
		2. Membership stats:
			1. 771 FAEP members; 53 new members; 22 renewed; 44 NAEP members
			2. Goal 860 members.
			3. Noticed at conference, many attendees were FAEP members but not local chapter members. Teri to do a sort to identify which members are not chapter members & make a special outreach (local chapters) – Teri to email that data

V.iii Memberclicks: Tim any update on Memberclicks for all chapters? Tim gathering information for all chapters to use Memberclicks.

Committee volunteers needed to help Tim.

Virtual training session for chapters on how to use Memberclicks. Set up a schedule for one time per year; 2023 in Aug/Sept? Virtual training session once per year.

Gina can assist with the training session.

1. **Old Business**
	* 1. 2024 Central to be host chapter– Central will host in Spring 2024- Set up conference committee members.
* Have a representative from each chapter on the committee or assigned a task. More involvement from rest of state.
	+ Helpful to spread tasks around early. Each chapter to have better sponsorship outreach. Set goals early.
	+ Bruce suggested each chapter responsible for a session. Two to three talks specific to their local region.
* Targeting for the end of April.
* Plan on working with different chapters to help with abstracts.
* Discussed working with other professional organizations to support our conference.
	+ Potential groups WTS and ASCE.
* Have list of potential hotels.
* Sponsorship outreach early from each chapter.
* Set goals.

VI.ii. Need chapter volunteer for 2025 Conference.

* Chapter representatives to get with their boards about hosting 2025 conference.
* Courtney stated sooner that a chapter is recognized the better, so they can participate on Josh’s committee. Ideally, it would also be good if someone from Tallahassee was on the conference committee to provide lessons learned.
	+ Tim is on conference committee call as an advisory roll.
		1. Get calendar events in for July in. Link located at bottom of agenda.
	+ Professional Training
		- * Soils Course for South Chapter scheduling for fall-
			* Any additional chapters want to schedule? Need 2 months to organize. Elva and Jen to select date for soils training. Blackouts for TRS 9/18; 9/27-29; 10/11-13; 10/23-25
				1. Jen to reach to out to SFAEP today to nail down date.
			* Wetland delineation training is available through Richardson Soils
				1. Charge $600 to the public but would charge us $480 per person. Minimum of 7 attendees.
				2. Classroom - Zoom, Day 1 and 2 – infield
				3. Elva to get more information for the next meeting.
			* Phase 1 ESA Training??
				1. Phase 1 - $6,000/day.

Needs to be organized early enough. Offered cheaper than what other Phase 1 training.

* Northeast Chapter revitalization- Meeting to be scheduled with BOD and interested parties in July
	+ Elva to come in July. Trying to plan a membership drive in July.

Small Project Committees: (NEED VOLUNTEERS)

1. Workshop Guidance Committee- develop short list of information for Chapters to put on workshop through FAEP training program. Suggested members: Kelley, Lindsey, Elva, (input/help from Bruce?) **Draft Workshop agreement in review (Vote Feb Meeting)** COMPLETED
2. Research and determination of best option for Conference/Workshop/Event registrations. Event Bee, Memberclicks, Constant Contact, etc.
3. State Sponsorship Committee: report on some ideas, pros & cons of having a state chapter sponsorship and options of how to do it or providing benefits to chapter sponsors through the local chapters. Suggested Members: Elva
4. Awards Program Development- Research other organizations and past FAEP programs to present some options for awards for outstanding members/projects/ or Elva, Gina and Bruce (IN PROCESS)
5. Beacon Committee- updates Discussion on what is expected in Beacon.
	* + 1. Reach out to members to see if there is anything they want to publish.
			2. Idea to allow sponsors to write one article per year.
		1. Article ideas: incase you missed article and links (i.e. regulatory changes, etc.), issue to recap the conference, and allow sponsors to write one article.
6. **FL Chamber Summer School Booth Coordination: Booth registration, graphics, staffing, etc. July 18-21, 2022. (Susan & Elva & Don) Booth is secured! Need volunteers to man the booth. Contact Courtney**
	* 1. Need to bring banner, cards, year in reviews, etc.
		2. Need gift baskets for business card draw. Each chapter to provide a basket or item to be raffled off.
			1. Put chapter information/swag in with it. Nothing big. Limited on space.
			2. Respond to Courtney this week if participating in bringing a basket and who is bringing it.
			3. Looking for volunteers to man the FAEP booth at the conference.
			4. Booth number 118
			5. Potential to have in person board meeting at Summer School.
		3. Tim suggested having calendar events for July and August to hand out.
			1. Every chapter needs to plan ahead for August. Speaker name and topic to include in calendar handout
			2. FAEP flyer comments - Don Medellin
	* XII. Social media – make people admins,
		1. Assign to board members – someone gets Linkedlin, facebook, etc.
		2. Repost chapter members.
	* Brainstorm ideas for speakers, etc. for chapters.
	* Retreats to plan year – potential goal for next year as board
7. **New Business**

