

**FAEP BOARD MEETING MINUTES**

**March 10, 2014**

**12 – 1 p.m. EST**

1. **Call to Order –** Mary Gutierrez
2. **Roll Call – Teri Hasbrouck @**12:01

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| **Name** | **Attendance** | **Proxy** |
| Mary Gutierrez – President | yes |  |
| Kristin Bennett - Past President | yes |  |
| Amy Guilfoyle  - Vice President | yes |  |
| Tim Terwilliger - Treasurer | yes |  |
| Elva Peppers - Secretary | yes |  |
| Bruce Hasbrouck - NAEP Representative | yes |  |
| Jennifer Cummings - Central Chapter | yes |  |
| Ed Currie - Northeast Chapter | yes🡪 | Jeff Close |
| Amy Mixon- Northwest Chapter | yes🡪 | Matt Kelley |
| David Bogardus - South Chapter | yes |  |
| Jason Perryman - Southwest Chapter | no |  |
| Elva Peppers - Tallahassee Chapter | Elva |  |
| Tim Terwilliger - Tampa Bay Chapter | yes |  |
| Paul Fitzgerald - Treasure Coast Chapter | yes |  |
| Erin Kane - At Large Member | yes🡪 | Tim Terwilliger |
| Alexis Preisser - At Large Member | no |  |
| Courtney Arena – At Large Member | no |  |
| John Lesman – At Large Member | no |  |
| Melissa Butcher- USF Tampa | no |  |
| Jonathan Welker - USF St. Pete chapter | no | Emailed update |
| Melissa O’Connor | yes |  |
| 9 Board members are needed for a quorum. |

1. **Additions/Modifications to the Agenda** – Mary Gutierrez

None

1. **Approve February 2014 Minutes**

Motion by Tim Terwilliger

Second by Kristin Bennett

The motion carried unanimously.

Bruce abstained

1. **President’s Report** – Mary Gutierrez
	1. State Scholarship – committee –update

Paul Fitzgerald and Mary will work on this. Some local chapters have responded with information about their awards programs.

Mary shared that Bill Rhodes passed away (a former member), maybe FAEP can honor him by providing the scholarship to someone with a similar discipline? Bruce reported that this has not occurred in the past at FAEP and sounds like a good idea. Jennifer stated that she would research what Bill’s profession was and report back to Mary/Board.

* 1. State Environmental Excellence Awards – committee-update

Mary, Melissa O’Connor, and Courtney Arena will work on this committee. Mary’s goal is to have an awards ceremony in the fall.

1. **Treasurer’s Report** – Tim Terwilliger

FAEP is behind expectations in income and expenses and is $80 in the black at this point in the year. Per Tim’s request, Bruce will adjust the expense for line item- P.E. CEUs to the correct line item.

1. **Administrator’s report** – Teri Hasbrouck

FAEP 932 current members, 22 new and 34 renewed in February.

NAEP 141 current members.

Most of the chapters increased their member numbers.

1. **Vice President’s Report –** Amy Guilfoyle
	1. FAEP Sponsored Reception during the NAEP Conference

Due to discussions during the last conference call, Amy found out from the hotel that it would be $22/person to have light hors d’ oeuvres and a drink on Tuesday night of the conference. Amy suggested that local chapters will help defray the costs and that the FAEP conference income will help pay for the reception.

Kristin questioned the cost and the expectation that the conference income could help pay for it. She also suggested that the reception be a cash bar event to reduce costs.

Amy reported that the Central chapter will consider helping with the cost.

TBAEP has discussed a donation to the event with up to $1000 to support FAEP with this effort.

Elva discussed that FAEP should support the event to promote FAEP at the national conference.

Mary asked the Treasurer (Tim) if there is money in the budget for this effort.

Mary suggested that the FAEP $1,000 annual conference line item be used for the reception.

Motion: Amy provided a motion to use the $1,000 for a FAEP reception at the NAEP conference. The motion was seconded by Elva. The motion carried unanimously.

Advertisement will be provided to additional sponsors and they will receive recognition in the form of flyers and literature at the event.

Amy will discuss with TBAEP, the Central BOD and with FAEP’s contribution, this may cover the cost of the whole event and sponsor may not be needed.

