

**FAEP BOARD MEETING MINUTES**

**November 18, 2013**

**12:00 – 1:00 p.m.**

1. **Roll Call**

Kristin Bennett, Mary Gutierrez, Amy Guilfoyle, Bruce Hasbrouck, Elva Peppers, Erin Kane, John Lesman, Amy Mixon, Alex Priesser, Jennifer Cummings, Melissa O’Connor.

Erik Neugaard proxy to Melissa O’Conner.
Tim Terwilliger proxy to Kristin Bennett.

1. **Approve October Minutes**

Move to approve by Mary Gutierrez. Second by Melissa O’Conner. Motion passed.
Bruce Hasbrouck, Erin Kane, Jennifer Cummings and John Lesman abstained from voting as they did not attend the October meeting.

1. **President’s Report** – Kristin Bennett – No report.
2. **Old Business**
	1. **Elections for the 2014 Board –** Amy Guilfoyle and Mary Gutierrez received the nominations for the two available at-large positions. As there were two positions and two nominees, no vote will be required.
	The Executive Committee will be elected by the Board at the January 13 Board meeting.
	2. **FLERA collaboration –** FAEP sent an announcement to its members notifying members of the opportunity to participate in FLERA working groups currently addressing the 2014 legislative session. FLERA was pleased with response from FAEP members. FLERA will display FAEP and NAEP literature at the Environmental Protection Commission of Hillsborough County’s Thanksgiving luncheon/in-service day.
3. **Treasurer’s Report** - tabled until December. October, November financials will be addressed in December. Bruce Hasbrouck will send out the financials by Tuesday, November 19th.
4. **New Business – dual sponsorships-** Amy Guilfoyle suggested that each chapter commit to one month to obtain sponsors for the FAEP. CFAEP committed to January 2014. Kristin Bennett will send the previously discussed “add on” sponsorship information to the chapters.
5. **Administrator’s report** – Teri Hasbrouck (sent via email) – Membership numbers are down slightly which may be a reflection of people not renewing following the 2012 membership drive and also due to a problem with payments not being received by American Express. The FAEP Administrator follow up to those members who had trouble resulted in an additional 60 membership renewals.
6. **Vice President’s Report –** Mary Gutierrez – No report.
7. **Secretary’s Report** – Melissa O’Connor – No report.
8. **Chapter Discussion**:
* Southwest - Jason Perryman – No report
* Treasure Coast – Dianne Hughes – Erin Hodel- No report
* Northeast – Ed Currie – No report

Tallahassee Area - Elva Peppers – Chapter recently held a dart tournament that served as a fund-raiser for the scholarship fund. The December meeting is about biofuels and solar power. TAAEP is taking credit cards at events. In January to encourage membership and generate revenue, TAAEP will accept annual luncheon payments ($5/lunch for 5 lunch meetings/year). Year end financials have been sent to Bruce for processing.

Bruce needs information from all of the chapters.

**Question 1:** Is the FAEP sponsoring the NAEP 2014 conference? **Response:** Tampa Bay is listed as a sponsor for 2014. Bruce Hasbrouck will send the sponsorship levels for NAEP to the Board for consideration. Kristin Bennett asked the chapters to bring the issue/request to the local boards to determine the level of interest in contributing to the sponsors.

**Question 2:** Do we have Directors’ and Operators’ insurance? **Response:** The issue has been explored several times. Questions to ask when determining whether D&O is needed: Do we do any actions that damage someone professionally? Do we have assets beyond the FAEP financial accounts? As a membership organization the risk of being sued from a member is low. We do have general liability insurance. Bruce will send the white paper on D&O insurance to the Board. Local chapters may elect to purchase D&O insurance on their own. FAEP covers the cost for the FAEP and local chapters’ general liability insurance.

* Central – Jennifer Cummings – fall membership appreciation meeting to be held Thursday, November 21st. There will be an evening event in January. February back on schedule with monthly program meetings.
* South – David Bogardus – No report
* Tampa Bay Area – Erin Kane – Chapter meetings have concluded with the Falliday social ending the year. Approximately 200 people attended Falliday. Next event will be January lunch meeting. Chapter will be redesigning the website and materials since they have a new logo.

Kristin/Bruce: USF St. Pete Campus student chapter is dormant. Local SEAS chapter is active however. Melissa Butcher has done a great job getting things done at USF Tampa Campus..

* Tampa Bay USF Student Chapter - No report
* Northwest - Amy Mixon – Banquet on December 6th. Program meeting set up for January and elections in January. Scholarships are being reviewed and will be given at the banquet.
1. **Action items and due dates summary of motions (Mary)**

Bruce will send the sponsorship levels for NAEP to the Board.

Bruce will send out financial by Tuesday, November 19th.

Kristin will send out information again about dual sponsorships.

Bruce will send the white paper on insurance to the Board.

Bruce will provide the deadline for the chapters to submit their financials.

1. **Upcoming Meetings**
	1. December 9 FAEP BOD – conference call for 2013
	2. January 13, 2014 FAEP BOD –**IN PERSON – ORLANDO-** Election of EC from sitting board – district service center (to be confirmed)
	3. January 25, 2014 NAEP BOD Phoenix, AZ
	4. April 7-10 2014 NAEP Annual conference – 165 abstracts submitted, 104 slots, notifications sent to people accepted and not accepted. Poster spot to not accepted.
	5. April 10 2014 NAEP BOD St. Pete
2. **Adjournment –** Meeting adjourned at 12:56 p.m.