# 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 Repgchiello@cumminscederberg.com |  |  |
| Kelley Samuels – Treasurer & At Large Member Central Florida Kelley.samuels@aecom.com | X |  |
| Jen Savaro – SecretarySouth Chapter jsavaro@res.us |  |  |
| Bruce Hasbrouck – Parliamentarian\* Tampa Bay Bruce@HasbrouckEnv.com | X |  |
| Teri Hasbrouck – Administrator\* Tampa Bay info@faep-fl.org | X |  |
| Ryan Sipe – Northeast Chapterryan.sipe@stantec.com | X |  |
| Mike Cobb– Northwest Chapter mcobb1@uwf.edu | X |  |
| Amy Guilfoyle – Central Floridaaguilfoyle@scsengineers.com |  |  |
| Sheri Huelster – Tampa Bay Chapter Rep Sheri.huelster@stantec.com | X |  |
| Joshua Hirten – Central Chapter and 2024 Conference Chair hirtenjj@cdmsmith.com |  |  |
| 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 |  |  |
| Don Medellin – At Large Member donshotbuck@yahoo.com |  |  |
| Susan Martin – At Large Member smartin@nelsonyeager.com |  |  |
| Courtney Arena – NAEP Rep ccarena9@gmail.com or courtney.arena@hdrinc.com  | X |  |

**FAEP BOD Meeting Agenda and Meeting Minutes (Courtney Arena)**

**February 27, 2024**

**TEAMS**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NmE4YzMzMDMtODZhZC00NmQ2LWI3ZmItNzc4M2NlMDJjZWE4%40thread.v2/0?context=%7b%22Tid%22%3a%227c61a9b2-44e8-4699-b008-6201dd964b57%22%2c%22Oid%22%3a%22c0cd8d42-efc2-444f-a8ea-2b51ceb3ee55%22%7d)

Meeting ID: 227 954 472 771
Passcode: y9hLxU

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

Only eight voting members present so No Quorum today.

Anticipated guest: Pamela Fletcher from South Chapter.

## Meeting Minutes/Secretary Report

* January 22, 2024 minutes approval; Treasurer’s Report (Bruce) Since no Quorum, vote to approve minutes at next meeting.
	+ Wells Fargo –
	+ Bank United – CD expires Feb 2024 – Suggested extending CD for a longer period and lock in interest rate.
	+ Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
	+ Special Expenses this month: None discussed.

## Administrator’s Report (Teri)

* + Chapter representatives to continue to reach out to non-renewals.
	+ Membership stats:
		- \_\_80\_ new/renewing members, \_34\_ were new, \_46\_were renewals = \_781\_\_ FAEP members, \_42\_ are NAEP members, 34\_\_ non-renewals
		- Goal = 860 members.

January was 761 FAEP members and 43 NAEP members

* + - Memberclicks training videos are available. Board members can set up a time with Teri to review (takes 1 hour).
		- Bruce filed taxes for FAEP and TBAEP prior to February 19th deadline.
		- Reminder for Chapters to keep up with filing their taxes, including the IRS.
		- Chapters are also required to file with Florida Department of State with SunBiz.
		- FDACS renewal is due in April; Bruce provided an update on FDACS renewal from 2023.
		- For the Northeast Chapter, Evla filed with SunBiz for the FL DOS and Bruce filed FDACS.

## Old Business

## Conference:

1. General Conference Updates
	1. NAEP - NEPA Essentials Training - 4/24, 16 registered, we need 60; please announce to your Chapters.
	2. 42 registered - Early Bird rate ends March 1st ; suggest extending the Early Bird deadline.
	3. Registration blast sent on 2/13, another Blast this week.
2. Sponsorships - update from Todd
	1. 3 GOLD ($2,500) left
	2. 2 BRONZE ($1,000) left
	3. NEPA Workshop Breaks ($1,000) - PSI Lunch Break, two more available
3. Logistics -
	1. Hotel room block (79 rooms per night) and **March 25, 2024 - cut-off date**, four rooms at $129 - 27 rooms nights already booked; Mike inquired about State Employee Tax exempt status for room rates.
	2. Exhibitor Room Map - received and begin layout
4. Abstracts -
	1. DRAFT to be shared with everyone this week
5. Whova -
	1. Meeting with Amy/Adam/Josh next week
6. Awards - Who from FAEP is leading? What awards? Elva to determine; Courtney Arena and Jane Gregory to assist.
* Have a representative from each chapter on the committee or assigned a task.

