

Florida Association of Environmental Professionals

Board of Directors Meeting Minutes

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



1. Call to Order

Name	Attendance	Proxy
Andee Richards – Administrator* info@faep-fl.org		
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@cumminscederberg.com	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		
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		
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	X	
Niki Desjardin – At Large Member Niki@ecological-associates.com	X	
Juliana Navarro – 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 September 2025 Meeting Minutes
 - i. Don made motion to approve meeting minutes with edits. Kelley seconded. None opposed. None abstained. All in favor. Motion passed.
- b. Water Sampling Meter Testing Update – Gina summarized training.
 - Contract has been signed.
 - Coordinate with Andee to prepare a flyer and set up a zoom registration (meeting vs. webinar so it's more interactive).
 - a. Limit to 50 attendees to make more interactive.
 - b. Will be held in February 2026.
- c. Glue Up
 - i. Meeting with Chapter is scheduled for 11/20 at 9:00 AM.
 - Each chapter should have at least one representative in attendance; however, all are welcome to participate.
 - The goal is to encourage local chapters to transition to Glue Up and discontinue the use of individual platforms.
 - Ongoing issues with MemberClicks have been reported.
 - There is an additional fee of approximately \$200 per chapter to add the Glue Up membership.
 - Chapter representatives/ Glue up meeting attendees are asked to determine and report how much each chapter is currently paying for their existing subscription for the platform they are currently using.
- d. Chapter Filings
 - i. Gina still needs to reach out to the Chapters regarding filings schedule/ coordination.

3. Vice President Report (Josh)

- a. Young/new professional engagement
 - i. Cohort idea with Young Members –One Year program, each Chapter nominates 1-2 members, we could provide 5-10- free registrations, provide them with a Program that spans across the State, ensure it's a two way street as have the Group work on a joint capstone project.
 - Josh presented an idea to enhance engagement with young and new professionals through a one-year cohort program. Each chapter would nominate 1-2 members to participate.
 - a. The program would include:
 - i. A plan to introduce participants to FAEP, local chapters and the industry.



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- ii. A capstone project focused on advancing FAEP initiatives (e.g., improving university outreach or member engagement).
 - iii. A mentor-light approach to provide guidance without heavy time commitments.
 - b. Elva nominated the Jacksonville Chapter's Andy Wooddrift as a potential cohort champion.
 - c. Need to determine specific engagement activities and goals.
 - d. Discussion included potentially starting the program in summer 2026.
 - e. Georged mentioned the FGCU Career Expo as a related opportunity for outreach and engagement.
 - b. How/what NAEP information should we provide to the Chapters.
 - i. Every Chapter should have some basic FAEP/NAEP details and links on their website.
 - ii. Courtney and Josh attended the NAEP meeting last weekend to brainstorm ideas for the next five years.
 - Josh will coordinate with Andee and Gina to update the FAEP webpage, work with local chapters to gather links and related content to improve connectivity between NAEP, FAEP ,and local chapters.
 - Updates will be included in an upcoming issue of the Beacon.

4. Secretary Report (Jen)

- a. Nothing to report.

5. Treasurer Report (Kelley)

- a. Capital One: \$21,222.09
- b. Fifth Third CD: (CD matured 9/10/25): \$29,429.26. Kelley/ Bruce/ Gina decided to reinvest for 13 months at 3.25%.
 - i. Kelley will take care of it next week.
 - ii. Chapter Reimbursement Requests are transitioning to an annual grant that will be distributed annually in alphabetic order. Once a month, Andee will deposit \$1,000 to a chapter in alphabetical order. This way it will be the same every year and more predictable for everyone.
 - Chapter representatives to share with board. Will start next month.
- c. Special Expenses this month: none
- d. Income: \$6,335.00. Membership fees
- e. Expenses: \$6,074.04. Chapter dues, bank charges, administrative fees.
- f. The board reviewed and discussed proposed budget for FY 25/26.
 - i. Estimated 800 general members, 50 government members



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- ii. Budget included cost of Glue Up with chapter fees.
 - g. Don made a motion to approve FY 25/26 budget as proposed. Jane seconded. None opposed. None abstained. All in favor. Motion passed.

