



FAEP BOARD MEETING MINUTES

November 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		
Joshua Hirten – Central Chapter	X	
Paul Gunsaulies – Northeast Chapter	X	
Will Stokes – Northwest Chapter		
Arielle Poulos – Southwest Chapter	X	
Scott Graf – Tampa Bay Chapter	X	
Susan Mason – Treasure Coast Chapter	X	
Hannah Rowe – At Large Member		
Todd Hodgson – At Large Member		
Tom Mullin – At Large Member	X	
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 October 2019 Meeting Minutes

- a) Susan made the motion to approve the October 2019 minutes; Jill 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 distributed the approved 2019-2020 FAEP budget via email prior to the meeting.
- b. Elva reported that the Wells Fargo balance was \$25,841.45. There is also the BankUnited CD.
- c. Elva received FY 19/20 new membership recruitment budget requests from all chapters except Northeast. **Action Item: Elva will send the request form to Paul.**
- d.
- e. .
- f. Bruce is looking at coordinating simultaneous renewals for all members within an organization/group. May require coordination with an administrative assistant at each organization/group.

VII. Secretary's Report

- a) John: nothing to report.

VIII. Administrator's Report

- a) Elections:
 - a. Tom Mullins announced he needs to resign from the FAEP board because his new job doesn't afford him enough time to dedicate to FAEP.
 - b. The Board passed a motion to make Tom's position open for election this time, so there are two open positions this time, and three next year, making a more staggered board (as opposed to leaving Tom's position vacant until the end of it's term next year, and then having 4 open positions next year).
- b) Bruce reported that we had 60 new members in October.
- c) Address updates. **Action Item: Bruce reminded members to update their contact information in their profile – especially important for chapter representatives and treasurers so checks don't get lost.**

IX. President's Report

- a. Electronic voting: Tim noted that one chapter recently had a problem with electronic voting using survey monkey, where there appears to have been double voting. Tim recommended that chapters use a voting method that is more accountable such as one that requires a single verifiable email address.

- b. NAEP Update. NAEP *Environmental Practice* and Newsletter: Tim reminded the Board that NAEP has a constant call for articles for the journal (technical) and the newsletter (more informal). **Action Item: Chapter representatives will encourage their members to submit articles for the NAEP *Environmental Practice* journal and the NAEP Newsletter.**

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> **Action Item: Chapter representatives should announce to their chapters that the 2020 conference hotel room blocks, and sponsorships, are now open.**
 - iii. The Local Conference Committee is meeting biweekly. Anyone who can help with the conference is encouraged to call into the planning meetings; contact Tim to be added to the meeting invites.
- b. 2021 and 2022 Conferences
 - i. Seeking proposals for hosting. **Action Item: Chapter representatives to discuss with their boards and determine when they would like to host an annual conference.**
 - ii. Tim stated that Northeast and Northwest haven't hosted in a while.
 - iii. Central is considering 2022.
 - iv. Bruce reminded everyone that he has lots of information from previous conferences to help in planning. Tim said that Robin Frye can help identify venues – she is free because she gets paid separately through the venue negotiation process.
 - v. Tim suggested that it may be better to move the conference from the fall to the spring. This avoids hurricane season and associated mandatory cancellations (e.g., FDEP and FDOT) and refunds, and also is earlier in the fiscal year before conference budgets are used up.
 - vi. Elva suggested we consider some kind of incentive/award for chapters that bring the most attendees to the conference.

XI. New Business

- a. Committee Assignments **Action Item: Each board member needs to volunteer for one of the committees below. Alternatively, Tim will assign each board member to a committee.**
 - i. Events – Jill King
 - ii. Memberships -
 - iii. Publications – John Abbott
 - iv. Finance – Ryan Goldman
 - v. Conference – Tim Perry

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. **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.
- iii. Educational / Training Program for FAEP members; Multiple locations around the state; Possibly paid presenter; Possible topics - Phase 1 training, soils, regional botany, UMAM? **Action item: Continue to look for training events.**

XIII. Chapter Discussions

- a. Tallahassee – Elva. Legislative update. Next month will be a networking social.
- b. Tampa Bay. Luncheon this week on red tide. Upcoming social.
- c. Treasure Coast – Susan: Will have a night hike & campfire social this week. Dec 11 will be their annual awards banquet at Palm Beach Zoo.
- d. Central – Joshua: Member appreciation night / casino night this week.
- e. Northeast – Paul. Upcoming speaker on space port environmental issues. Hockey game / member appreciation in Dec. Looking for new chapter representative for FAEP.
- f. Northwest. Not present, no update.
- g. Southwest –Arielle. Had a speaker on sawfish at two locations. Will have a 2020 planning meeting. Planning a social event with minigolf.
- h. South – John: Did a 2-day wetland delineation training. Had a falliday / member appreciation party / annual meeting last week and held elections. Adopt-an-Island cleanup scheduled for Dec.
 - i. Bruce suggested that SFAEP send thank you letters to the agencies that provided instructors.

XIV. Upcoming Meeting – Dec 16 or Dec 23. Paul, George, and Josh indicated they are not available on Dec 23. Tim will pick a date.

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

XVI. Adjournment 12:45 pm