



FAEP BOARD MEETING MINUTES
October 8, 2012
12:00 - 1:00 p.m.

Bold items are for discussion. Other items are either FYI, back up information is included or discussion is not necessary at this time unless requested by a BOD member.

I. Roll Call

Name	Attendance	Proxy
Kristin Bennett – President	yes	
Erik Neugaard - Past President	yes	
John Lesman - Vice President	yes	
Kathy Hale - Treasurer	yes	
Mary Gutierrez - Secretary	no	none
Bruce Hasbrouck - NAEP Representative	yes	
Amy Guilfoyle - Central Chapter	no	none
Ed Currie - Northeast Chapter	yes	
Matt Dimitroff- Northwest Chapter	yes	
Jeff Marcus - South Chapter	no	David Bogardus
Matt Miller - Southwest Chapter	no	Jeremy
Elva Peppers - Tallahassee Chapter	yes	
Tim Terwilliger - Tampa Bay Chapter	yes	
Arnaud Roux - Treasure Coast Chapter	no	
Erin Kane - At Large Member	yes	
Alexis Preisser - At Large Member	no	
Melissa O'Connor – At Large Member	no	Kristin

Other: Melissa Butcher-USF student chapter president

II. Approve September Minutes with John Lesman's and Erik Neugaard comments.

Motion by- Tim Terwilliger

Second by- Elva Peppers

All aye

III. President's Report – Kristin Bennett

a. Recognition of NWFAEP for hosting the annual conference

Kristin thanked the NW chapter for hosting the conference. There was a good turnout, great location and very interesting topics. Kristin is encouraging the Central chapter to contact the

NW chapter prior to holding the next conference. Bruce mentioned that Mary will be preparing a document that she wished she had when she was organizing this year's conference.

b. Welcome to TBAEP USF Student Chapter representative

Kristin welcomed Melissa Butcher as the student chapter rep.

IV. Vice President's Report – John Lesman
No report

V. Treasurer's Report – Kathy Hale

\$10,686.05 checking acct. balance

\$24,754.28 Vanguard acct. balance

The updated budget was sent out this morning. Loss in 2012 of \$590.68.

Bruce cautioned that the income from the membership drive will be reflected in the Sept. income line but that the checks to local chapters will reflect expenses in the Oct. budget which will look like the budget is out of whack for the new budget year.

Action Item: Oct 26th information due to Bruce from chapters for IRS 990 filings.

Bruce needs the balance sheet for local chapter, budget from FY 2011-2012

Kristin noted that local chapters have different fiscal year calendars, Bruce will redistribute that information.

VI. Secretary's Report – Mary Gutierrez
None

VII. Administrator's report – Teri Hasbrouck

a. Office report, budget report, transactions

1082 FAEP members

167 NAEP members

152 new and 62 renewing members

VIII. New Business

None

IX. Old Business

a. IRS COI documents

Please submit a signed document to Teri

b. 2014 Conference

i. Dual Sponsorship for 2013 conference

The conference committee has discussed the possibility of getting dual sponsorships for the State and National conferences. Kristin talked to Amy, Jennifer and Aaron Ben David about this possibility for the Westervelt sponsorship. John mentioned that communication needs to be ramped up for the 2013 Florida Annual conference.

Action Item: Kristin will contact the Central chapter to discuss these issues and help them define what needs to be done and determine a date for the state conference.

c. Membership Drive

i. Follow up with NAEP members

NAEP has requested that State and local chapters follow up with NAEP members that have not renewed.

X. Chapter Discussion: What can the FAEP do for you?

a. What Chapters can do for the FAEP: volunteer for the NAEP 2014 conference committee

- Treasure Coast - Arnaud Roux
No participant
- Tallahassee Area - Elva Peppers

Elva requested that FAEP prepare a template (curriculum) for all the chapters to use on programs like professional development such as wetland training or other training. Awards for Environmental Projects/community service. Bruce shared experiences from Tampa Bay, South, Central chapters about topics they have held for workshops. Treasure Coast will be holding one on the 19th.

Action Item: Bruce will start the effort to develop a list of workshops that have been held during the last couple of years.

- Northwest - Matt Dimitroff
none
- South - Jeff Marcus (proxy David)
Interaction between websites. Membership outreach and using the Memberclicks database.
Action Item: Send information to each chapter about how to access their membership list on the Memberclicks website.
- Northeast - Ed Currie
None
- Southwest - Matt Miller
None
- Central – Amy Guilfoyle (John Lesman)
State conference coordination.
- Tampa Bay Area - Tim Terwilliger
Workshop ideas with CEUs for members. Engineers, Attorneys, Planners. Would FAEP like to be an approved provider?
- Tampa Bay USF Student Chapter – Melissa Butcher
Currently 97 members. Last meeting Jeremy did a good job; Nov. 1st there will be a general chapter meeting with Tom Reis as a speaker; Nov. 16th there are 7 or 8 EPs speaking.

XI. NAEP Update – Kristin Bennett, Paul Looney, Bruce Hasbrouck

XII. Action items and due dates summary of motions (Mary Gutierrez)

XIII. Action Item: Kristin will contact the Central chapter to discuss these issues and help them define what needs to be done and determine a date for the state conference.

Action Item: Send information to each chapter about how to access their membership list on the Memberclicks website.

Action Item: Oct 26th information due to Bruce from chapters for IRS 990 filings.

Action Item: Bruce will start the effort to develop a list of workshops that have been held during the last couple of years by Oct. 19th.

XIV. Upcoming Meetings

- November 12, 2012 FAEP BOD meeting
- October 24-26 – FLERA

XV. Adjournment at 1:08 PM

Bruce motion to adjourn.

Elva second.

All aye

Chapter	Fiscal Year
FAEP	1 Oct to 31 Sept
Central	1 June to 31 May
Northeast	1 Oct to 31 Sept
Northwest	1 Oct to 31 Sept
South	1 Jan to 31 Dec
Southwest	1 Jan to 31 Dec
Tampa Bay	1 Oct to 31 Sept
Treasure Coast	1 Oct to 31 Sept
Tallahassee	1 Oct to 31 Sept