1. **Secretary’s Report** - Elva Peppers
	1. Board Book – update

Elva has started review the Board Book and will work on it next week during spring break.

At some point she will ask others to help with updates.

1. **NAEP Update** – Kristin Bennett – Bruce Hasbrouck

Bruce reported that registrations are low for the NAEP conference at 286 with a budget based on 353. There are currently 40% attendees from the government, 40% consultants and 20% industry participants.

There is expected to be a large 1-day attendance from local participants.

FAEP received checks from chapter contributions from NW, SO, and TL of $500.

There is a big push of advertisement through social media right now LinkedIn, Facebook, twitter etc.

 There will be a NAEP Board meeting at the conference on Friday, April 11.

1. **Chapter Discussion**:
* Southwest - Jason Perryman

Not present. Bruce asked for contact information for the chapter Treasurer so that he knows where to send checks to.

* Treasure Coast – Paul Fitzgerald

TC Board meeting tonight to plan out events through to August.

* Northeast –Jeff Close

The chapter has been having their regular lunches and socials. They have been having consistent turnouts of 20 – 30 people. They are looking for a consistent location for lunch.

* Tallahassee Area - Elva Peppers

This month is their social month, this Wednesday, with a pool tournament. The proceeds are going to their scholarship fund. Next month they will have a Cascade Park opening event to attend and having speakers involved with the project speak to the chapter.

* Central – Jennifer Cummings

Central just had a luncheon with a good turnout and there will be a social this month at Marlow’s Tavern in Winter Park.

* South – David Bogardus

The chapter has been focusing on their website and completed major revamps including a calendar. On Mar. 14, there will be joint event with Treasure Coast, at a 2 day conference and they will have a social. Disaster preparedness and recovery will be part of an upcoming meeting. They are working on getting the CEUs for a mangrove trimming class in April.

* Tampa Bay Area - Tim Terwilliger

March lunch will be on dry cleaner solvent cleanup program. There is a community cleanup event on the 22nd of March with Pinellas County on a local waterway. On the 27th there will be a social. There will also be a social on Thursday during the NAEP conference, hosted by TBAEP. The Board is working on improving the Board Book. Elections are in May. June is the annual joint lunch event with ASCE.

* Tampa Bay USF Student Chapter - Jonathon Welker

Not present. Jonathan reported via email3/10/14 10:43 AM-See below:

-Student interest in the local TBAEP is doing well. Good turnout from USF Tampa, USF St. Pete, and Eckerd College at last networking happy hour. Many are excited about attending the NAEP conference.

-Volunteer opportunities still exist for students (or really anyone) for the conference. Feel free to spread the word around to the other Florida chapters to try and get other students involved. Volunteering warrants free admission in to the entire conference if you volunteer for a full day.

-We are looking for poster judges for the NAEP conference. The opportunity is open to all conference participants not already submitting a poster.

For more information about volunteering or judging, contact Erin Morrison at ermorris@mail.usf.edu

* Northwest - Matt Kelley (proxy for Amy Mixon)

In March the luncheon speaker topic will be about the Navy natural resource program. In April there will be a cleanup and in May there will be an evening social.

1. **Old Business**

Bruce questioned whether the monthly meeting notice is a value to the members. In November he did not send one out and did not receive a single email asking about it. He only gets a couple chapters sending him the information for instance 3 out of 8. This notice is distributed to the FAEP Memberclicks database through Memberclicks. Bruce asked whether this notice should be continued.

Kristin noted that the chapters can look at the previous notices to see what information is being requested.

Bruce will continue to send out the monthly notice. Chapters should provide in a standard format by the last day of the month.

1. **New Business**

Bruce is researching credit card fees and their impact on FAEP’s budget.

1. **Action items and due dates summary of motions –** Teri Hasbrouck

Mary will work on providing a format for the local chapters to provide the information to Bruce.

Elva will work on the Board book.

1. **Upcoming Meetings**
	1. April 7-10 2014 NAEP Annual conference
	2. April 10 2014 NAEP BOD St. Pete
2. **Adjournment** – at 1:05

Our next teleconference is Monday, April 14th.