



FAEP BOD Meeting Agenda

April 26, 2024

In Person at Conference
Executive Board Room at B Hotel
12PM – 2PM (more or less & lunch provided)
Elva's Cell 850-566-6213

I. Call to Order

Roll Call

Name	Attendance	Proxy
Elva Peppers– President & At Large Member Tallahassee elvapeppers@felsi.org	X	
Gina Chiello – Vice President Treasure Coast Chapter Rep gchiello@cumminscederberg.com	X	
Kelley Samuels – Treasurer & At Large Member Central Florida Kelley.samuels@aecom.com	X	
Jen Savaro – Secretary South Chapter jsavaro@res.us	X	
Bruce Hasbrouck – Parliamentarian* Tampa Bay Bruce@HasbrouckEnv.com	X	
Teri Hasbrouck – Administrator* Tampa Bay info@faep-fl.org	X	
Ryan Sipe – Northeast Chapter ryan.sipe@stantec.com	X	
Mike Cobb– Northwest Chapter mcobb1@uwf.edu	X	
Amy Guilfoyle – Central Florida aguilfoyle@scsengineers.com	X	
Sheri Huelster – Tampa Bay Chapter Rep Sheri.huelster@stantec.com		Adam Forkner
Joshua Hirten – Central Chapter and 2024 Conference Chair hirtenjj@cdmsmith.com	X	
Tim Perry – At Large Member Tallahassee tperry@gbwlegal.com	X	
George Sprehn- SWAEP gsprehn@earthbalance.com	X	
Jane Gregory – At Large Member Jane.gregory@ocfl.net	X	
Don Medellin – At Large Member donshotbuck@yahoo.com	X	
Susan Martin – At Large Member smartin@nasonyeager.com	X	
Courtney Arena – NAEP Rep courtney.arena@hdrinc.com	X	

A majority of the board or their proxies shall constitute a quorum. *Non-voting position. 17 voting members. 9 = quorum.

Jen reported a quorum was present.

Secretary Report

- March 25 minutes presented for approval;
- Jane made a motion to approve the March meeting minutes. Kelley seconded. All in favor. None opposed. None abstained.

Treasurer's Report (Kelly/Bruce)

Wells Fargo – \$20,962.20

- Bank United \$36,496.76
- Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
- Special Expenses this month:
- One CD matured in January. Bruce cancelled and rolled it into a different CD. There was a \$6 penalty. Both CDs are now maturing at the same time. Considering transferring both at same time to keep them on the same schedule.
 - Bruce is the only signature on Bank United and Wells Fargo. Need to address. Should have at least two.
 - Elva – maybe we should consider a money market account, instead of a CD.
 - Bruce and Kelley to investigate the best option over the next few months.
- Expenses – South Florida – reimbursement for annual filings. Bruce – reimbursement for FAEP filings. Tablecloth.

Administrator's Report (Teri)

- Chapter representatives to continue to reach out to non-renewals.
- Membership stats:
- 87 new/renewing members, 28 were new, 59 were renewals = 797 FAEP members,
- 48 are NAEP members, 38 non-renewals
- Goal = 860 members.
April was 808 FAEP members and 47 NAEP members
- Memberclicks training videos are available. Board members can set up a time with Teri to review (takes 1 hour).
- Last Reminder for Chapters to keep up with filing their taxes, including the IRS.& FDACS
- Chapters are also required to file with Florida Department of State with SunBiz DUE by end of April!
 - Chapters to check on Sunbiz filings by April 30th and FDACS. Mike checking on NW filings – to do this weekend.
 - Prefer to use FAEP address for filings.
 - Bruce to make table of FDACS due dates.
- **Old Business**
- **Conference:**
- 1. Conference Updates
 - a. Any comments on the conference for lessons learned, conference app performance & good things that have happened.
 - b. Huge thanks to the CFAEP chapter!
 - Soliciting feedback from conference committee.
 - Hold - post conference debrief.
 - Some members wanted a silent auction.

- Never advertised that we were offering CEUs. Elva – should say we offer CEUs.
- CEUs – Bruce – general engineering CEUs set up, specific CEUs (ethics, etc.) need course approval.
 - CEUs – FAEP can PWS, engineering, attorneys. PG – don't require CEUs in Florida.
 - Tim – certificate of attendance, send follow up email. Us taking attendance is just additional incase they audit someone.
 - Ryan – suggested registering for sessions in Whova app.
- NEPA training – went well, learned a lot.
 - Need to pay NEAP.
 - No advertising. SBI would have sent the emails.
 - Josh and Courtney got sponsors for training and room for free.

○ **Professional Training**

Soils Course:

NEFAEP May 3, 2024 is scheduled. It will be held at the Julington Durbin Creek Nature Preserve location in Jacksonville area.

