**1chili9**

**FAEP BOARD MEETING MINUTES**

**February 28, 2022**

**12:00 noon (EST)**

**Conference Call**

**X**

1. **Call to Order**
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Elva Peppers– President & At Large Member  Tallahassee | X |  |
| Ryan Goldman – Past President  South Florida | X |  |
| Gina Chiello – Vice President  Treasure Coast Chapter | X |  |
| Kelley Samuels – Treasurer & At Large Member  Central Florida | X |  |
| Jen Savaro – Secretary  South Chapter | X |  |
| Bruce Hasbrouck – Parliamentarian\*  Tampa Bay | X |  |
| Teri Hasbrouck – Administrator\*  Tampa Bay | X |  |
| David Wood – Northeast Chapter |  |  |
| Mike Cobb– Northwest Chapter | X |  |
| Emma Berger Fain– Southwest Chapter |  | X (Arielle Poulos) |
| Brian Bendis – Tampa Bay Chapter | X |  |
| Joshua Hirten – Central Chapter |  | X (Amy Guilfoyle) |
| Tim Perry – At Large Member, NAEP Rep  Tallahassee | X |  |
| Joe Penta – At Large Member  Treasure Coast Chapter | X |  |
| Jane Gregory – At Large Member |  |  |
| Don Medellin – Treasure Coast Chapter |  |  |
| Susan Martin  Treasure Coast | X |  |

A majority of the board or their proxies shall constitute a quorum. A quorum was present at roll call. \*Non-voting position.

1. **Approval of Prior Meeting Minutes** 
   1. The meeting minutes from the January 31, 2022 will be provided later.
2. **Past President’s Report (Ryan)**
   1. Send monthly event calendar updates to Ryan – Submit by 6 or 7th of each month
3. **VP’s Report (Gina)**
   1. Gina said hi and said thank you for electing to her to this role.
4. **Secretary’s Report (Jen)**
   1. Use agenda as placeholder for last month’s meeting minutes.
   2. Will be out for next month’s meeting.
5. **Treasurer’s Report (Kelley)** 
   1. Wells Fargo: $20,627.46
   2. Bank United: $26,471.28
   3. Chapter Filings: Reminder that Filings are now being done by each chapter. Check with Bruce if unsure when your chapter’s is due.
      1. Taken care of February 15th tax return that were due
      2. May 1st SunBiz due for each chapters - $400 penalty if not submitted on time.
6. **Administrator’s Report (Teri)**
   1. Chapter representatives to continue to reach out to non-renewals
   2. Membership stats
      1. 674 members; 30 new; 37 renewal; 15 non-renewals
      2. 40 NAEP memberships received
      3. Chapter representatives to reach out to non-renewals.
7. **President’s Report (Elva)**
   1. $1,000 reimbursement for building membership – available, don’t have to wait till September to submit it.
8. **Old Business** 
   1. **Conferences** 
      1. **2022** NAEP conference in Fort Lauderdale (Tim) May 16-19, 2022
         1. Registration Open Early Bird extended through March 4th.
         2. Field Trips – working on finalizing tours
         3. Sponsorship Matrix Drafted –Tim to send out Sponsor/ Exhibitor Prospectus to board
            1. Available – distribute to chapters
            2. Need volunteers to secure sponsors
            3. Partner sponsorship rate - $500 is lowest
         4. Call for Committee Volunteers
            1. Day of event volunteers (mainly for field trips)
         5. In-person FAEP meeting at conference – Thursday afternoon 12 – 2:00pm
         6. Need volunteers to coordinate with restaurants for the dine around town
         7. Conference Agreement finalized
         8. Early bird registration end March 4th
         9. Tampa Bay sponsoring board members to go – other chapters may want to look into that.
      2. **2023** Hosted by Tallahassee Chapter May 2023 dates
   2. Tim – NAEP Update
      1. Went to February Strategic Planning meeting
      2. Increase collaboration hub for chapters for trainings.
      3. Revised bylaws that came to board for discussion – most got resolved – chapters reps able to serve as officers of organization. Seat on board for all chapter reps.
9. **New Business**
   1. **Board Goals**
      * 1. **Increase membership (860)**
      1. Promote corporate/group memberships – Group fee. Streamline registration for companies – one check.
         1. Mike – chapter came up with corporate deal – Offering corporate sponsorship package with free memberships –Chapter still needs to pay membership dues.
            1. Teri –

Can either select to pay by check or send Teri list of emails and names. Chapter will need to send check.

If group from company – one person provides contact list with emails and check. Will select month in between when everyone’s expires.

* + 1. Continue to follow up with a personal note to non-renewals (each chapter)
    2. Marketing growth committee - (Elva, Brian, Jane, Teri) –
    3. Explore hiring of outside help to do a campaign
       1. Intern/ marketing – Ryan asking local colleges

**2. Professional Training**

i. Offer training sessions around state to members only (soils, phase 1 ESA, PFAS, UMAM, Wetland, etc)

1. SW Chapter Virtual and in-person training – CEUs – Travis – Emma to send out contact information to board.

ii. Offer member-only recorded videos of chapter presentations

1. Media intern to set up storage and retrieval of videos. YouTube – publicly available.
2. **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
3. **Additional Member Benefits (suggestions)**
4. **State Sponsored Student Scholarship**
5. **State Coordinated Community Service Day/Event**
6. **Ways to promote FAEP**
7. Attendance at Other conferences (booth/flyers/give aways)
8. Swag items
9. Awards program
10. Calendar
11. Diversity programs/Women in Science/Young Professionals
12. **Chapter Discussions –** 
    1. Tallahassee –Tim. February - Social at brass tap, March – legislative update
    2. Tampa Bay – Brian – Lunch in February, upcoming golf tournament Saturday, Lunch with FWC, social in March
    3. Treasure Coast – Gina – Fun run – palm beach county natural areas end of march, February – talk on woodpeckers at Jonathan Dickenson
    4. Central – Josh – February –Eric Olson – 404 Assumption update, March – Orlando Magic, golf tournament, March 17th – UFC oyster event
    5. Northeast - David:
    6. Northwest – Mike: hybrid lunch and learn – online or in person – Hal Lunsford – lecture on soil erosion and BMPs
    7. Southwest – Emma – Arielle – Eric Olson – coming in March to talk about 404 assumption. HOA preserve management in April – Gopher Tortoise
       1. South – Jen – Underwater archelogy webinar. March – Dagny Johnson Key Largo Hammock Botanical State Park & John Pennekamp Coral Reef State Park
13. **Upcoming Meeting –** March 28th, at noon
14. **Review Action Items (if any).** Action items identified above in red.
15. **Adjournment 1:05pm**