6. Administrator Report (Andee)

- a. Membership
 - i. Chapter representatives continue to reach out to non-renewals.
 - ii. Membership stats:
 - New/Renewing Members **66** (New **22**, Renewals **44**, FAEP Members **773**, NAEP Members Renew **4**, Non-Renewals Members **30**)
 - Goal = 860 members.
 - Discussed Memberclicks sending reminders to renew memberships, however, it does not allow you to renew if your membership lapsed.
- b. The Beacon
 - i. Beacon article
 - Winter Issue - Articles due December 31st
 - a. Southwest, Tallahassee, Tampa Bay, Treasure Coast
 - Andee to include NAEP information in beacon
 - Prefer Word – text and photos.
 - 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. **Missing lots of chapter events!**
 - The main events calendar is at <https://www.faep-fl.org/events>
 - Chapter representatives please make sure your board has an event representative to update calendar.

7. FAEP Conference

- a. 2026 FAEP Conference
 - i. FAEP 2026 – TCC Hosting
 - Niki Desjardin and Debbie Medellin are ‘co-chairs’
 - Updates:
 - a. Conference agreement signed between FAEP and TCC. Agreed on an 80/20 split.
 - b. Registration is live!
 - i. Early bird registration ends Dec 15.
 - ii. Registration fee reduced to \$199/night with no resort fee. Not shown online. Need to incorporate in emails/ advertisements.



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- c. Sponsorship is live!
 - i. Several sponsors already but need to continue to reaching out for sponsorship.
 - d. Call for Abstracts extended to 11/15/25 – received ~70
 - i. Have received agency abstracts. Need to promote.
 - e. NAEP NEPA Training - confirmed
 - i. Courtney organizing a meeting to discuss workshop agreement with FAEP and NAEP.
 - ii. Elva looped in a couple of local trainees (Natalie Barfield & Pam Schanel). Julia Lomonica recommended Michelle Diffinderfer.
 - 1. Need to make sure covered with local trainers.
 - f. Working on marketing material to promote conference. Local chapters to send out conference advertisements.
- ii. Date
 - April 29th- May 1st.
 - iii. Venue
 - Mariott Hutchinson Island, Stuart, Martin County
- b. Other Conferences
- i. Coordination with EPSS 2026 – Gina sent Jamie Sheehan email. Jamie is confirming existing sponsors and will reach out to new sponsors mid-Sept. **Need to follow-up with Jamie.**
 - EPSS Bronze sponsorship went up to \$3000 for 2026 that would accommodate a booth for FAEP/NAEP, <https://floridaenet.com/sponsor-overview/>
 - NAEP is pitching in \$1,000.
 - FAEP is pitching in \$1,000.
 - Elva suggested chapter cost share to help cover the additional cost (\$1,000)
 - a. Chapter reps – discuss cost sharing with your boards at next board meeting and see if you would be interested in having your local chapter swag exhibited. **Any feedback?**
 - i. Estimated \$100-200 per chapter.
 - ii. The South chapter already discussed and are supportive.
 - b. The board discussed the event table coordination.
 - i. Bruce noted in the past, chapters shared their member database to secure an event table.
 - ii. It was suggested that FAEP leverage the NEPA training scheduled for the first day and promote it in the newsletter.



- iii. The board discussed that nonprofits should be considered differently in terms of fees.
- iv. Gina to follow up with Jamie.
- v. Elva suggested requesting in-kind opportunities (e.g., inclusion in the event program) in lieu of a discounted table fee.

8. NAEP Updates (Courtney/ Josh)

- a. Conferences
 - i. NAEP 2026, May 11 through May 14, Anchorage, Alaska
 - Call for abstracts out
 - ii. Josh noted that the Georgia chapter secured a \$400 donation from Patagonia to support one of their events.
 - He suggested exploring opportunities to partner with larger organizations for potential grants or sponsorships to for 2026.

