|  |  |
| --- | --- |
|  | **FAEP BOARD MEETING MINUTESOctober 13, 2014 1:30 – 2:30 p.m. EST****Call – In Number: 605-475-4000 code: 607028#** |

1. **Call to Order –** Mary Gutierrez (1:36 EST)
2. **Roll Call –** Elva Peppers

Teri Hasbrouck – absent

|  |  |  |
| --- | --- | --- |
| **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 |  |
| Stan Stokes - Northeast Chapter | Yes |  |
| Amy Mixon- Northwest Chapter | No |  |
| David Bogardus - South Chapter | No |  |
| Melanie Metal - Southwest Chapter | No | Yes-Lauren Edinger |
| Elva Peppers - Tallahassee Chapter | Yes |  |
| Tim Terwilliger - Tampa Bay Chapter | Yes |  |
| Paul Fitzgerald - Treasure Coast Chapter | Yes |  |
| Erin Kane - At Large Member | Yes |  |
| Alexis Preisser - At Large Member | No |  |
| Courtney Arena – At Large Member | Yes |  |
| John Lesman – At Large Member | Yes |  |
| Melissa Butcher- USF Tampa | No | No |
| Johamary Pena-USF | Yes |  |
| Melissa O’Conner - At Large Member | Yes |  |

9 members is a quorum.

**III. Approve September 2014 Minutes**

Motion by B. Hasbrouck & second by K. Bennett- motion carried.

**IV. President’s Report** – Mary Gutierrez

These at large board positions are up for expiration. Each chapter can nominate a member. The process is in place. Call for nominations Oct 15 to Nov 15th. Elections to occur between Nov 15th and Dec 15th. Bruce will send nomination form to the chapters. Members may also self-nominate. Bruce included the notice of election with the October calendar of events. Another announcement needs to be made.

**At Large BOD member expirations**

Erin Kane 2011-2014

John Lesman 2011-2014

Alex Preisser 2011-2014

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

1. Budget Committee Report- Clarification for the FY 2013/2014 end of year budget: NAEP Affiliation Fee and insurance was not paid in FY 2013/2014 because NAEP did not send an invoice for the payments. . K Bennett to discuss with the NAEP the need to provide the invoices during the FEAP fiscal year.
2. Chapter project requests for 2014-2015 have been received.
3. The sponsorship of the NAEP conference was discussed. E. Kane initiated with concerns about having approved the expense via email vote rather than during a meeting. The by-laws allow for email voting. The check has already been mailed upon approval by the BOD. See attached voting evidence. J. Lesman discussed the need for a review of the by-laws and/or policies in regard to the email voting issue and others. B. Hasbrouck indicated that there is a collection of policies that the BOD can review or call upon. K. Bennett and J. Lesman agreed to work on the review of the by-laws and polices and to bring issues or necessary modifications to the BOD.

**VI. Administrator’s report** – Bruce Hasbrouck

A. Conflict of Interest-All BOD members need to review and sign the Conflict of Interest form and submit the signed version to Teri Hasbrouck prior to the next BOD meeting. B. Hasbrouck to email out a reminder to those whose forms are missing. K. Bennett requested B. Hasbrouck to disclose for the purpose of transparency, the duties that he provides as a volunteer versus the duties he provides to help Teri Hasbrouck as administrator. He responded as follows:

Volunteer duties:

1. File taxes for FAEP
2. Coordinate tax filings for the chapters

3. Annual FDACS filings for the FAEP and the chapters (except South Florida)

1. Department of State filings

Duties he completes that are Administrator duties:

1. Maintain books
2. Pick up checks from the PO Box
3. Write FAEP checks
4. Send financial information to the Board

**VII. Vice President’s Report –** Amy Guilfoyle no report

**VIII. Secretary’s Report** - Elva Peppers

Requested update on the Memberclicks versus Wild Apricot webs and membership management service. K. Bennett reviewed some of the specifics including: the cost is generally 1/2 the cost ($2,000) and lower transaction fees. K. Bennett believes it is more intuitive to use, the domain name can be transferred, the member. Data can be exported and imported using excel. The website would have to be redone. B. Hasbrouck mentioned concerns over board members having to learn a new system.

