



FAEP BOARD MEETING MINUTES

December 18, 2019

12:00 p.m. (EST)

I. Call to Order

II. Roll Call

Name	Attendance	Proxy
Tim Perry – President & At Large Member	X	
Amy Guilfoyle – Past President	X	
Ryan Goldman – Vice President & At Large Member		
Elva Peppers – Treasurer & At Large Member & Tallahassee Chapter	X	
John Abbott – Secretary & South Chapter	X	
Bruce Hasbrouck – Parliamentarian	X	
Teri Hasbrouck – Administrator	X	
Paul Gunsaulies – Northeast Chapter		
Will Stokes – Northwest Chapter	X	
Arielle Poulos – Southwest Chapter	X	
Scott Graf – Tampa Bay Chapter	X	
Susan Mason – Treasure Coast Chapter	X	
Joshua Hirten – Central Chapter	X	
Hannah Rowe – At Large Member	X	
vacant – At Large Member		
Jill King – At Large Member	X	
George Sprehn – At Large Member	X	

A majority of the board or their proxies shall constitute a quorum. John reported that there was quorum.

III. Approval of November Meeting Minutes

- a) Susan made the motion to approve the October 2019 minutes; Josh seconded; all were in favor, none opposed, none abstained, motion passed.

IV. Past-President's Report

- a) Amy: nothing to report.

V. VP's Report

- a) Ryan: not present.

VI. Treasurer's Report (Elva)

- a. Elva reported that the Wells Fargo balance was \$28,281.12. Elva reported that the balance has increased. There is also the BankUnited CD.
- b. Significant expenses included \$700 for annual insurance, which is the 2020 liability insurance that covers all chapters (slip & fall, etc.).
- c. Bruce indicated that if a chapter needs a specific venue named, let Bruce know and he can help get it named on a Certificate of Insurance.
- d. Elva and Bruce noted that the end of year filings are due.
 - i. The Dept of State Sunbiz updates start on Jan 1 – mainly updating the addresses.
 - ii. Bruce is working on NW chapter's FDACS – due Dec 30.
 - iii. Taxes start for all chapters that have a fiscal year that ends on Sept 30.
Action Item: For any chapters that have a FY that ends on Sept 30, send Bruce your balance sheet.

VII. Secretary's Report

- a) Elections: John explained that the FAEP board had two open at-large positions: Elva's term was expiring and Tom Mullin resigned. John explained that the call for nominations went out twice in November and two nominations were received: Elva Peppers and Joe Penta. Given that there were two nominees for two open positions, an election was not needed and the new at-large positions were filled by affirmation.
- b) The board will select their officers at the January meeting.

VIII. Administrator's Report

- a) Teri reported that we have 59 FAEP members and 831 NAEP members.
- b) Teri is putting information about the NAEP 2020 conference on the FAEP website.
- c) **Action Item: Teri will send out information about sponsoring the 2020 conference.**
- d) Bruce noted that FAEP once had a program that offered a discount/rebate to sponsors that sponsored at the chapter level as well as at the FAEP level.
Action Item: Bruce will find information on the previous sponsorship discount program and distribute it for the board's consideration.

IX. President's Report

- a. NAEP Update
 - i. NAEP *Environmental Practice* and Newsletter: **Action Item: Chapter representatives will encourage their members to submit articles for the NAEP *Environmental Practice* journal and the NAEP Newsletter.**

- ii. NAEP is having their annual retreat in January to discuss goals and objectives for the upcoming years. **Action Item: If you have any ideas or suggestions for NAEP to discuss at their annual retreat, send them to Tim.**

