

**Florida Association of Environmental Professionals**

Board of Directors Meeting Minutes

May 29, 2025 @3-4:30 PM via MS Teams



**1. Call to Order**

<b>Name</b>	<b>Attendance</b>	<b>Proxy</b>
Andee Richards – Administrator* <a href="mailto:info@faep-fl.org">info@faep-fl.org</a>	X	
Gina Chiello –President & TCC Chapter Rep <a href="mailto:gchiello@cumminscederberg.com">gchiello@cumminscederberg.com</a>	X	
Joshua Hirten – Vice President & CFAEP Chapter Rep <a href="mailto:hirtenjj@cdsmith.com">hirtenjj@cdsmith.com</a>		
Kelley Samuels – Treasurer & At Large Member <a href="mailto:Kelley.samuels@aecom.com">Kelley.samuels@aecom.com</a>	X	
Jen Savaro – Secretary & SFAEP Chapter Rep <a href="mailto:jsavaro@res.us">jsavaro@res.us</a>	X	
Elva Peppers – Past President <a href="mailto:elvapeppers@felsi.org">elvapeppers@felsi.org</a>	X	
Bruce Hasbrouck – Parliamentarian* <a href="mailto:Bruce@HasbrouckEnv.com">Bruce@HasbrouckEnv.com</a>	X	
Ryan Sipe – Northeast Chapter Rep <a href="mailto:ryan.sipe@terracon.com">ryan.sipe@terracon.com</a>	X	
Mike Cobb – Northwest Chapter Rep <a href="mailto:mcobb1@uwf.edu">mcobb1@uwf.edu</a>	X	
Sheri Huelster – TBAEP Chapter Rep <a href="mailto:Sheri.huelster@stantec.com">Sheri.huelster@stantec.com</a>		
George Sprehn- SWAEP Chapter Rep <a href="mailto:gsprehn@earthbalance.com">gsprehn@earthbalance.com</a>	X	
Matt Marino – TAAEP Chapter Rep <a href="mailto:mmarino@ardurra.com">mmarino@ardurra.com</a>	X	
Courtney Arena – NAEP Rep <a href="mailto:courtney.arena@hdrinc.com">courtney.arena@hdrinc.com</a>	X	
Amy Guilfoyle – At Large Member <a href="mailto:amy.guilfoyle@nv5.com">amy.guilfoyle@nv5.com</a>	X	
Jane Gregory – At Large Member <a href="mailto:Jane.gregory@ocfl.net">Jane.gregory@ocfl.net</a>	X	
Don Medellin – At Large Member <a href="mailto:dmedellin@Dewberry.com">dmedellin@Dewberry.com</a>	X	
Susan Martin – At Large Member <a href="mailto:smartin@nasonyeager.com">smartin@nasonyeager.com</a>		
Tim Perry – At Large Member <a href="mailto:tperry@gbwlegal.com">tperry@gbwlegal.com</a>	X	
Niki Desjardin – At Large Member <a href="mailto:Niki@ecological-associates.com">Niki@ecological-associates.com</a>	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 April 2025 Meeting Minutes. Don made the motion to approve April's meeting minutes; Matt seconded; approved.
- b. TBAEP Bylaws
  - i. Review changes and vote to approve
    - CFAEP serves Citrus County.
      - a. Last year there was a vote to change the boundary of CFAEP. CFAEP now serves Citrus County.
        - i. CFAEP needs to update their bylaws to include Citrus County.
      - b. Courtney asked if both TBAEP and CFAEP can serve Citrus County.
        - i. Bruce suggested to leave the map the way it currently is and let people chose what chapter to join.
        - ii. Board agreed to leave as is and for CFAEP to update their bylaws.
    - Secondary and primary schools
      - a. Board discussed changing terminology to high school.
      - b. Board discussed an age minimum.
      - c. Board agreed that terminology should be updated. Student and professional membership should remain separate with no statement on age minimum.
    - During three month lapse period, member can't vote.
      - a. Bruce provided clarification about being three months in arrears.
      - b. Board agreed they should be able to get member rates during the grace period, but cannot vote.
    - Special meetings vs membership meetings?
      - a. Basically the same. A special meeting would be meeting that is different than a regularly scheduled meeting.
    - Voting Section Comment. Mention board voting later in the bylaws.
    - Board members. Update to 5 and 10. Update.
    - NAEP member. Bruce clarified that they TBAEP requires board members to be NAEP members.
    - Two year terms for board members. Bruce clarified officers are allowed only two year terms. In certain cases they will make a note in meeting minutes for an officer (i.e. Treasurer) to stay as officer for more than two years. An officer can serve for one year, step down and then become an officer for another year later on.

