

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

March 14, 2025 @12-1 PM via MS Teams/ In Person



1. Call to Order

Name	Attendance	Proxy
Andee Richards – Administrator* info@faep-fl.org	X	
Gina Chiello –President & TCC Chapter Rep gchiello@cumminscederberg.com	X	
Joshua Hirten – Vice President & CFAEP Chapter Rep hirtenjj@cdmsmith.com	X	
Kelley Samuels – Treasurer & At Large Member Kelley.samuels@aecom.com	X	
Jen Savaro – Secretary & SFAEP Chapter Rep jsavaro@res.us	X	
Elva Peppers – Past President elvapeppers@felsi.org	X	
Bruce Hasbrouck – Parliamentarian* Bruce@HasbrouckEnv.com	X	
Ryan Sipe – Northeast Chapter Rep ryan.sipe@terracon.com	X	
Mike Cobb – Northwest Chapter Rep mcobb1@uwf.edu	X	
Sheri Huelster – TBAEP Chapter Rep Sheri.huelster@stantec.com	X	
George Sprehn- SWAEP Chapter Rep gsprehn@earthbalance.com	X	
Matt Marino – TAAEP Chapter Rep mmarino@ardurra.com	X	
Courtney Arena – NAEP Rep courtney.arena@hdrinc.com	X	
Amy Guilfoyle – At Large Member amy.guilfoyle@nv5.com		
Jane Gregory – At Large Member Jane.gregory@ocfl.net	X	
Don Medellin – At Large Member dmedellin@Dewberry.com	X	
Susan Martin – At Large Member smartin@nasonyeager.com	X	
Tim Perry – At Large Member tperry@gbwlegal.com		
Niki Desjardin – At Large Member Niki@ecological-associates.com		
Shannon - Guest	X	

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



2. President Report (Gina)

- a. Approval of February 2025 Meeting Minutes. Elva made motion to approve, Don seconded; motion passed by majority without any abstentions or objections.
- b. Treasurer responsibility changes
- c. Conference debrief next meeting.
- d. Some responsibilities between administrator and treasurer will be shifted. We will discuss in more detail next month.

3. Vice President Report (Josh)

- a. Discussion on conference booths and attendance.
 - i. Josh stated there's a PFAS Conference April 9-11. They offered a booth. Asking if we can have FAEP representative attend.
 - ii. Susan suggested a trade of booths for the FAMB conference and next year's conference.
 - iii. Elva stated that we're sharing a booth with NAEP in early June at the Corridor Connect Conference - \$2,500.
 - We have a total of four attendees (two for NAEP and two for FAEP). Josh? – NAEP member. Four of them to connect and let us know.
 - a. Suggested attendees: Elva, Courtney, Kelley, and Josh. The four of them will discuss.
 - Courtney confirmed NAEP approved \$1,500 to attend.
 - iv. Elva also stated the FAEP banner, luggage tags and business cards are missing. They were used at last year's conference.
 - Bruce suggested we try and find the banner but purchase a new one.
 - Agreed to order banner before logo update. Once logo is updated we just replace the vinyl.
 - We will conduct an email vote to purchase the banner once we find out the cost.
 - Gina to look up the cost of the banner and to purchase an Airtag.

4. Secretary Report (Jen)

- a.

5. Treasurer Report (Kelley)

- a. Wells Fargo: transferred to capital one
- b. Capital One \$14,579.64
- c. Fifth Third Bank (CD matures 8/2/25): \$10,496.15
- d. Fifth Third CD: (CD matures 9/10/25): \$28,298.89

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- e. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.
- f. Special Expenses this month:
- g. Income: [FAEP membership dues](#)
- h. Expenses: [admin fees](#), [bank charges](#), [TCC reimbursement](#), [NAEP dues](#).
- Update on transferring funds from Wells Fargo to Capital One – was this closed out?
- [Bruce stated he filed taxes and updated Sunbiz.](#)