South Chapter scheduling: need dates; Suggest hosting in the Fall to avoid the heat of the summer months. **Might do a UMAM training instead. Joint training with TCC.**

Gina – plan of what trainings we would have yearly. I.e. Soils – 2025, wetland delineation – 2026, etc. Rolling schedule. Should transition between topics.

- Groundwater/ SOPs (FDEP trainers), Phase I, wetland, soils. PRP trainings, UMAM
- Any additional chapters want to schedule? Need 2 months to organize. \$2,000 per day
- Water Sampling Training- beneficial to members/needs to be organized for 2024 offering.
- Phase 1 ESA Training (none scheduled)
 - l..i..a. Phase 1 - \$6,000/day.
 - l..i..a.i. Needs to be organized early enough. Offered cheaper than what other Phase 1 training.

Enviroworkshops: Any chapters have an update if they have or will be participating in this?

- Tallahassee was PFAS. Two members attended.

Items for Committee/Development

- 2025 conference TBAEP (discuss discounted booth rate for non-profits)
 - Booth trading. Gave them booth at our conference for a booth at their conference.
 - NAEP 2025 – April 27 – May 1 Charleston
 - NAEP 2026 – May 9 – 14 Alaska
- 2026 conference chapter sponsor?
 - Bruce – need volunteer for 2026. Gina – to ask TCC board at next meeting about hosting 2026.
- Update FAEP logo- should we do a contest? Hire someone? NEFAEP wants to create something.
 - Need quality logo put in dropbox.
 - Bruce to send out invite for dropbox link.
 - Update/refresh FAEP logo.
 - Look at NAEP have other 18 state logos.

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- - More statewide events to partner with the local chapters.
 - Conference Development –
 - Purchase FAEP banner for Conference Booth- **Gina to take lead**
 - conference SWAG (still have some luggage tags but need something new) – **luggage tags didn't go out.**
 - FAEP to attend different conferences.
 - FES
 - FLERA (County agencies)
 - FAMB Conference is in Sept-Jax
 - For future FAEP conference – start a swag theme item? (t-shirts?)
 - New Chapter Development-
 - Gainesville Chapter
 - Space Coast Chapter (Brevard and Indian River Counties) –
 - **Josh Mills Space Coast Chapter. Gina – need to pull numbers, might not have enough for a separate chapter.**
 - **Potential subchapters**
 - **TBAEP – subgroup**

- **New Business**

- Membership Drive Ideas?
- Give away entry as part of a membership promotion- statewide?
- gift give away?
 - **Elva – all chapters participated. What are we giving extra for being a member?**
 - **Free conference entry**
 - **Big ticket price raffle.**
 - **Enter between certain dates to win conference registration.**

Need someone(s) to take lead on researching & reporting a summary to BOD

FAEP Diversity initiative; Make progress to implement a Diversity, Equity and Inclusion (DEI) policy. Create a Diversity, Equity and Inclusion statement for the organization. Courtney will collect the NAEP DEI policy to share with the group.

Link to NAEP DEI Resources page: <https://www.naep.org/equity-diversity-inclusion-resources>

FAEP webinar hosting: present a few every year on statewide topics. More discussion needed on this topic for development. Anyone interested in taking the lead on this? Notes from last meeting: **Suggest aiming for quarterly events. Jane - not a lot of emphasis on solid waste – more focus on bugs and bunnies. Some topics seem to slip through the cracks. Susan - there is a legislative update in June from both the private and public sectors which is more balanced. Elva - the Legislative update in Tallahassee is one of the most well attended events. Update on the ever changing 404 assumption.**

NAEP – doesn't not have DBI policy. California is almost done developing theirs and sharing next week at annual conference.

Statewide webinars – Elva reached out to NAEP to see if we could use their zoom.

Meeting time change: 4:00 on fourth Monday of the month.

May 27th

June 17th (moved from 4th Monday, as I will be unavailable on the 24th)

July 22nd

August 26th

Sept 23rd

Oct 28th

Nov 25th (Monday on Thanksgiving week)

Dec 16th (moved from Christmas week)

○ **Board Goals**

1. Increase membership (860)

- All chapters should set up a LinkedIn Account – who has LinkedIn site? (Tallahassee, Tampa Bay, South, Treasure Coast, FAEP)
- Monthly events submittal the form will work for any future events, not just the next month. **DUE NOW.**

- [EVENT CALENDAR FORM](#) (click to link)

2. Professional Training

In process with Soils and Phase 1 ESA

SFAEP (soils)

Wetland Delineation

- 3. 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**

4. Additional Member Benefits (suggestions)

5. State Sponsored Student Scholarship

6. State Coordinated Community Service Day/Event

7. Ways to promote FAEP

- i. Attendance/sponsorship at Other conferences (booth/flyers/giveaways)
- ii. Swag items (should FAEP have items at the conference)
- iii. Awards program
- iv. Calendar
- v. Diversity programs/Women in Science/Young Professionals

NAEP updates –

- Location for 2025 – Charleston, SC
- Location for 2026- Anchorage Alaska
- Couple of workshops – Advanced NEPA, in-person and virtual. In California in November.
- If NAEP member – can have free webinar.