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- ii. Niki made a motion to approve the bylaws. Don seconded. None opposed. None abstained. Motion approved.
    - Bruce will notify the TBAEP board that comments were provided on the bylaws to be updated next time.
  - c. Glue-up Demo
    - i. Schedule for June 27<sup>th</sup> either 9 AM or 10 AM, pending Glue-up conformation
      - Gina to send out meeting invite.
  - d. Swag order
    - i. Update
      - Elva – ordered and received notebooks.
      - Will be bringing new swag to Corridor Connect Conference.
        - a. Elva, Jane, Courtney and Josh will be attending.
  - e. DEI Statement
    - i. Next Steps
      - Jane emailed updated statements. Decided on two statements – website and bylaws. **Board to vote on statement.**
  - f. EPSS
    - i. In-person meeting, social
      - Not enough people attending from board to have an in-person board meeting at EPSS.
    - ii. Who from FAEP board is attending
      - Will not have a booth this year. Gina asked about opportunities for a FAEP meet-up/ somewhere to hand out swag.
        - a. Kelley – put FAEP and chapter swag at individual company tables.
      - Attendees: Nikki, Gina, Don, Susan, Courtney, Tim – tentative, Kelley – not attending, but company is a sponsor and attending staff can put swag on table.

### 3. Vice President Report (Josh)

### 4. Secretary Report (Jen)

### 5. Treasurer Report (Kelley)

- a. Wells Fargo: **Closed**
- b. Capital One: **\$3,053.26**
- c. Fifth Third Bank (CD matures 8/2/25): **\$10,496.15**
- d. Fifth Third CD: (CD matures 9/10/25): **\$28,298.89**
- e. Chapter Reimbursement Requests can occur at any point during the year. Coordinate with Kelley.



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- f. Special Expenses this month: Nothing special. Did pay out a couple more this month, so balance low. Waiting for NAEP reimbursement. Kelley suggested liquidating \$10k CD due to recent increase in admin and marketing fees.
    - i. Two outstanding items for TBAEP conference reimbursement.
    - ii. Still have 5 chapters that we need to pay reimbursements to.
  - g. Income:
  - h. Expenses:

## 6. Administrator Report (Andee)

- a. Membership
  - i. Chapter representatives continue to reach out to non-renewals.
  - ii. Membership stats:
    - New/Renewing Members **103** (New **56**, Renewals **47**, FAEP Members **754**, NAEP Members **55**, Non-Renewals Members **46**)
    - Goal = 860 members.
- b. The Beacon
  - i. Beacon article
    - Summer Issue – Articles due July 1<sup>st</sup>
      - a. Southwest, Tallahassee, Treasure Coast, Northeast Chapter
    - Fall Issue – Articles due October 1<sup>st</sup>
      - a. Central, Northeast, Northwest, South
    - Winter Issue - Articles due December 31<sup>st</sup>
      - 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. Conferences

- a. FAEP Conference
  - i. FAEP 2026 – TCC Hosting
    - Niki Desjardin and Debbie Medellin are ‘co-chairs’
  - ii. Committee Meetings occur bimonthly on Mondays 6:00-7:00 PM
    - 1 rep from each chapter to participate in the Conference Committee – **please provide a name and email address. We’ve only received this from SFAEP and CFAEP.**
  - iii. Date
    - April/May TBD
  - iv. Venue



