**FAEP BOARD MEETING MINUTES**

**November 9, 2015**

**12:00 – 1:00 p.m. EST**



**Call to Order –** Amy Guilfoyle 12:05PM EST

1. **Roll Call –** Elva Peppers

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| **Name** | **Attendance** | **Proxy** |
| Amy Guilfoyle – President | yes |  |
| Mary Gutierrez – Past President | no |  |
| John Lesman – Vice President | yes |  |
| Melissa O’Conner – Treasurer | no |  |
| Elva Peppers – Secretary | yes |  |
| Bruce Hasbrouck – Parliamentarian  | yes |  |
| Teri Hasbrouck – Administrator | yes |  |
| Todd Hodgson – Central Chapter | yes |  |
| Stan Stokes – Northeast Chapter | yes |  |
| Amy Mixon – Northwest Chapter | no |  |
| Stephanie Voris – South Chapter | Yes (at 12:15) |  |
| Lauren Edinger – Southwest Chapter | yes |  |
| Elva Peppers – Tallahassee Chapter | yes |  |
| Tim Terwilliger – Tampa Bay Chapter | no |  |
| Paul Fitzgerald – Treasure Coast Chapter | yes |  |
| Courtney Arena – At Large Member | yes |  |
| Todd Hodgson – At Large Member | yes |  |
| Debbie Madden – At Large Member | yes |  |
| Arielle Poulos | yes |  |

1. **Approve September Minutes**

**Motion to Approve September Minutes: Debbie Madden**

**Second: John Lesman**

All aye

**Motion to Approve October Minutes: with amended roll call list, Todd Hodgson**

**Second: Debbie Madden**

All aye, with Jon Lesman and Courtney Arena abstaining

1. **Treasurer’s Report** – Melissa O’Conner

Bruce updated: October was a good month with more income than expenses. With $5,000 transfer from reserves, Bruce created a new line item to show transfers back to the reserves, expected to be $5,000. There was good income from 90 memberships. Reconciliation with TC Chapter for the conference proceeds will show up in November due to a $1,900 mistake which will show up in the next fiscal year.

Bank account balance is: $11,956.02

Money market account balance is: $20,059.59

1. **Secretary’s Report** – Elva Peppers

No report

1. **Vice President’s Report –** John Lesman

 No report

1. **President’s Report** – Amy Guilfoyle

 No report

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

854 current members,

90 memberships processed in October, 33 new and 57 renewals

114 NAEP members

1. **Old Business**
	1. Elections - 4 people running for the board, nominations need to be in by November 15th, Nominations so far are:

Tim Perry – at large

Echo Gates – TL chapter rep

Joe Walsh – from TB

Brady Walker – from South

Notice will go out to the membership by Dec. 1, January Board meeting will be when the officers will be elected by the Board.

* 1. Affiliation Agreement

Courtney-the affiliation agreement has been received by NAEP. There will not be a cost to FAEP this year. There were changes to accommodate Chapter’s need. Some chapters have signed the agreement and returned to NAEP.

John Lesman read that FAEP is required to report activities to NAEP on a quarterly basis. Amy reported that she fulfills that requirement.

John also noticed that under NAEP obligations is an NAEP Speakers Bureau that would provide speakers to chapters and John suggested that FAEP could request an NAEP speaker to talk at an FAEP event. Courtney reported that NAEP has funding in its budget for Board members to travel to chapters to speak about NAEP.

**Motion to approve and sign the affiliation agreement: John Lesman**

**Second: Elva Peppers**

**All aye**

* 1. Conference Agreement

Amy received responses from several Board members, including add in information about CEUs and input as to whether presentations will qualify for CEUs. Work load for that was 20-30 hours for the 2015 conference.

Lauren asked for discussion about the draft agreement: the TC Chapter shared responses from their experience and Lauren compared the changes to the draft agreement to the responses and found that the draft agreement does not include some responses from local chapter questionnaires.

Amy reported

* some chapters responded that they want the host chapter compensated for their work,
* duties that are FAEP’s vs. the host chapter,
* changing the conference to every other year,
* Split 100%-0 and 50/50 split were some opinions, the majority were 75/25 split;
* One response was that the local chapter represents FAEP in signing contracts etc. but did they have authorization to represent FAEP.

Paul Fitzgerald feels that the suggested split isn’t fair to the local chapter because most of the work is borne by the local chapter.

Bruce suggested that there is value in the FAEP brand, support by FAEP, and participation by other chapters in the conference and attending the conference.

Lauren suggested that the responsibilities of FAEP be detailed more specifically.

John suggested that negotiations be an open conversation of the Board and that each year the split should be re-negotiated.

Courtney suggested that more detail be added to the contract, and that the contract be renegotiated each year.

Todd supported the 75-25% split and was in favor of having a standard agreement in place.

Elva viewed the draft contract as something that could be changed year to year according to which chapter is hosting the conference. Elva supports the 75-25% split. There could be more sharing of responsibility with FAEP to lessen the load on the host chapter, but the host chapter needs to delegate what they need help with.

Discussion from various Board members about the contract and the split ensued.

The draft agreement will continue to be reviewed and commented upon. Each chapter is to provide written comments for the next meeting.

1. **New Business**

NAEP is having Board elections now. Must be an NAEP member to be on the BOD.

1. **Upcoming Meeting**

December 7, 2015

1. **Review Action Items (if any)** - Elva Peppers

Each chapter representative is to review with their local chapter & provide written comments to the conference agreement prior to the next meeting.

 Teri will send Stanley an invoice for their FAEP sponsorship.

1. **Adjournment** 1:28PM