



## FAEP BOD Meeting Minutes

March 25, 2024

### TEAMS

[Click here to join the meeting](#)

Meeting ID: 281 697 915 626

Passcode: 83vsbc

#### I. Call to Order

#### Roll Call

Name	Attendance	Proxy
Elva Peppers– President & At Large Member Tallahassee <a href="mailto:elvapeppers@felsi.org">elvapeppers@felsi.org</a>	X	
Gina Chiello – Vice President Treasure Coast Chapter Rep <a href="mailto:gchiello@cumminscederberg.com">gchiello@cumminscederberg.com</a>	X	
Kelley Samuels – Treasurer & At Large Member Central Florida <a href="mailto:kelley.samuels@aecom.com">kelley.samuels@aecom.com</a>	X	
Jen Savaro – Secretary South Chapter <a href="mailto:jsavaro@res.us">jsavaro@res.us</a>		
Bruce Hasbrouck – Parliamentarian* Tampa Bay <a href="mailto:Bruce@HasbrouckEnv.com">Bruce@HasbrouckEnv.com</a>	X	
Teri Hasbrouck – Administrator* Tampa Bay <a href="mailto:info@faep-fl.org">info@faep-fl.org</a>	X	
Ryan Sipe – Northeast Chapter <a href="mailto:ryan.sipe@stantec.com">ryan.sipe@stantec.com</a>	X	
Mike Cobb– Northwest Chapter <a href="mailto:mcobb1@uwf.edu">mcobb1@uwf.edu</a>	X	
Amy Guilfoyle – Central Florida <a href="mailto:aguilfoyle@scsengineers.com">aguilfoyle@scsengineers.com</a>		
Sheri Huelster – Tampa Bay Chapter Rep <a href="mailto:Sheri.huelster@stantec.com">Sheri.huelster@stantec.com</a>	X	
Joshua Hirten – Central Chapter and 2024 Conference Chair_ <a href="mailto:hirtenjj@cdmsmith.com">hirtenjj@cdmsmith.com</a>	X	
Tim Perry – At Large Member Tallahassee <a href="mailto:tperry@gbwlegal.com">tperry@gbwlegal.com</a>		
George Sprehn- SWAEP <a href="mailto:gsprehn@earthbalance.com">gsprehn@earthbalance.com</a>	X	
Jane Gregory – At Large Member <a href="mailto:Jane.gregory@ocfl.net">Jane.gregory@ocfl.net</a>		
Don Medellin – At Large Member <a href="mailto:donshotbuck@yahoo.com">donshotbuck@yahoo.com</a>		
Susan Martin – At Large Member <a href="mailto:smartin@nelsonyeager.com">smartin@nelsonyeager.com</a>	X	
Courtney Arena – NAEP Rep_ <a href="mailto:ccarena9@gmail.com">ccarena9@gmail.com</a> or <a href="mailto:courtney.arena@hdrinc.com">courtney.arena@hdrinc.com</a>		

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

## II. Secretary Report

- January 22, 2024 minutes and February 27<sup>th</sup> presented for approval;
- Gina made motion to approve, Susan second, all in favor, none opposed.

## III. Treasurer's Report (Kelly/Bruce)

Wells Fargo –

- Bank United – CD expired Feb 2024 –
- Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
  - Paid Tallahassee \$1,000 reimbursement for Chapter Projects – have until the end of the FY
- Wells Fargo Balance = \$18,613.38
- Bank United Balance = \$36,496.76
- Bruce has the info to pay the NE Chapter – pending payment

## IV. Administrator's Report (Teri)

- Chapter representatives to continue to reach out to non-renewals.
- Membership stats:
  - 76 new/renewing members, 32 were new, 44 were renewals = 808 FAEP members,
  - 47 are NAEP members, 32 non-renewals
  - Goal = 860 members.
- February was 781 FAEP members and 42 NAEP members
- Memberclicks training videos are available. Board members can set up a time with Teri to review (takes 1 hour).
- Reminder for Chapters to keep up with filing their taxes, including the IRS.
- Chapters are also required to file with the Florida Department of State with SunBiz DUE by end of April!
- FDACS renewal is due in April; Bruce provided an update on FDACS renewal from 2023.

