# Call to Order Roll Call

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| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Elva Peppers– President & At Large Member Tallahassee [elvapeppers@felsi.org](mailto:elvapeppers@felsi.org) | X |  |
| ~~Ryan Goldman – Past President~~  ~~South Florida~~ [~~rgoldman@broward.org~~](mailto:rgoldman@broward.org) |  |  |
| Gina Chiello – Vice President Treasure Coast Chapter Rep  [gchiello@cumminscederberg.com](mailto:gchiello@cumminscederberg.com) |  |  |
| Kelley Samuels – Treasurer & At Large Member Central Florida [Kelley.samuels@aecom.com](mailto:Kelley.samuels@aecom.com) | X |  |
| Jen Savaro – Secretary  South Chapter [jsavaro@res.us](mailto:jsavaro@res.us) | X |  |
| Bruce Hasbrouck – Parliamentarian\* Tampa Bay [Bruce@HasbrouckEnv.com](mailto:Bruce@HasbrouckEnv.com) |  |  |
| Teri Hasbrouck – Administrator\* Tampa Bay [info@faep-fl.org](mailto:info@faep-fl.org) |  |  |
| ~~David Wood~~ – Northeast Chapter [~~David.Wood@ApexCos.com~~](mailto:David.Wood@ApexCos.com) |  | Ryan Sipes - Stantec |
| Mike Cobb– Northwest Chapter [mcobb1@uwf.edu](mailto:mcobb1@uwf.edu) | X |  |
| Amy Guilfoyle – At large member  [aguilfoyle@scsengineers.com](mailto:aguilfoyle@scsengineers.com) | X |  |
| Sheri Huelster – Tampa Bay Chapter Rep [Sheri.huelster@stantec.com](mailto:Sheri.huelster@stantec.com) |  |  |
| Joshua Hirten – Central Chapter [hirtenjj@cdmsmith.com](mailto:hirtenjj@cdmsmith.com) | X |  |
| Tim Perry – At Large Member Tallahassee [tperry@gbwlegal.com](mailto:tperry@gbwlegal.com) | X |  |
| George Sprehn- SWAEP gsprehn@earthbalance.com |  |  |
| Jane Gregory – At Large Member [Jane.gregory@ocfl.net](mailto:Jane.gregory@ocfl.net) |  |  |
| Don Medellin – At Large Member [donshotbuck@yahoo.com](mailto:donshotbuck@yahoo.com) | X |  |
| Susan Martin – At Large Member [smartin@nelsonyeager.com](mailto:smartin@nelsonyeager.com) | X |  |
| Courtney Arena – NAEP Rep [Ccarena9@gmail.com](mailto:Ccarena9@gmail.com) | X |  |
|  |  |  |

**FAEP BOD Meeting Agenda**

**January 22, 2024**

**Call in Number 1-605-475-4000 code 607028#**

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.

## Welcome to new NE Chapter Rep:

## Ryan Sipes with Stantec.

## David Wood and Ryan Goldman are no longer on the board. Ryan Sipes will replace David Wood. Jen recruiting South Chapter representative.

## Meeting Minutes/Secretary Report

* December 18, 2024 and November 27, 2024 minutes approval

Don made a motion to approve the November and December meeting minutes. Courtney seconded the motion. All in favor. None opposed. None abstained. Motion carried.

## Treasurer’s Report (Kelley)

* + Wells Fargo – Total $10,624.19.
  + Bank United – CD expires Feb 2024 – Total $36,496.76.
  + Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
  + Special Expenses this month: Transaction total $6,603.16. Expense for conference app - $4,700, insurance - $800, remaining expenses for membership dues.

## Administrator’s Report (Teri)

* + Chapter representatives to continue to reach out to non-renewals.
  + Membership stats:
    - 49 new/renewing members, 19 were new, 30 were renewals = 761 FAEP members, 43 are NAEP members, 10 non-renewals
    - Goal = 860 members.
    - Memberclicks training videos are available. Board members can set up a time with Teri to review (takes 1 hour).