9. Chapter Reports

- a. Tampa Bay – Tomorrow membership drive ends – raffle off cooler. Falliday Nov 6th. Went from 37 to 90 attendees after last luncheon. Luncheon – manatee viewing center.
- b. Treasure Coast – Tonight membership appreciation event. November – environmental trivia. Dec 10th – annual event.
- c. Central – Luncheon – Ryan Sipe – cultural resources talk. November 20th – member appreciation event – casino night.
 - i. Josh mentioned IT awareness with elections coming up. Receiving spam emails. Let new board members know that they are likely to happen to them. Bruce to write IT awareness news article.
- d. Northeast – not present.
- e. Northwest –Talk on oyster habitat design. November 14 – fall social
- f. Southwest – Finished fishing tournament. Plan to have the fishing tournament again next year. Have table at FGCU career expo. Have table at GIS User group SW FL – Dec 14. Nov 17 – wetland training. Taking new logo design to memberships. Mid-term elections.
- g. South – Annual symposium – Nov 20th. 20 people signed up and trying to get 20 more attendees. Planning to have holiday event after symposium.
- h. Tallahassee – Member appreciation event in October – pet lemurs and held sloths. Also, had well attended student social. November – luncheon and seminar. Fall/ winter holiday social for December.

10. Webinar Committee (Josh)

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 – next one December 11th, 2025
 - Andee to setup Zoom. Josh to work with Andee.
 - ii. Josh Holmes, USACE - the overall topic will be an overview of the ACOE Permitting process and insight into the current state of affairs as well.
 - c. Potential Topics
 - i. 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
 - ii. Survey members on current list of topics
 - d. Access/Registration
 - i. Free for members; charge \$30 for non-members.
 - ii. Discussion on charging for aftermarket recordings
 - e. CEUs – **every other year.....\$250**
 - i. We are approved for technical training CEUs for attorneys and engineers.
 - ii. CEU Guidance
 - FAEP attorneys and engineers. Gina suggested a one-page guidance document on CEUs for chapter and FAEP trainings.
 - a. Reach out to Travis about procedure on how he got CEUs for PWS – pending Gina
 - i. Attorneys, PWS, ISA, CERP, engineers, CEP

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

Elva*, McKenna H., 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



d. Upcoming Trainings

- i. February 2026 – UF Water Sampling Training via Zoom

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)
 - i. **Logo has been updated and tested!**
 - ii. **Can take monies from the budget line item “NAEP rep to attend board meetings” to pay for stitch test – pending invoice.**
 - iii. If everyone is ok with it, we can start using the new logo digitally.
 - iv. Josh made a motion to accept the new FAEP logo as shown. Don seconded. None opposed. None abstained. All approved. Received Bruce’s blessing. Motion passed.
 - Elva had two comments:
 - a. looks like the logo is leaning. Board discussed it being artistic.
 - b. Also mentioned that it would be a great opportunity to do a comprehensive marketing and rebranding campaign.
 - i. Discussed setting up a campaign committee.
 - ii. Josh and Gina to reach out to marketing personnel for ideas.
 - iii. Andee to assist with the marketing campaign.
 - iv. The goal is to finalize the campaign plan by the end of November and launch the rebranding effort in December.





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Bruce mentioned that elections are approaching and he will review which members' terms are ending. Nominations will be held in November, with elections in December elections and the new board taking office in January.

- c. New Chapter Development
 - i. Space Coast Chapter (Indian River and Brevard counties) (Gina, Josh M, Josh H.)
 - Event planned for August 14th in Cape Canaveral
 - ii. Gainesville Chapter (On Hold)

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
 - i. All chapters should set up a LinkedIn Account – who has LinkedIn site?
 - Tallahassee, Tampa Bay, South, Treasure Coast, FAEP

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- ii. Free conference entry
 - iii. Spotlight new members or BOD members
 - iv. 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
 - v. FAEP bingo/ scavenger hunt
 - d. Diversity, Equity and Inclusion (DEI) (**Jane**)
 - i. COMPLETED
 - e. Website Updates:
 - i. Mission Statement

14. Next Meeting

November 20th, 3-4:30 PM – Need to reschedule

Moved to November 21st, 3-4:30PM

December 18th, 3-4:30 PM

Meeting adjourned at 4:26PM