Request to order FAEP/Conference Tervis

1. Lindsey/Teri Work Projects –
2. SFAEP/NWAEP- assisting with social media campaign to increase membership, email distribution improvements.
3. Posting of FAEP Chapter Calendar
4. NE Chapter Website setup
	1. Need to improve Beacon newsletter.
		1. Setup ad hoc committee to reevaluate Beacon
		2. Discussion on what is expected in Beacon.
			1. Reach out to members to see if there is anything they want to publish.
			2. Idea to allow sponsors to write one article per year.
		3. Article ideas: incase you missed article and links (i.e. regulatory changes, etc.), issue to recap the conference, and allow sponsors to write one article.
	* Any other items that Chapters need help with?
	* **Board Goals**
5. **Increase membership (860)**
* All chapters should set up a LinkedIn Account – who has LinkedIn site? (Tallahassee, Tampa Bay, South,Treasure Coast, FAEP)
* Monthly events submittal the form will work for any future events, not just the next month. DUE NOW.
	+ [EVENT CALENDAR FORM](https://form.jotform.com/221464148992059) (click to link)

**2. Professional Training**

In process with Soils and Phase 1 ESA

 SFAEP wants a date.

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
2. **Additional Member Benefits (suggestions)**
	* 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.
3. **State Sponsored Student Scholarship**
4. **State Coordinated Community Service Day/Event**
5. **Ways to promote FAEP**
6. Attendance/sponsorship at Other conferences (booth/flyers/giveaways)
7. Swag items (should FAEP have items at the conference)
8. Awards program
9. Calendar
10. Diversity programs/Women in Science/Young Professionals
11. **Chapter Discussions – Not Discussed**
	* Tallahassee -
	* Tampa Bay –
	* Treasure Coast –
	* Central –.
	* Northeast –
	* Northwest –
	* Southwest
	* South –
12. **Upcoming Meeting – at Summer School (July 18-21)? Or July 24 (noon) MONDAY**
13. **REMINDER TO GET THE CALENDAR EVENTS IN ASAP**
	* [EVENT CALENDAR FORM](https://form.jotform.com/221464148992059) (click to link)

**Skipped items**

* Updates for Membership/Renewal: (skip)
	+ Need mechanism to allow membership in all chapters. Add choice to FAEP membership page on the website and on each chapter’s websites.

Membership growth committee - (Ryan, Elva, Brian, Jane, Teri) (**Skip**)

* + 1. Elva reported that we received responses from 28 people from marketing questionnaire. Committee to have a special meeting and report to BOD at November BOD meeting.
			1. Most did not have a strong feeling about staying with current website.
			2. Interested in centralized website through FAEP.
			3. Not cross-pollinating with other chapters.
			4. All chapters would like to have access to member list.
			5. Would like a repository of presentations for members only.
			6. Requested trainings
			7. Suggested sponsor booths at conference
			8. Highest priorities - centralized membership and attendance
		2. Great idea for condensing chapter presence online and theme. Changed ways we do our calendars.
		3. Growth committee fall group discussion – happy to have one. Elva to send out calendar invite. Data and information from survey needs to be shared with board. Discussed offline and bring to boards attention.
	+ Marketing questionnaire was sent out to all local chapter board members, we had a response from 28 people. Central-1; NW-1; South-5; SW-4; TLH-7; TB-4; TC-6;NE-0
	+ Some general results from responses- full presentation will be given later.
* Majority did not have strong feelings about staying with their current website (SW/TB and TC were more opposed than other chapters)
* Majority were interested in having a centrally hosted website available for all chapters.
* All chapters would like to have access to member list sharing from all chapters.
* Help with advertising/flyers seemed to be important for most chapters.
* Branding and consistency were important.
* Majority would like to see repository for member-only recorded presentations.
* Requested trainings: wetlands; legislative updates; mangrove trimming; stormwater; soils; wildlife; plant ID; professional communication; procurement procedures; WOTUS; GIS; things with certifications; professional marketing; resume development; marketing; presentation bootcamp; seagrass; and more
* Highest priorities for marketing: Centralized services, sponsorship in other organizations; FAEP funding/managing websites; attendance at conferences; website redesign
* Most agreed that FAEP should sponsor booths at conferences- mostly mentioned Summer School
* Suggestions for increasing communication: mentorship, member bios, trainings, partnerships with other organizations, statewide membership meetings, success stories and member recognition.

Meeting adjourned at 1:14pm.