## Old Business

## Elections (Run by Amy Guilfoyle):

## Voting for FAEP officers

## Amy presented the slate of nominees for the 2024 board:

## Elva – president, Gina – VP, Jen – secretary, Kelly – treasurer, Courtney – NAEP representative, Bruce - Parliamentarian

## Called for a vote to suspend bylaws to allow Elva to serve an additional term of one year.

## Tim made motion to suspend bylaws to allow Elva to serve additional term of one year as president. Kelly seconded. All in favor. None opposed. None abstained. Motion carried.

## Conference:

2024 Conference Update: Central will host in late April 25-26, 2024 Josh- update

NEPA Essentials training on April 24th is coming together.

Abstracts due by: January 26, 2024

Sponsorships

* 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 |

* Sponsorship outreach early from each chapter. Each chapter responsible for at least one conference sponsorship.
* Reach out to other organizations (WTS/ASCE)
* Conference swag – committee
* following up with the committee ASAP to discuss a discounted booth rate for nonprofits next year
* FAEP share membership list with EPSS
* Conference Specifics (discussion):

conference app: Whova- secured for 3 years

Need a meeting room for FAEP Mtg

Josh stated that they are working with NAEP to host an all-day NEPA training the day before conference. The training requires 50-60 attendees. However, NAEP has not provided a cost for the training yet. We should request the cost before registration is open. Formal requests were submitted to FDEP and FWC for speakers. Sponsorships are coming along.

Don stated that we should establish an MOU with NAEP about workshops.

Courtney stated she will reach out to NAEP with a list of our questions prior to the NAEP February meeting. Therefore, NAEP can vote on an agreement in February.

Elva requested that each chapter bring in a sponsor for the conference. Also, each chapter should consider chapter sponsorships.

* + December events Link for events located at bottom of agenda, populate

## Professional Training

Soils Course for South Chapter scheduling: need dates

* + Any additional chapters want to schedule? Need 2 months to organize.
  + Water Sampling Training- beneficial to members/needs to be organized for 2024 offering.

Josh – any update- anyone able to assist with organizing this effort?

* + 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 almost up & running!

* Request for money to pay for website

Elva stated a major issue the NE Chapter is facing, is that they do not have any money to host an event or start a website. Elva suggested providing $1,000 up front, so they can afford website and an event. They need to update Sunbiz and transition bank account over to new treasurer.

Don suggested the first initiative for them is to find local sponsors, develop a sponsorship packet and establish events for the year or at least a quarter. Don can provide template of what TCC uses.

Tim supports providing $1,000 ahead of time as chapter start up grant. Can provide help with the Department of State.

Courtney is supportive as well in helping the chapter, but requested them provide us plan with what they plan to do.

Susan made a motion to provide the NE chapter $1,000 as a startup. Don seconded the motion. All in favor. None opposed. None abstained. Motion carried.