● **Chapter Discussions –**

- Tallahassee –
- Tampa Bay
- Treasure Coast –
- Central –
- Northeast –

- Northwest –
- Southwest –
- South –

- **Upcoming Meeting May 27th @4pm**

Meeting adjourned at 1:50pm.

Skipped items

- Small Project Committees: (NEED VOLUNTEERS)

☐ Need to improve Beacon newsletter.

Setup ad hoc committee to reevaluate Beacon

Discussion on what is expected in Beacon.

Reach out to members to see if there is anything they want to publish.

Idea to allow sponsors to write one article per year.

- Article ideas: incase you missed article and links (i.e. regulatory changes, etc.), issue to recap the conference, and allow sponsors to write one article.
- Workshop Guidance Committee- develop short list of information for Chapters to put on workshop through FAEP training program. Suggested members: Kelley, Lindsey, Elva, (input/help from Bruce?) Draft Workshop agreement in review (Vote Feb Meeting)
COMPLETED
- Research and determination of best option for Conference/Workshop/Event registrations. Event Bee, Memberclicks, Constant Contact, etc.
- State Sponsorship Committee: report on some ideas, pros & cons of having a state chapter sponsorship and options of how to do it or providing benefits to chapter sponsors through the local chapters. Suggested Members: Elva
- Awards Program Development- Research other organizations and past FAEP programs to present some options for awards for outstanding members/projects/ or Elva, Gina and Bruce (IN PROCESS)
- Beacon Committee- updates Discussion on what is expected in Beacon.
 1. Reach out to members to see if there is anything they want to publish.
 2. Idea to allow sponsors to write one article per year.
 - ii. Article ideas: incase you missed article and links (i.e. regulatory changes, etc.), issue to recap the conference, and allow sponsors to write one article.
- FL Chamber Summer School Booth Coordination
 - XII. Social media – make people admins,
 - Assign to board members – someone gets Linkedlin, facebook, etc.
 - Repost chapter members.
 - Retreats to plan year – potential goal for next year as board
 - Updates for Membership/Renewal: (skip)
 - Need mechanism to allow membership in all chapters. Add choice to FAEP membership page on the website and on each chapter's websites.

Membership growth committee - (Ryan, Elva, Brian, Jane, Teri) (**Skip**)

- Elva reported that we received responses from 28 people from marketing questionnaire. Committee to have a special meeting and report to BOD at November BOD meeting.
 - Most did not have a strong feeling about staying with current website.
 - Interested in centralized website through FAEP.
 - Not cross-pollinating with other chapters
- All chapters would like to have access to member list.

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- Would like a repository of presentations for members only.
 - Requested trainings
 - Suggested sponsor booths at conference
 - Highest priorities - centralized membership and attendance
 - Great idea for condensing chapter presence online and theme. Changed ways we do our calendars.
 - Growth committee fall group discussion – happy to have one. Elva to send out calendar invite. Data and information from survey needs to be shared with board. Discussed offline and bring to boards attention.
 - Marketing questionnaire was sent out to all local chapter board members, we had a response from 28 people. Central-1; NW-1; South-5; SW-4; TLH-7; TB-4; TC-6; NE-0
 - Some general results from responses- full presentation will be given later.
 - Majority did not have strong feelings about staying with their current website (SW/TB and TC were more opposed than other chapters)
 - Majority were interested in having a centrally hosted website available for all chapters.
 - All chapters would like to have access to member list sharing from all chapters.
 - Help with advertising/flyers seemed to be important for most chapters.
 - Branding and consistency were important.
 - Majority would like to see repository for member-only recorded presentations.
 - Requested trainings: wetlands; legislative updates; mangrove trimming; stormwater; soils; wildlife; plant ID; professional communication; procurement procedures; WOTUS; GIS; things with certifications; professional marketing; resume development; marketing; presentation bootcamp; seagrass; and more
 - Highest priorities for marketing: Centralized services, sponsorship in other organizations; FAEP funding/managing websites; attendance at conferences; website redesign
 - Most agreed that FAEP should sponsor booths at conferences- mostly mentioned Summer School
 - Suggestions for increasing communication: mentorship, member bios, trainings, partnerships with other organizations, statewide membership meetings, success stories and member recognition.