K. Bennett (Wild Apricot) & B. Hasbrouck (Memberclicks) will compile a comparison of features to present to the BOD.C. Arena provided information that NAEP worked with MemberClicks to reduce the transaction fees. C. Arena will provide the information to the FAEP board.

 **IX. New Business**

A. FAEP hosting the FAEP 2015 annual conference- K. Bennett brought the idea to the BOD to have the FAEP as the sponsor since no chapter volunteered to sponsor it. K. Bennett offered to chair the Conference committee and has already spoken to individuals who will serve on the committee. The BOD expressed general support for the idea and K. Bennett will continue to develop the proposal for later discussion. K. Bennett will draft a document that specifically outlines the duties, funding, divisions of funds and understandings between the FAEP and chapters.

**X. Old Business**

1. Membership Drive- Tampa Bay had a large number of new members and renewals (50) during their membership drive. An ipad mini was provided as a drawing for incentive to join. Chapters made comments that training programs were very effective in attracting new members as well as the drawing. The FAEP contributes financially to the chapters to help them recruit new members through the chapter sponsorships.
2. Administrator’s contract- Mary Gutierrez, B. Hasbrouck and others left the call. No revised contract has been circulated therefore the BOD could not vote on the contract. Motion was made by A. Guilfoyle & seconded by J. Cummings to extend the contract (upon agreement by T Hasbrouck) until the end of November. Roll call was made and it was determined there was not a quorum therefore the motion died. A. Guilfoyle to contact T. Hasbrouck to inquire if another extension is ok with her. M. Gutierrez to forward contract to BOD for review and comment prior to the November BOD meeting.

**XI. Chapter Discussion (no time)**

**XII. Adjournment (approx 2:55 EST)**

**XIII. Action items and Due Dates**

Bruce Hasbrouck

1. BOD Nominations- Bruce will send nomination form. Another announcement needs to be made.
2. Conflicts of Interest Forms- B. Hasbrouck to email out a reminder to those whose forms are missing.
3. Membership Management Software- K. Bennett (Wild Apricot) & B. Hasbrouck (Memberclicks) will compile a comparison of features to present to the BOD.

Kristin Bennett

1. Insurance and Affiliation Invoices from NAEP- K Bennett to discuss the timing for future years with the NAEP.
2. By –laws and Policy Review- K. Bennett and J. Lesman agreed to work on the review of the by-laws and polices and to bring issues or necessary modifications to the BOD.
3. Membership Management software - K. Bennett (Wild Apricot) & B. Hasbrouck (Memberclicks) will compile a comparison of features to present to the BOD.
4. 2015 FAEP Conference- K. Bennett will continue to develop the proposal for later discussion.

John Lesman

 1. By –laws and Policy Review- K. Bennett and J. Lesman agreed to work on the review of the
by-laws and polices and to bring issues or necessary modifications to the BOD.

Mary Gutierrez

1. Send out revised Administrator’s contract to BOD for comment prior to Nov BOD
meeting. Amy Guilfoyle

A. Guilfoyle

1. To contact T. Hasbrouck to inquire if another extension is ok with her.

Courtney Arena

1. C. Arena provided information that NAEP worked with MemberClicks to reduce the transaction fees. C. Arena will provide the information to the FAEP board.

Action Items from Sept 2014 BOD meeting that still need to be addressed

Mary Gutierrez:

Scholarship and Awards Development: send out information later for BOD comments. Membership Survey: send out summary to all the chapter reps & BOD. **(Sent out on September 8, 2014)**

ALL BOD members

Review and sign the conflict of interest paperwork. This should be submitted before the next FAEP

BOD meeting.

Send Bruce Hasbrouck chapter events before the end of each month for 3 future months.

Review administrator’s contract and offer suggestions to M Gutierrez prior to the next BOD meeting.