X. Old Business

- a. 2020 NAEP Conference – Fort Lauderdale
 - i. Room Blocks Open – Info at <https://naep.memberclicks.net/2020-conference-location>
 - ii. Sponsorships Open – Info at <https://naep.memberclicks.net/2020-conference-sponsorship>
 - iii. Keynote speakers being locked down.
 - iv. Registration will open in early January.
- b. 2021 and 2022 Conferences - Seeking proposals for hosting
 - i. 2021: Southwest is evaluating if they can host it.
 - ii. 2022: Central is evaluating if they can host it.
 - iii. Bruce reminded everyone that he has lots of information from previous conferences to help in planning (budgets etc). Tim said that Robin Frye can help identify venues – she is free because she gets paid separately through the venue negotiation process.
- c. Committee Assignments. The board volunteered for committees as follows:
 - i. Events – Arielle Poulos, Jill King
 - ii. Memberships – Hannah Rowe, Will Stokes, Scott Graf, George Sprehn
 - iii. Publications – John Abbott, Gina Chiello? (may replace Susan)
 - iv. Finance – Ryan Goldman, John Hirten
 - v. Permanent Conference Committee – Tim Perry, Elva Peppers, Paul Gunsaulies

XI. New Business

- a. TCC-FAEP Revised Bylaws – any objections?
 - i. Susan explained that there were voting irregularities in their last election and they are proposing to revise their bylaws to include a process for membership termination.
 - ii. Bruce indicated that a chapter needs to notify FAEP if a chapter terminates a membership so FAEP can also take appropriate action.
 - iii. Bruce noted that the chapter bylaws need to align with those of FAEP, including the right for the member to defend themselves. He noted the process needs to be the same so FAEP doesn't have to re-start the process.
 - iv. The board unanimously voted to reject the TCC bylaws revision. Tim or Bruce will send out the FAEP bylaws for TCC to use for consistency.

XII. Board Goals

- i. Beacon Publication and Articles Goal – 2 articles per chapter per year (Winter through Fall) –**Spring** issue (articles due April 1) Central, Northeast, Northwest, South; **Summer** issue (articles due July 1) Southwest, Tallahassee, Tampa Bay, Treasure Coast; **Fall** issue (articles due October 1) Central, Northeast, Northwest, South; **Winter** issue (articles due December 31) Southwest, Tallahassee, Tampa Bay, Treasure Coast

1. Teri is working on the winter newsletter. **Action item: Chapter representatives from Southwest, Tallahassee, Tampa Bay, Treasure Coast to ensure that their chapter provides Beacon articles to Teri by the end of December.**
 - ii. Membership Increase Goal – 860. Not discussed.
 - iii. Educational / Training Program for FAEP members; Multiple locations around the state; Possibly paid presenter; Possible topics - Phase 1 training, soils, regional botany, UMAM? Not discussed.

XIII. Chapter Discussions

- a. Tallahassee – Elva & Tim. November was a pre-legislative session. Upcoming social on Dec 19. January event will be on blue-green algae task force. February event will be a social with the student chapter and they will award scholarships.
- b. Tampa Bay - Scott. Had luncheon in November. Had a bowling social and a movie night. Board meeting in January. February event will be on Brownfields.
- c. Treasure Coast – Susan: Had their annual awards banquet at Palm Beach Zoo with fundraiser for a magnet school. January 22 will be a talk in Lake Worth on manta rays.
- d. Central – Josh: Had member appreciation night / casino night. January event will be with emerging professionals. They are coordinating with the Space Coast group for an event in Jan or Feb.
- e. Northeast – Paul. Not present. Tim reported they did an ice hockey event recently.
- f. Northwest - Will. Had their annual symposium in November at the University of North Florida. Awarded student scholarship. No event for Dec. January will be a luncheon on Pensacola's underwater Brownfield site / maritime park.
- g. Southwest –Arielle & George. No event in December. January will start the exotic biota roundup. Planning a year-long membership appreciation program with points and prizes for participation. February will be a wilderness event. Greg Thomas will replace Arielle as the chapter representative.
- h. South – John: Had a falliday / member appreciation party / annual meeting in Nov. Had an Adopt-an-Island quarterly cleanup on Dec 14. Annual board retreat on Jan 18. Late January event will be a grass identification workshop.

XIV. Upcoming Meeting – January 27th.

XV. Review Action Items (if any) Action items identified above in red.

XVI. Adjournment 12:45 pm