

**FAEP BOARD MEETING MINUTES**

**September 23, 2016**

**12:30 p.m. EST**

**605-475-4000 (code 607028#)**

1. **Call to Order –** Amy Guilfoyle
2. **Roll Call –** Debbie Madden

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| **Name** | **Attendance** | **Proxy** |
| Amy Guilfoyle – President | Y |  |
| Mary Gutierrez – Past President | N |  |
| Vacant – Vice President | N |  |
| Debbie Madden – Treasurer (At large) | Y |  |
| Tim Perry – Secretary (At large) | Y |  |
| Bruce Hasbrouck – Parliamentarian | Y |  |
| Teri Hasbrouck – Administrator | Y |  |
| Hannah Rowe – Central Chapter | N |  |
| Stan Stokes – Northeast Chapter | N |  |
| Ashley Jansen – Northwest Chapter | N |  |
| Stephanie Voris – South Chapter | N |  |
| Arielle Poulos – Southwest Chapter | Y |  |
| Echo Gates – Tallahassee Chapter | Y |  |
| Tina Fritz – Tampa Bay Chapter | Y |  |
| Paul Fitzgerald – Treasure Coast Chapter | Y |  |
| Courtney Arena – At Large Member | N |  |
| Todd Hodgson – At Large Member | Y |  |

Teri provided a “how to” for Memberclicks and a question and answer about integrating the data and the various processes for using the software. She handed out cheat sheets to help with some of the routine uses. Discussions were held about the annual filings including Sunbiz (Florida Department of State), IRS tax filings, and the FDACS filings. Each chapter should provide end of year budgt report as well as bank balances for beginning and end of year.

1. **Approve August Meeting Minutes** – Minutes approved
2. **Treasurer’s Report**
   1. Budget – more income than expenses for August. YTD is $12,632 ahead. Bank balances were $17,676.99 for Wells Fargo and $25,209.13 in the Bank United Money Market account.
3. **Secretary’s Report** **–** the $100 membership drive raffle went well. Memberships are up, likely a result of the conference.
4. **President’s Report** – See conference recap
5. **Administrator’s Report** – See above for Memberclicks demo, 878 current members. Will be closing out the books on FY 15/16 so chapters need to get in their requests for chapter projects
6. **Old Business** 
   1. Conference 2016 Recap – A great event with an estimated 127 people attended, the venue was good as the hotel worked well with the committee. Arielle will provide a final accounting, but anticipated the conference made some money, especially a result of a big push for sponsors. Bruce will prepare a recap on attendance by chapter and member vs. non-member. $420 was generated by the raffle.
   2. Conference 2017 – Tally – will co-host with NW chapter. They plan on tapping into the University resources and are exploring various venues. Several tools are in Dropbox such as previous budgets, flyers, etc.
7. **New Business** – Discussion was held regarding a reserve fund or separate conference account for upfront expenses such as deposits. There was discussion regarding opportunity for logos on the website for $375 as well as sponsoring. The Sponsorship committee (Todd) will assess the opportunities and report during the October meeting.
8. **Chapter Discussions** 
   1. South – Stephanie Voris
   2. Tallahassee – Echo Gates
   3. Tampa Bay – Tim Terwilliger
   4. Treasure Coast – Paul Fitzgerald
   5. Central – Hannah Rowe
   6. Northeast – Stan Stokes
   7. Northwest – Ashley Jansen
   8. Southwest – Arielle Poulos
9. **Upcoming Meeting – October 24** (due to conferences)
10. **Review Action Items (if any)**
11. **Adjournment**