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| **Name** | **Yes** | **No** |
| Elva Peppers– President & At Large Member Tallahassee [elvapeppers@felsi.org](mailto:elvapeppers@felsi.org) | X |  |
| ~~Ryan Goldman – Past President~~  ~~South Florida~~ [~~rgoldman@broward.org~~](mailto:rgoldman@broward.org) |  |  |
| Gina Chiello – Vice President Treasure Coast Chapter Rep  [gchiello@cumminscederberg.com](mailto:gchiello@cumminscederberg.com) |  |  |
| Kelley Samuels – Treasurer & At Large Member Central Florida [Kelley.samuels@aecom.com](mailto:Kelley.samuels@aecom.com) | X |  |
| Jen Savaro – Secretary  South Chapter [jsavaro@res.us](mailto:jsavaro@res.us) | X |  |
| Bruce Hasbrouck – Parliamentarian\* Tampa Bay [Bruce@HasbrouckEnv.com](mailto:Bruce@HasbrouckEnv.com) |  |  |
| Teri Hasbrouck – Administrator\* Tampa Bay [info@faep-fl.org](mailto:info@faep-fl.org) |  |  |
| Ryan Sipes | X |  |
| Mike Cobb– Northwest Chapter [mcobb1@uwf.edu](mailto:mcobb1@uwf.edu) | X |  |
| Amy Guilfoyle - [aguilfoyle@scsengineers.com](mailto:aguilfoyle@scsengineers.com) | X |  |
| Sheri Huelster – Tampa Bay Chapter Rep [Sheri.huelster@stantec.com](mailto:Sheri.huelster@stantec.com) |  |  |
| Joshua Hirten – Central Chapter [hirtenjj@cdmsmith.com](mailto:hirtenjj@cdmsmith.com) | X |  |
| Tim Perry – At Large Member Tallahassee [tperry@gbwlegal.com](mailto:tperry@gbwlegal.com) | X |  |
| George Sprehn- SWAEP gsprehn@earthbalance.com |  |  |
| Jane Gregory – At Large Member [Jane.gregory@ocfl.net](mailto:Jane.gregory@ocfl.net) |  |  |
| Don Medellin – At Large Member [donshotbuck@yahoo.com](mailto:donshotbuck@yahoo.com) | X |  |
| Susan Martin – At Large Member [smartin@nelsonyeager.com](mailto:smartin@nelsonyeager.com) | X |  |
| Courtney Arena – NAEP Rep [Ccarena9@gmail.com](mailto:Ccarena9@gmail.com) | X |  |

## Items for Committee/Development

* 2025 conference TBAEP
* Update FAEP logo
* **Purchase FAEP banner/ tablecloth**
* More statewide events to partner with the local chapters.
* FAEP to attend different conferences.

I..iii. FES I..iii..a. FLERA (County agencies) I..iii..b. FAMB

* For future FAEP conference – start a swag theme item

## New Business

Need new Marketing/FAEP assistant- any progress on finding a replacement? We have some candidates & are going to pick one ASAP.

Elva stated that a marketing person advertisement was advertised. Received 15 applicants. They are down to the last applicant to interview. A decision will be made soon. She also requested someone to take lead for FAEP banner and tablecloth order.

Gina volunteered to take the lead. Elva to check with Lindsey to see if she can assist with graphic design for banner.

FAEP Affiliation Agreement- review and approve for signature

Tim stated that state chapters have affiliation agreement with NAEP. The Affiliation agreement came up for renewal. A lot of it has stayed the same.

Tim requested a motion to approve the affiliation agreement.

Courtney made a motion to approve the FAEP affiliation agreement. Gina seconded the motion. All in favor. None opposed. None abstained. Motion carried.

Enviroworks invitation to present at several cities: Jax, Orlando and Ft Lauderdale

Preference on meeting format. Call in or Teams?

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. December/January additions DUE NOW.
   * EVENT CALENDAR FORM (click to link)

## Professional Training

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

1. **Beacon Publication and Articles Goal** – 2 articles per chapter per year (Winter through Fall) –**Spring** issue (articles due April 1) CentralNortheast, 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 – Pre-legislative luncheon with deputy director from FDEP. February – Trout Lily Preserve. Social at brewery. April 5th – member appreciation event.
* Tampa Bay
* Treasure Coast – Event at brewery – Indian River Lagoon – outlined lagoon program. Martin County native plant society event. Palm Beach County – remove vegetation where least terns nest.
* Central – February luncheon. Social in March. Taking April off due to conference.
* Northeast – Board meeting on the 24th to discuss issues facing chapter.
* Northwest – lunch and learn – studying seagrass mortality in one of their bays. Next month – manmade accumulation (debris) altering streams.
* Southwest –
* South – Had member appreciation camping event. Board retreat. Moonlight bike ride at Shark Valley, Social event at Tiki Tiki – reaching out to NSU student chapter for event. March 23rd – quarterly cleanup at Sandspur.

## Upcoming Meeting February 26 @12pm – Elva to send out new invite

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

o EVENT CALENDAR FORM (click to link) – done in second week of month prior.

Meeting adjourned at 1:06pm.

## 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.