## V. Old Business

- Conference:
  1. General Conference Updates
    - a. NAEP - NEPA Essentials Training - 4/24, 34 registered, please announce to your Chapters. Sponsorships available?
    - b. Conference 151 registered
    - c. Sponsorships - update
      - 3 GOLD (\$2,500) left
      - 2 BRONZE (\$1,000) left
    - d. NEPA Workshop Breaks (\$1,000) - PSI Lunch Break, two more available
    - e. Met hotel minimum and almost maxed out of sponsorships.
  2. Logistics -
    - a. Hotel room block (79 rooms per night) and March 25, 2024 - cut-off date, four rooms at \$129 - \_\_\_ rooms nights already booked; State Employee booking issue? Hotel is holding some rooms
    - a. Exhibitor Room Map - received and begin layout
  3. Abstracts -
    - a. All set. Agenda listed on Whova.
  4. Whova -
    - a. Meeting with Amy/Adam/Josh update
    - b. There is a way to earn points.
    - c. Prizes for leaderboard winners

5. Awards - Who from FAEP is leading? What awards? Elva to determine; Courtney Arena and Jane Gregory to assist.
  - o Conference Committee Awards
  - o Chapter Award
  - o President's Award – someone who has gone above and beyond
  - o Bruce Hasbrouck Award – similar to the president's award
6. Gina to order banner and tablecloth – Josh to send photo of horizontal hanging banner.
7. Dine Around – Josh reached out to hotel.
8. Chapter swag, photos
9. One field trip – Disney environmental group – offering two vans/ transport, run 2-5 pm. People will pre-register and it will be \$20. This will be donated to the Purple Martin Conservation Association.

10. 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)

11. Sponsorship outreach from each chapter. Each chapter responsible for at least one conference sponsorship.
12. Following up with the committee ASAP to discuss a discounted booth rate for nonprofits next year.

## VI. 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.

## VII. 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.

Ryan – any updates/needs from BOD?

Gainesville Chapter- new interest in starting a Gville chapter. Elva directed them to participate in NE since they just got re-started, but perhaps may split off in a year or so.

Enviro-workshops - Tallahassee event -it went well and was a good way to get FAEP exposure. They are supposed to hold events in Jax, Orlando & Ft Lauderdale also.

Are any other chapters hosting a table?

A company that puts together a program and they bring in companies that discuss their technology – like an infomercial but palatable. They give background on what the problem is, but you do learn about their technology. The one in Tallahassee, one of Elva's employees went as well as a board member and learned about Pfas. Both had good things to say. Good opportunity for FAEP.

## VIII. 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

## IX. New Business

-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. Vote to divide counties up.

Tallahassee Chapter to absorb Madison, Taylor, Lafayette and Dixie

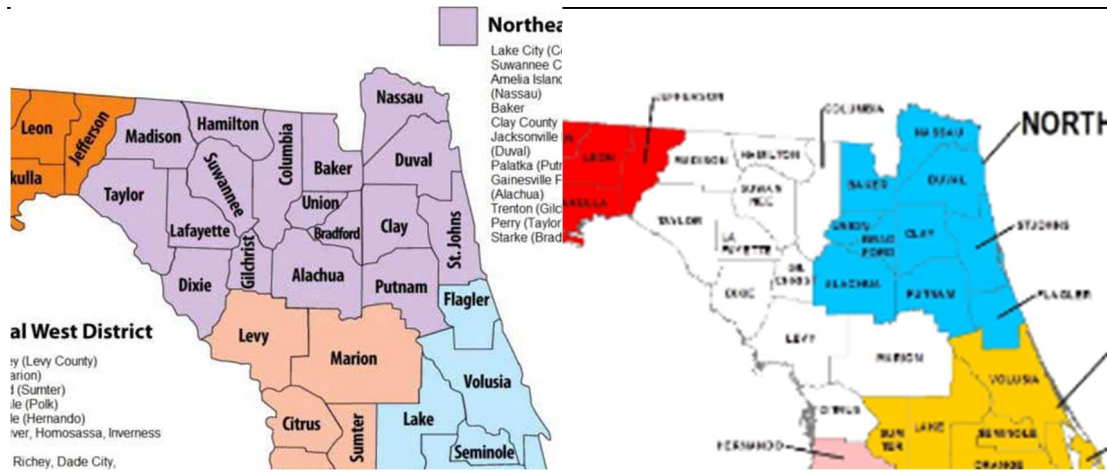
\*\*Citrus is part of the Tampa Bay Chapter – FAEP website needs to be updated.

Marion absorbed by Central Chapter.

Hamilton, Suwannee, Gilcrest, Columbia and Levy absorbed by the NE Chapter

Josh Hirten made a motion to update the Chapter boundaries as outlined above. Sheri made a motion to second, all in favor, none opposed.

Also, discussion for a “space coast chapter” for Brevard and Indian River Counties that are currently absorbed by CFAEP and TCC.



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>

Jane volunteered to review and summarize NAEP's DEI resources page. Due Date – April's Meeting.

FAEP webinar hosting: present a few every year on statewide topics. 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.

X. **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)**

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**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 –
  
- The upcoming BOD Meeting will be at the FAEP Conference, Friday, April 26th, 12- 1:30 pm. For future meetings, we will do it on Mondays 11-12pm.
  
- **REMINDER TO GET THE CALENDAR EVENTS IN**
  - [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)
      - 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.