|  |  |
| --- | --- |
| **FAEP CHAPTER** | **CONFERENCE REPRESENTATIVE** |
| NEAEP |  |
| NWAEP |  |
| TAAEP |  |
| SWAEP | Piper Jones |
| SFAEP |  |
| TCC |  |
| TBAEP | Adam Forkner & Susan Martin DEP, WMD, FWC Speakers |
| Central contact person for FAEP | Josh Hirten & Todd Hodgson (sponsorship chair |

1. Sponsorship outreach from each chapter. Each chapter responsible for at least one conference sponsorship.
2. Following up with the committee ASAP to discuss a discounted booth rate for nonprofits next year.
3. Discussed CEUs for the Conference and local Chapter events. Bruce will follow up with Mike on the CUE process.

December events Link for events located at bottom of agenda, please populate.

## 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 now through May or in the Fall to avoid the heat of the summer months.

* + Any additional chapters want to schedule? Need 2 months to organize.
	+ Water Sampling Training- beneficial to members/needs to be organized for 2024 offering.
	+ Phase 1 ESA Training (none scheduled) I..i..a. Phase 1 - $6,000/day.

I..i..a.i. Needs to be organized early enough. Offered cheaper than what other Phase 1 training.

## Chapter Development

Northeast Chapter is up & running! Website is <https://nefaep.com/> and LinkedIn is up. Facebook page Admin was not recoverable so migrating to a new one soon. The plan for the expenses for startup was submitted in order to get the $1,000 up front membership development money from FAEP. NEFAEP Secretary is Amy Guilfoyle- they are searching for someone in NE area to fill the role. New logo is done.

Update from Ryan:

Working on updating and combining the Facebook pages.

Submitted the plan for expenses for up front membership development request.

Looking for additional Board participation.

The Chapter had their first event on February 20th combined with a Board Meeting and a presentation on Section 106 resources.

Future events planned include a Ichetucknee Springs paddle in March or April.

New logo below.



**Enviroworkshops:** Tallahassee event is this Thursday- TAAEP will be manning a table for the ½ day PFAS session. They are supposed to hold events in Jax, Orlando & Ft Lauderdale also.

Are any other chapters hosting a table?

**New Marketing Assistant**

Selection is pending.

## Items for Committee/Development

* 2025 conference TBAEP
* Update FAEP logo
* **Purchase FAEP banner/ tablecloth for Conferences- Gina to take lead**
* More statewide events to partner with the local chapters.
* FAEP to attend different conferences.
	+ - * FES
			* FLERA (County agencies)
			* FAMB Conference is in Sept-Jax
			* For future FAEP conference – start a swag theme item

## New Business

Discussion on Insurance - When do we need extra event insurance? Examples: kayak trip, party at a venue, etc. What does FAEP general insurance cover?

Each Chapter is covered by a group policy associated with the NAEP. General liability insurance (i.e. slip and fall). A form needs to be completed to issue a Certificate of Insurance (COI). Riders can be added for specific on water activities such as snorkeling and boating. Waivers can also be implemented to avoid the cost of a rider. The FAEP website has a page for members to access documentation for acquiring a COI. If a vendor/outfitter is involved (for example kayaking) they have a waiver process for assuming liability and/or lessening the risk. There are separate releases for adults vs. child on the FAEP website.

-Chapter division in “empty area” in N Florida. Should we divide those counties up & assign to Tally & NEFAEP rather than having them unassigned? SRWMD is located within this area. Could be a way to increase membership. Suggest adjacent Chapters “Adopt a County” such as adjacent or multiple nearby counties.

-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>

Any other items that Chapters need help with?

## 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)

## Professional Training

In process with Soils and Phase 1 ESA SFAEP (soils)

Wetland Delineation

1. **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

## Additional Member Benefits (suggestions)

1. **State Sponsored Student Scholarship**
2. **State Coordinated Community Service Day/Event**
3. **Ways to promote FAEP**
4. Attendance/sponsorship at Other conferences (booth/flyers/giveaways)
5. Swag items (should FAEP have items at the conference)
6. Awards program
7. Calendar
8. 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 March 25 @12pm

* **REMINDER TO GET THE CALENDAR EVENTS IN**

o EVENT CALENDAR FORM (click to link)

## 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)

o 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.

* + - 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.