

**FAEP BOARD MEETING MINUTES**

**February 22, 2016**

**12:00 – 1:00 p.m. EST**

**605-475-4000 (code 607025#)**

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

1. **Roll Call –** Debbie

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Amy Guilfoyle – President | y |  |
| Mary Gutierrez – Past President | n |  |
| Tim Terwilliger – Vice President | y |  |
| Debbie Madden – Treasurer | y |  |
| Tim Perry – Secretary | y |  |
| Bruce Hasbrouck – Parliamentarian | y |  |
| Teri Hasbrouck – Administrator | y |  |
| Hannah Rowe – Central Chapter | n |  |
| Stan Stokes – Northeast Chapter | y |  |
| Amy Mixon – Northwest Chapter | n | Ashley Jansen |
| Stephanie Voris – South Chapter | y |  |
| Lauren Edinger – Southwest Chapter | y |  |
| Echo Gates – Tallahassee Chapter | y |  |
| Tim Terwilliger – Tampa Bay Chapter | y (duplicate) |  |
| Paul Fitzgerald – Treasure Coast Chapter | y |  |
| Courtney Arena – At Large Member | n |  |
| Todd Hodgson – At Large Member | y |  |
| Debbie Madden – At Large Member | y (duplicate) |  |
| Tim Perry – At Large Member | y (duplicate) |  |
| Elva Peppers | y |  |
| Arielle Poulos | y |  |

Regarding the conference call number, the old number ended in 28, Bruce went back, no longer getting emails of attendance, Amy will change it.

1. **Approve December and January Minutes**

December meeting minutes have not been updated yet; Elva summary sent to Amy same day, needs to be added. Amy - changes that we needed to add to the conference agreement. Bruce – John had a couple comments also.

Amy – any comments on January minutes? Todd Hogdsen, Stephanie second, voted, approved. Tim Terwilliger abstain.

1. **Treasurer’s Report**

Tim Perry – nothing to report at this time, asked Bruce to give update. Bruce said we had a good month, ahead on collection of dues for the chapters, time lag between when we send check to chapters. Bank accounts are in very good shape, don’t see anything unexpected. Amy asked Bruce about the expense requests. Bruce explained there were expenses for new checks and deposit books. He is starting sunbiz registrations for chapters. Taxes are filed, coordinated with South Florida and Southwest Florida. Thanks to Sandra for filings for S Fla chapter. Tim T– a couple of members needed refunds. Bruce there was a group rate for Biotech, and another paid twice. Tim T asked if there is anything to follow up on re unhappy with membership? Bruce said no, it is a matter of overpayment. Bruce we have Biotech, Earthbalance, Orange County Envtl Dept., and one more, their admin signs up everyone, works well for both parties.

1. **Secretary’s Report**

No report, working on minutes, asked if any other guests – none. No update on Board book from Elva.

1. **Vice President’s Report**

Tim no full report, understanding his role. VP lead membership committee or membership drive.

Amy identified an issue the FAEP Board needs help with. Sometimes a member becomes local chapter member first, not getting passed along to FAEP, they aren’t getting all of our information. Amy knows of one example in Central, one in north Florida. Bruce said it is likely occurring at sign up at luncheons and special events, not getting forwarded. Stan said in NE, Aaron has separate notification for monthly meetings, Stan will mention it. Signing up online is ideal, but at luncheons we try to get sign ups. It could be an isolated case. In Tallahassee, they get renewals at luncheons and member appreciation events. Bruce said handwriting and email addresses are sometimes hard to read on the checks, names of people on the check, can require a lot of follow up and coordinates with Treasurer. Amy asked if we should have a form, and Bruce said it is tough to have a form because they get outdated. It is helpful to have a point of contact with each chapter. Tim said he could send an email to all the treasurers to start from there. Bruce will send Tim email addresses for all the treasurers.

1. **President’s Report** – mentoring report

Amy has an initiative going to have the FAEP Board supporting chapters and showing up at monthly membership meetings when possible. Amy was hoping to do NE this month, their luncheon is Thursday, Feb. 25th, not enough prep time for Amy to go. If anyone on the call can go, please let Amy know. Todd is planning to be there and will represent the FAEP Board. Stan is planning on attending. Amy, if any chapters are interested, let her know, get plan for March/ April. Lauren- we have a meeting in March, already know date and time. Lauren will email date/time to Amy. Stan apologized for not getting event out earlier. Stan was asked if NE filled its other Board position and Stan said he thinks so.

Is the plan to visit chapters every month? Amy said it is a work in progress, and we want to interact going forward on a more personal level.

1. **Administrator’s Report** – update on filings

IRS filings are done, next is sunbiz – Dep’t of State for all chapters, then the FDACS filing, which is the most involved and requires most financial information. Bruce said everyone has been responsive, don’t need anything right now.

NW Mike is trying to pull together financial info for last fiscal year. Treasure Coast, Tampa, FAEP are done, Central still needs to be done. For NE, Bruce has the information. S and SW have been coordinating, and for Tallahassee, Tim Perry will handle both Dep’t of State and FDACS.