6. Administrator Report (Andee)

- a. Membership
 - i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:
 - New/Renewing Members [63](#) (New [40](#), Renewals [23](#), FAEP Members [741](#), NAEP Members [56](#), Non-Renewals Members [51](#))
 - a. [Discussed members might not be receiving notice to renew due to cyber security.](#)
 - i. [Next steps: Reach out to MemberClicks. Each chapter board to reach out to members directly.](#)
 - Goal = 860 members.
- b. The Beacon
 - i. Beacon article
 - [Spring Issue – Articles due April 1st](#)
 - a. Central, Northeast, Northwest, South
 - i. Tampa Bay will provide an article on the March conference.
 - ii. [Bruce to write article on conference](#)
 - Summer Issue – Articles due July 1st
 - a. Southwest, Tallahassee, Tampa Bay, Treasure Coast
 - Fall Issue – Articles due October 1st
 - a. Central, Northeast, Northwest, South
 - Winter Issue - Articles due December 31st
 - a. Southwest, Tallahassee, Tampa Bay, Treasure Coast
 - ii. Event Calendar
 - Using JotForm to collect information from each Chapter, <https://form.jotform.com/221464148992059>
 - **Andee** to send the link to Chapter reps every month to collect event information.
 - The main events calendar is at <https://www.faep-fl.org/events>

7. 2025 FAEP Conference

- a. Future Conferences
 - i. FAEP 2026 – TCC Hosting

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- ii. 1 rep from each chapter to participate in the Conference Committee
 - iii. Facilitate document sharing from previous host chapter to future host chapter
 - iv. Hold a post conference “hot wash” meeting
 - v. If Conference Committee Lead cannot participate in FAEP board meetings, then respective Chapter rep will report out.
 - vi. 2025 Conference Committee - Let Don know when the conference debrief is scheduled, so he can attend.
 - vii. Add Whova admins for next year’s conference.
 - When budgeting for next year, remember to add Whova for another three years.
 - a. Can add upgrades.
 - Attendees asked about making presentations available. Discussed Whova upgrade or add to presentations to website.
 - a. All presentations in OneDrive. Need to pdf presentation with no speaker notes.
 - b. Up to conference committee if they want to pdf and send out.
 - c. Adding presentations to the website might be a good thing to gain exposure.

8. NAEP Updates (Courtney/ Josh)

- a. Conferences
 - i. NAEP 2025, April 28 thru May 1, Charleston, SC
 - ii. NAEP 2026, May 9 thru May 14, Alaska
 - iii. Josh suggested we reconnect with Nic and Laura to advertise the podcast. EPR – environmental professional’s radio.

9. Chapter Reports

- a. Tampa Bay
- b. Treasure Coast
- c. Central
- d. Northeast
- e. Northwest
- f. Southwest
- g. South
- h. Tallahassee

10. Webinar Committee (Josh) (Completed by end of 2025)

Josh*, Susan, Don, Jane

- a. Objective

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- i. To get people to attend that are not members to see the benefit of joining – “Added Value” as a member.
 - b. Schedule/ Frequency
 - i. Quarterly
 - ii. April 2025, August 2025, December 2025
 - iii. Schedule separate committee calls
 - c. Potential Topics
 - i. Priority Topic - Stormwater Rule Update
 - Tim Borha - Hasn’t responded. **Susan** to confirm with Tim Rach about moving on without him.
 - a. Susan proved update:
 - i. He committed along with two others from FDEP.
 - ii. Tim can do Thursdays.
 - iii. Need to schedule around chapter luncheons.
Webinar committee to discuss schedules over email.
 - iv. Speaker for legislative update webinar confirmed for June.
 - 1. Will use Florida Bar platform – no expense, just need to advertise.
 - 2. Reach out to Susan if interested in assisting with after market sales.
 - a. Discussed 50/50 split.
 - v. Susan suggested 1.5 hours for the webinars.
 - Consider partnering with ELULS. No cost to FAEP and they will use their own platform.
 - Legislative update as a new topic for June once the session closes in May.
 - ii. Other Topics
 - New laws on mitigation banking, expansion of water quality enhancement areas, and water quality credit trading, update on 404, PFAS, Living shorelines, Protected Species and Tricolored Bat Listing, UMAM Overview, State Permitting Update
 - iii. Survey members on current list of topics
 - d. Host Platform
 - i. Zoom - \$690 annual membership; unlimited meetings and board meetings; up to 500 participants; \$172.50 per quarterly webinar
 - ii. Need a Technical Coordinator to set up Zoom Meetings
 - e. Access/Registration
 - i. Free for members; charge \$30 for non-members.
 - ii. Discussion on charging for aftermarket recordings



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- iii. Andee researching event registration platforms. Our current Memberclicks subscription doesn't offer this – could upgrade.
 - f. CEUs
 - i. We are approved for technical training CEUs for attorneys and engineers.

