

**FAEP BOARD MEETING AGENDA**

**December 10, 2012**

**12:00 - 1:00 p.m.**

**Call-in number: 1-866-692-5721.**

**Password is 6569815.**

Bold items are for discussion. Other items are either FYI, back up information is included or discussion is not necessary at this time unless requested by a BOD member.

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Name** | **Attendance** | **Proxy** |
| Kristin Bennett – President | yes |  |
| Erik Neugaard - Past President | no | David Bogardus |
| John Lesman - Vice President | no | Kristin Bennett |
| Kathy Hale - Treasurer | yes |  |
| Mary Gutierrez - Secretary | no | none |
| Bruce Hasbrouck - NAEP Representative | yes |  |
| Amy Guilfoyle - Central Chapter | yes |  |
| Ed Currie - Northeast Chapter |  |  |
| Matt Dimitroff- Northwest Chapter | yes |  |
| David Bogardus - South Chapter | yes |  |
| Matt Miller - Southwest Chapter | yes |  |
| Elva Peppers - Tallahassee Chapter | yes |  |
| Tim Terwilliger - Tampa Bay Chapter | yes |  |
| Arnaud Roux - Treasure Coast Chapter | yes |  |
| Erin Kane - At Large Member | yes |  |
| Alexis Preisser - At Large Member | yes |  |
| Melissa O’Connor – At Large Member | yes | Kristin |

Other: Melissa Butcher-USF student chapter president

Courtney Arena, newly elected At-large BOD member

1. **Approve November Minutes**

Motion to approve- Tim Terwilliger

Kathy Hale second

All aye

1. **President’s Report** – Kristin Bennett
   1. **Distributing FAEP information to local chapter boards and members**

Kristin recognized the new participants on the phone call and encouraged them to ask questions.  She recognized Kathy Hale and John Lesman for their service.  Kristin reiterated that chapter reps are board members.  Chapter reps should be sharing information with their boards and their members.  Information to be shared include NAEP email communications as well as FAEP board meeting info.  The success of FAEP relies on the local chapters and we should be sure to address member’s needs.

Kristin is working with NAEP to identify a solution to members having different renewal dates (if they joined or renewed through NAEP).  We will be sending an email to the NAEP members letting them know of the benefit of renewing through FAEP such as a single check request and the elimination of the differing renewal dates.

* 1. **Chapter reports for NAEP newsletter and email blast (highlight chapter activity)**

Kristin is interested in providing more information for the NAEP information request. She would like for one chapter each month volunteer to provide a write up that highlights the chapter – not just date and topic.  Tim Terwilliger volunteered to write a bit on Tampa Bay.

1. **Vice President’s Report** – John Lesman

**No**

1. **Treasurer’s Report** – Kathy Hale

$10,759.72 in Checking Account

$24,755.66 in Vanguard Money Market Account

Bruce distributed the Treasurer’s report today. Bruce explained the timing of dues income and expenses.

1. **Secretary’s Report** – Mary Gutierrez
   1. **Board Book (Mary and Bruce)**

Mary not present. Kristin, Mary and Bruce are reviewing the Board Book and making changes to bring the Book up to date.

1. **Administrator’s report** – Teri Hasbrouck (sent via email)
   1. Office report, budget report, transactions

107 memberships processed for the month of November

Next newsletter will be distributed the first week of January. Content for the newsletter is appreciated from local chapters. Arnaud will provide information about The Treasure Coast Chapter recent Awards. This information will also be sent to NAEP.

1. **New Business**
   1. **Nomination committee – executive committee nominations for vote in January**

Melissa & Alexis helped with the recent Board position

Next opportunity will be the executive Board positions in

b. Insurance coverage. NAEP covers the General liability and FAEP pays for the coverage for FAEP and all 8 chapters.

c. Organizations (charitable and non-profit) that solicit funds from non-members must register with the Agriculture and Consumer Services. Kristin is checking to determine if these rules (Chapter 849.0935 and 496) applies to FAEP and chapters.

Fees are expected to be $10.

1. **Old Business**
   1. **Tax filings (Bruce)** 
      1. **draft 990 filing protocol available**

Bruce has filed Central Florida already.

Bruce will be filing the corporation forms for the State of Florida, once a year, on a calendar year schedule. 2012s are filed, and he will be filing the 2013 forms in January.

Bruce files the tax return form 990 that is filed on behalf of each chapter (he has received 3 so far).

Tax exempt forms do not need to be filed for each chapter, the local chapters are covered under FAEP’s filing.

**b. Professional CEUs and Certifications**

Tim Perry (Tallahassee chapter Board member) reported that he has developed a table with the information for filing for CEUs for various professions. Some fees are very high and some not so high. Geologists, Attorneys, Engineers, Planners, Architects were amongst the professions included.

The Tally chapter will be implementing Attorney CEUs (Florida bar, very easy to file).

State level - Florida Board of Professional Engineers. FAEP can apply to become a course provider. There isn’t much oversight of this program. Every chapter meeting could be signed up as a course provider. Forms could be provided at meetings. There is a record keeping requirement on the part of the local chapter for this service. Courtney asked if NAEP could work on the Engineering CEUs?

Bruce thinks that NAEP currently may have an AICP service for providing credits that has been paid for, and FAEP may be covered by this. Bruce will check with NAEP to see if they have executed this plan.

Construction Industry Licensing Board if contractors are a part of a chapter. Advance approval of the event is required.

Surveyors and mappers would be best on a state-wide level. Apply to be a content provider with a $450 fee and advanced approval is required for the courses and record keeping is required. 850-521-0700.

Kathy asked about the Professional Wetland Scientist recertification and whether Tim had checked in to that. Kathy is on the certification board and they need to recertify every 5 years. Arnaud said that their chapter has been looking into Wetland Scientist certification also.

1. **Chapter Discussion**:
   1. **New Chapter Board Members**

Courtney Arena

* 1. **New Chapter reps/FAEP board members**
* Central – Amy Guilfoyle
* South - David Bogardus
* Tallahassee Area - Elva Peppers

Elva asked if FAEP will be looking into the Engineering CEUs. Kristin needs to continue to be educated on the topic before a decision can be made, she will have a recommendation at the January meeting.

* Treasure Coast - Arnaud Roux
* Tampa Bay USF Student Chapter – Melissa Butcher
* Southwest - Matt Miller
* Northeast - Ed Currie
* Northwest - Matt Dimitroff
* Tampa Bay Area - Tim Terwilliger

1. NAEP Update – Kristin Bennett, Paul Looney, Bruce Hasbrouck
2. **Action items and due dates summary of motions (Mary Gutierrez**)
3. Upcoming Meetings

* January 14, 2013 FAEP BOD meeting

Kristin would like to have an in-person BOD meeting in January in Orlando. Bruce will check to see if the SFWMD offices will be available.

New director at-large Courtney Arena will become part of the BOD at that meeting.

1. Adjournment 1:12 PM

Motion to adjourn: Bruce Hasbrouck

Elva Peppers second

All aye