Teri- we received $500 in last 45 days, listed the names. When Lauren gets marketing materials together, we’ll get them in April newsletter and website.

1. **Old Business** 
   1. Conference Update

We have a date. Arielle – Sept 22 and 23 at Hyatt Coconut Point hotel, wanted to do something different than Marco Marriott because it has hosted the environmental permitting summer school. Hyatt has also been willing to work with us on budget. The budget cost per person was $150pp, now $125 hoping to get to this. The non-members cost would be $125 plus cost of membership. Sponsor packages are started but we want to ensure details are confirmed. There is a spreadsheet of potential sponsors, and SW Chapter will distribute to FAEP Board so Board can help with contacts and add people to list as needed. Tracks – innovation advancements and research, assessment & remediation, restoration and agency discussion. We have good ideas of speakers. Wood stork information, panther talk, mitigation bankers. For the agency discussion track, Committee has reached out to DEP, Army COE, will reach out to SFWMD and NMFS.

Since we have place and date, should we go ahead and get it out there? Yes, quick save the date, with pretty one to follow.

Bruce asked if it would help if each chapter shared their list of sponsors. Committee has a pretty good list and will send it out. Amy said each chapter should start getting the word out at local chapter meetings. Teri requested photos of the venue to use on website, we need permission to use them. Follow up questions for the venue when we reach out next include: cost of sponsor table and whether we can use images.

We will have FAEP Board meeting at the conference. March 11th is the predator bird meeting in SW – uses falconry to deter nuisance avian species. Stephanie – will there be CEUs at annual conference? Arielle, we are working on it. What will be methodology to register for them? Bruce said Tim Terwilliger has a good document – FAEP pays the fee on behalf of the chapters, primarily for Fla Licensed PEs. Would FAEP pay for a chapter’s? PDHs for local chapter workshops are available. We can start taking a look at the agenda. Tim Perry – the lawyers can self report or FAEP can try to get pre-authorized, easiest way is to just self report and submit materials. Tim -Does Environmental Professional require continuing ed? Bruce - It is self reporting. We could work on Environmental professional presentation at annual conference.

1. **New Business**

NAEP, Amy missed last NAEP board meeting, NAEP is still concerned we are not sending out their emails to our membership. Teri sent one last week about the conference. Lauren asked if we can consolidate and send updates to membership. Teri said she tries to update our membership on the NAEP conference. The national desk and the webinar announcements may be of interest to our members but there is concern about bombarding our membership and sending duplicate notices. We have 900 members, 112 get the NAEP members. We discussed sending the notices to the Chapter boards, then they can update their memberships. It was decided to send NAEP information to the Chapter presidents. Stan dropped off at 12:49.

NAEP had deadline last week for early registration for its annual conference. The conference is April 11-14th in Chicago. Amy is attending. If anyone else is going, let Amy know. There is money to assist in the budget.

Send Amy the March events. Happy birthday to Bruce. Discussion on sending out NAEP information connected with our calendar announcements. The board prefers to send the information to Chapter presidents for each to decide whether to distribute to Chapter.

1. **Chapter Discussions (if time permits)**
   1. South – Stephanie Voris – we had a joint event with TC chapter. Speaker from USGS her research in conservation of Florida reptiles, sea turtles, crocodiles, and pythons. Good networking. Discussing next luncheon March 17 – Fish and wildlife conference attended on SFAEP behalf on lionfish control measures, Nova professor will also present, retreat held in January, tentatively planned the whole year,.
   2. Tallahassee – Echo Gates – March Brenda Powell with E&E re public involvement. Board goals established – membership, more involvement with other groups, FSU student chapter, scholarship to student chapter, and member appreciation. Legislative update May 12. Amy wants to attend May meeting
   3. Tampa Bay – Tim Terwilliger – we had a lunch last week, Board meeting next week, we have environmental excellence award nominations due by end of March, info on the website, if there is a person or project you want to nominate, submit to Bruce. Lifetime achievement, Environmental Professional of year, and Project of the year.
   4. Treasure Coast – Paul Fitzgerald – Stephanie described joint event with South Chapter. Event scheduled next month, still in planning, most likely Gander Mountain location, centrally located, no firm date yet.
   5. Central – Hannah Rowe – Todd said Central has a social on March 17, April luncheon – Orlando City Soccer to present. Rumblings of starting a student chapter, in early stages.
   6. Northeast – Stan Stokes
   7. Northwest – Amy Mixon - Ashley – NW had Gulf Power luncheon on renewable power, March 18th meeting schedule, Shelly Marshal Escambia county RESTORE act; Ashley will send information to Amy this afternoon. Filling in for Mike today.
   8. Southwest – Lauren Edinger – Social in Sarasota this Thursday, offer to share with Tampa Bay, bird guy presenting on March 11, veg ID with Keith Bradley in April. Tim T will send out SW’s social information to Tampa chapter.
2. **Upcoming Meeting – March 21**

Bruce - When planning events this year, be considerate of September, don’t create competition for annual conference.

1. **Review Action Items (if any)**
2. **Adjournment at 1:01pm**