

**FAEP BOD Meeting Minutes**

**May 12, 2023**

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

**code 607028#**

**FAEP Conference In Person**

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

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Elva Peppers– President & At Large Member  Tallahassee elvapeppers@felsi.org | X |  |
| Ryan Goldman – Past President  South Florida rgoldman@broward.org | X |  |
| Gina Chiello – Vice President  Treasure Coast Chapter Rep gchiello@cumminscederberg.com | X |  |
| Kelley Samuels – Treasurer & At Large Member  Central Florida Kelley.samuels@aecom.com | X |  |
| Jen Savaro – Secretary  South Chapter jsavaro@res.us | X |  |
| Bruce Hasbrouck – Parliamentarian\*  Tampa Bay Bruce@HasbrouckEnv.com | X |  |
| Teri Hasbrouck – Administrator\*  Tampa Bay info@faep-fl.org |  |  |
| David Wood – Northeast Chapter David.Wood@ApexCos.com |  |  |
| Mike Cobb– Northwest Chapter [mcobb1@uwf.edu](mailto:mcobb1@uwf.edu) | X |  |
| Amy Guilfoyle aguilfoyle@scsengineers.com | X |  |
| Brian Bendis – Tampa Bay Chapter  Brian.Bendis@xylem.com |  |  |
| Joshua Hirten – Central Chapter hirtenjj@cdmsmith.com | X |  |
| Tim Perry – At Large Member, NAEP Rep  Tallahassee tperry@gbwlegal.com | X |  |
| Christina Hall - SW Chapter Rep christina@thanaples.com | X |  |
| Jane Gregory – At Large Member Jane.gregory@ocfl.net | X |  |
| Don Medellin – At Large Member donshotbuck@yahoo.com | X |  |
| Susan Martin – At Large Member smartin@nelsonyeager.com |  |  |
| Courtney Arena – NAEP Rep  carena@gfnet.com | X |  |

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

1. **Approval of Meeting Minutes**
   * 1. Approval of March and April meeting minutes. Don made motion to approve the March and April meeting minutes. Kelley seconded. All in favor. None opposed. Motion approved.
2. **President’s Report (Elva)**
   * 1. Elva thanked everyone for attending conference.
     2. Discussed having more in person meetings.
     3. Elva’s next big focus is to get the Northeast chapter going.
        1. Josh to assist Elva.
3. **Treasurer’s Report (Kelley)** 
   * 1. Wells Fargo – $32,924.29
     2. Bank United – $26,496
        1. Discussed keeping the CD the same. Bruce to take care of CD.
     3. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley. They are due by September.
        1. TCC only chapter submitted reimbursement so far.
     4. Expenses this month were $1,400.
4. **Administrator’s Report (Teri)**
   * 1. Chapter representatives to continue to reach out to non-renewals.
     2. Membership stats:
        1. 771 FAEP members; 53 new; 22 renewed; 44 NAEP members.
        2. Goal 860 members.
        3. Noticed at conference, many attendees were FAEP members but not local chapter members.
           1. Tim to look into what it takes if everyone to use Memberclicks. Fees based on how many members.

Setup ad hoc committee.

Virtual training session for chapters on how to use Memberclicks.

1. **Old Business**
   * 1. **2023** Conference May 11-12

* Debrief of some good & to be improved items
  + Areas for improvement: program did not include room numbers, need to get speakers list out earlier, need more input from other chapters, need to reach out to sponsors before companies spend their conference budgets.
  + Positives: great venue, good speakers, good space for exhibitors, great keynote speaker.
  + Any agency speakers – no cost for registration. Government registration rate - $125.
    - Need to promote conference as a training opportunity and CEUs.
    - Cover cost for government attendees another way.
      * Room sponsors – more work, need to make signs, change it out. Would need to find an easy way to have room sponsors (i.e. all day room sponsor). All day, etc.
    1. 2024 Central to be host chapter– Central will host in Spring 2024
    2. Get calendar events in for June in. Link located at bottom of agenda.
  + Professional Training
    - * Soils Course for Central Chapter scheduled for April 28th- any recap of that course.
        1. Charged $150. Half days

Lessons learned - Need to send email blast out sooner incase more days are needed.

* + - * Any additional chapters want to schedule? Need 2 months to organize.
        1. South chapter interested in scheduling soils course.
        2. Elva and Jen to select date for soils training.
      * Phase 1 ESA Training? Wetland Delineation Training?
        1. Phase 1 - $6,000/day.

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

Look into wetland training.

* Northeast Chapter revitalization- Meeting to be scheduled with BOD and interested parties \*after conference.

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. Set up You Tube Channel for posting of recorded chapter presentations and provide chapters with information on how to get that set up. **TAAEP recorded one that can be used to try this.** 
   * **Less in person attendance, less engagement, less renewals,**
   * **Charge for remote courses.**
3. Research and determination of best option for Conference/Workshop/Event registrations. Event Bee, Memberclicks, Constant Contact, etc.
4. 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
5. 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)
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.** 
   * 1. Need to bring banner, cards, year in reviews, etc.
     2. 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.
     3. Gina to setup schedule to staff booth.
     4. Courtney to email NAEP office to see if they have any swag they want to send us.
7. **New Business**
   * 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
   * **No new business**
8. Lindsey/Teri Work Projects – not present.
9. SFAEP/NWAEP- assisting with social media campaign to increase membership, email distribution improvements.
10. Posting of FAEP Chapter Calendar
11. 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.
    2. NAEP podcast – Tim to post link on Facebook page.
    * Any other items that Chapters need help with?
    * **Board Goals**
12. **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 –**
    * Tallahassee - Socials
    * Tampa Bay – Monitoring assessment of floodplains - Florida Tidal creeks.
    * Treasure Coast – Talk from sponsor on wells in Lake Worth. Having networking social – involving students and mentoring.
    * Central – hosted corporate 5k, June –lake Apopka update.
    * Northeast – not present
    * Northwest – not present
    * Southwest – 3rd annual fossil hunt in May. June – member appreciation event.
    * South – FDEP Phase II training. Oleta cleanup, social event, planning seagrass training for June
      1. . Jen to send Josh information on Phase II training.
12. **Upcoming Meeting –June 5 or 6? (noon) MONDAY/Tuesday**

**REMINDER TO GET THE CALENDAR EVENTS IN ASAP**

* + [EVENT CALENDAR FORM](https://form.jotform.com/221464148992059) (click to link)

Meeting adjourned at 1pm.

**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.