11. FAEP Supported Training Committee (Elva) *(Completed by end of 2025)*

Elva*, TBD, TBD, TBD

- a. Objective
 - i. To support the local Chapters – “Added Value” as the state organization.
 - ii. Serve as a liaison.
- b. Packet Development
 - i. List of training topics and instructors (Soils, Wetlands, and Phase 1 currently). Add Groundwater sampling (FDEP).
 - ii. List of venues
 - iii. Develop a 2-tiered approach for Chapters to choose from
 - iv. Standard draft agreement
 - v. Instructions/expectations/responsibilities for FAEP Admin, Chapter, and Instructor
 - vi. Lead times for planning, schedule of events/ due dates
- c. Key Dates
 - i. June 26th – Draft packet circulated for review
 - ii. August 28th – Final packet

12. Long-Term Goals/ Special Projects *(Completed by end of 2026)*

- a. Amend FAEP Bylaws (Gina, Niki)
 - i. Bylaws are several years old (2011) and need to be updated
 - ii. Opportunity to increase the number of board positions
- b. Update FAEP logo (Jen*, Niki)
 - i. Josh sent initial ideas for discussion
 - The board discussed that the alligator one might be too dark and too complicated for printing.
 - The majority preferred the state of Florida one with waves and seagulls.
 - We need to check with a printing company to see if it is too complicated to print.
- c. New Chapter Development
 - i. Space Coast Chapter (Indian River and Brevard counties) (Gina, Josh M, Josh H.)
 - ii. Gainesville Chapter (Todd Romero with AEL has shown interest). This location is currently incorporated with NEAEP.

13. Lower Priority Goals/ Special Projects

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- a. Beacon Newsletter Improvements
 - i. Reevaluate the Beacon (e.g., content, aesthetics, goal/ intent)
 - ii. Reach out to members to see if there is anything they want to publish.
 - iii. Opportunity to engage sponsors to write one article per year
 - b. Conference Partnerships 2025
 - i. EPSS, Brownfields, FES, FLERA, FAMB
 - ii. Swag
 - c. Membership Drive/ Recruitment
 - i. Goal: increase membership to 860
 - ii. All chapters should set up a LinkedIn Account – who has LinkedIn site?
 - Tallahassee, Tampa Bay, South, Treasure Coast, FAEP
 - iii. Free conference entry
 - iv. Spotlight new members or BOD members
 - v. Raffle
 - Enter between certain dates to win conference registration
 - Extra entry those who are members of more than one chapter
 - Bring a friend to a meeting or attend a different chapter's meeting
 - vi. FAEP bingo/ scavenger hunt
 - d. Diversity, Equity and Inclusion (DEI) (Jane)
 - i. Create a statement for our organization
 - Jane provided update on DEI statement.
 - a. Came up with a few ideas
 - i. DEI mission statements
 - ii. Quick statement
 - iii. More specific – break out into three statements.
 - b. Jane to share statements with board.
 - c. Discussed how we will incorporate it. Website? Bylaws?
 - i. Bruce suggested it should be a statement, and it should be on both the website and bylaws.
 - d. Finalize next meeting.
 - ii. Courtney sent the California Chapter of NAEP DEI policy

14. Next Meeting

April 24th, 3-4:30 PM

May 29th, 3-4:30 PM

June 26th, 3-4:30 PM

July 31st, 3-4:30 PM

August 28th, 3-4:30 PM

September 25th, 3-4:30 PM

October 30th, 3-4:30 PM

November 20th, 3-4:30 PM

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December 18th, 3-4:30 PM

Meeting adjourned at 1pm.