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- Mariott Hutchinson Island, Stuart, Martin County
- b. Corridor Connect
- i. June 3-5
  - ii. Elva and Jane attending on behalf of FAEP; Josh and Courtney attending on behalf of NAEP.
- 8. NAEP Updates (Courtney/ Josh)**
- a. Conferences
- i. NAEP 2025, April 28 through May 1, Charleston, SC
    - [Debrief](#)
    - [Courtney – New NAEP NEPA training course; new president.](#)
  - ii. NAEP 2026, May 9 through May 14, Alaska
- 9. Chapter Reports**
- a. Tampa Bay – legislative update, social on 5/20, hiatus for June and July to not compete with summer school.
  - b. Treasure Coast – interactive photography workshop, June – presentation looking at archaeological findings.
  - c. Central – June 17<sup>th</sup> – luncheon on draft climate action plan, take off July to not compete with summer school.
  - d. Northeast – two events in June.
  - e. Northwest – local conservation group spoke about the longleaf pine restoration and local projects, sponsor for non-profit surf competition – weather didn't cooperate.
  - f. Southwest – finished 5<sup>th</sup> annual fossil hunting expedition, October – 3<sup>rd</sup> annual fishing tournament.
  - g. South – dune restoration/planting event, seagrass training, sea turtle hatching release – July
  - h. Tallahassee – legislative update luncheon, this month social.
- 10. Webinar Committee (Josh) *(Completed by end of 2025)***
- [Josh\\*](#), [Susan](#), [Don](#), [Jane](#)
- a. Objective
    - 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. June 12th (scheduled), August 2025, December 2025
  - c. Potential Topics
    - i. Legislative Update scheduled for June 12<sup>th</sup>



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- [Speakers?](#)
  - [Mock webinar scheduled for May 30<sup>th</sup>](#)
  - Advertise in May – Andee stated that we sent out a save the date.
    - a. Register through Zoom. Gina suggested we open registration ASAP. Mock is June 6<sup>th</sup>.
      - i. **Andee to email webinar committee to gather any missing information before sending out registration.**
    - 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 – We’re signed up! [We get 50% off as a non-profit. Instead of the grand total of \\$799.90, our subscription will be \\$399.95 per year.](#)
    - ii. Andee to serve as Technical Coordinator to set up Zoom Meetings. This can be rotated around.
  - e. Access/Registration
    - i. Free for members; charge \$30 for non-members.
    - ii. Discussion on charging for aftermarket recordings
    - iii. [Registration through zoom?](#)
  - f. CEUs – **every other year.....\$250**
    - 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 26<sup>th</sup> – Draft packet circulated for review
  - ii. August 28<sup>th</sup> – Final packet



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- d. Upcoming Trainings
    - i. [May 20<sup>th</sup> – Hydric Soils – TBAEP \(Complete\)](#)

## 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, Amy, Josh) [Logo committee provided update.](#)
  - 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.
  - ii. Sent out poll. Board decided on the Florida and seagull logo.
    - [Want to do a test run of the embroidery.](#)
      - a. [Any other company suggestions?](#)
        - i. [TBAEP – uses Lands End](#)
    - [Board provided comments/edits to selected log.](#)
      - a. [Make FAEP and seagulls black, make orange one color and not a gradient, center Florida Association of Environmental Professionals, fix outline of Florida, fix gaps/ black areas around state.](#)
      - b. [Jen to make edits.](#)
- 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. [Gina has a call with Clif Payne NEAEP on June 6<sup>th</sup>.](#)

## 13. Lower Priority Goals/ Special Projects

- 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, PFAS, Corridor Connect
  - ii. Swag
- c. Membership Drive/ Recruitment

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- 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. Jane drafted and circulated a DEI statement and vision. Discussed under the President's Report.

### 14. Next Meeting

June 26<sup>th</sup>, 3-4:30 PM

July 31<sup>st</sup>, 3-4:30 PM

August 28<sup>th</sup>, 3-4:30 PM

September 25<sup>th</sup>, 3-4:30 PM

October 30<sup>th</sup>, 3-4:30 PM

November 20<sup>th</sup>, 3-4:30 PM

December 18<sup>th</sup>, 3-4:30 PM

Meeting adjourned at 4:31pm.