

**FAEP BOARD MEETING MINUTES**

**June 9, 2014**

**12 – 1 p.m. EST**

1. **Call to Order –** Mary Gutierrez
2. **Roll Call –@**12:03

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| **Name** | **Attendance** | **Proxy** |
| Mary Gutierrez – President | yes |  |
| Kristin Bennett - Past President | no | no |
| Amy Guilfoyle  - Vice President | yes |  |
| Tim Terwilliger - Treasurer | yes |  |
| Elva Peppers - Secretary | yes |  |
| Bruce Hasbrouck - NAEP Representative | yes |  |
| Jennifer Cummings - Central Chapter | yes |  |
| Ed Currie - Northeast Chapter | yes |  |
| Amy Mixon- Northwest Chapter | yes |  |
| David Bogardus - South Chapter | yes |  |
| Jason Perryman - Southwest Chapter | no | no |
| Elva Peppers - Tallahassee Chapter | yes |  |
| Tim Terwilliger - Tampa Bay Chapter | yes |  |
| Paul Fitzgerald - Treasure Coast Chapter | no | no |
| Erin Kane - At Large Member | yes |  |
| Alexis Preisser - At Large Member | yes |  |
| Courtney Arena – At Large Member | no | no |
| John Lesman – At Large Member | no | no |
| Melissa Butcher- USF Tampa | no | no |
| Jonathan Welker - USF St. Pete chapter | no | no |
| Melissa O’Connor | no | no |

1. **Additions/Modifications to the Agenda** – Mary Gutierrez

Tim Terwillger asked to add a report about the professional certification CEUs to the agenda. This was added to the Old Business section of the agenda.

1. **Approve May 2014 Minutes**

This action will be delayed until the next meeting.

1. **President’s Report** – Mary Gutierrez

Mary received the information back from the chapters on their scholarship programs and award programs. They are being reviewed by the committee to use to create a state scholarship and award program.

This week Mary is meeting with the President of FLERA , the incoming President, and Paul Looney in Pensacola on Friday of this week to discuss synergies between the two associations.

1. **Treasurer’s Report** – Tim Terwilliger

Total income is behind for the year-to-date budget and total expenses are equally behind. There are a couple of reported items that are getting close to their budget ie: CEU credits expense is $250 for the year which is the annual budget for that item. Tim asked why the Wells Fargo balance is $7,900 but the bank statement shows a balance of $6,000. Bruce will update the bank statement to the Treasurer, he believes he sent the April bank statement instead of the May bank statement.

Bruce added that he is keeping an eye on the cash flow to make sure there is enough in the checking acct. to cover written checks. He may need to transfer money from the reserve acct. He reported that Memberclicks has made a change in accounting to report transaction fees as a lump sum cost. This is reflected in the financial report.

NAEP should provide the total revenue figure from the 2014 Conference at their July Board meeting, and the FAEP representatives will report this back to the FAEP Board.

1. **Administrator’s report** – Teri Hasbrouck

Number of memberships processed in May were 44

Current membership is 901 members

There were 17 new members and 27 renewals in May

There are 140 NAEP members

Every chapter declined in numbers, except for the NW chapter.

Erin Kane reported that anecdotal information from professionals is that their employer is not paying for memberships like they used to, especially for non-trade organizations. There was discussion about potential membership drive ideas (2-for-one etc.).

Bruce reported that he needs information from TC for their FDACS filing. He reported that he completed TBAEP’s tax filing and is working on FAEP’s tax filing. NW is next for FDACS filing, and then SW is due in July.

Ed reported that the NE chapter is getting information for their tax filing and will provide to Bruce.

1. **Vice President’s Report –** Amy Guilfoyle

No report.

1. **Secretary’s Report** - Elva Peppers

No report.

1. **NAEP Update** – Kristin Bennett – Bruce Hasbrouck

Bruce reported that there is a July 19th Board meeting in Nashville. Courtney, Kristin, David and Bruce will attend.

1. **Chapter Discussion**:
* Southwest - Melanie Metal, No report
* Treasure Coast – Paul Fitzgerald, No report
* Northeast – Ed Currie

Ed reported that the chapter election of new Board members is coming to a close soon. Ed will be rotating off the Board. He will forward the new Board member names when the election is final. Ed is retiring in July.

* Tallahassee - Elva Peppers

Elva reported that there is a regular chapter meeting (sea level rise topic) this Wed. Also there will be a legislative update by FDEP legislative affairs person to recap the recent session. Elva asked if other chapters had any feedback from the last NAEP webinar? She reported that the Tallahassee chapter had 6 people attend the May webinar. She received feedback that the speakers are so knowledgeable about the topic that they are not speaking to the audience and using terminology that is over the head of the listeners. Elva has attended 2 or 3 of these webinars and this has happened each time.

Mary suggested that Bruce bring this up at the NAEP Board meeting and to advise speakers that there are attendees of all levels of the subject matter.

* Central – Jennifer Cummings,

Aaron Ben David, Todd Hodgeson, and Jennifer are back on the Board.

This month’s meeting, June 19th features Prof. Royal Gardner talking about U.S. Wetland Policy.

July social at AECOM making oyster maps.

* South – David Bogardus

Event on June 25th, Melissa O’Connor is talking about self-auditing for environmental compliance.

Erik Neugaard will give training for July 12- Aug 3rd, at the Keys Marine Lab-SFAEP, UF IFAS FMNP Coastal Module

July 18th Marlins with SF Giants game.

The chapter is starting discussions on their Annual Symposium in Nov. The topic right now is new Technologies. He asked for ideas from the Board. Elva suggested drones as a tool for a topic.

* Tampa Bay Area - Tim Terwilliger

The chapter has a joint lunch with ASCE in June, an attorney from Atlanta talking about EPA rule changes to jurisdictional waters.

June 26th social event, Hogan’s Beach.

Elections snafu occurred and elections are being done over, with results next Tuesday.

TB chapter is hiring an administrator and the committee is evaluating the responses.

* Tampa Bay USF Student Chapter - Jonathan Welker, no report
* Northwest - Amy Mixon

NW is having a meeting June 20 at lunch with Dan Brown from the National Park Service.

They will have a Symposium in Sept. or Oct. time frame about climate change.

**XIL Other Discussion**

* Erin Kane - At Large Member
* Alexis Preisser - At Large Member
* Courtney Arena - At Large Member
1. **Old Business**

Professional certifications- Tim wants to remind all the chapters that they can use the CEU credits for their meetings where appropriate. The fees have been paid and the CEUs opportunities are available. There were 29 certificates sent out for the NAEP conference, many professionals participated. He sent out 7 Florida P.E. credit forms.

Tim shared that it is set up and an FAEP course number can be used to provide credit for 1 (one hour) course. Bruce shared that there is bill waiting for the Governor’s signature to require 18 credits every two years for Engineers rather than the current 8 credits, and that FAEP chapters can use this to their benefit by offering credits to the members. Tim offered to help Elva with the TL meeting this Wednesday.

Bruce requested that each chapter provide upcoming meeting information to him for the monthly notice.

1. **New Business**
	1. NAEP representative

Mary reported that Kristin will become the NAEP representative rather than herself.

1. **Action items and due dates summary of motions –** Teri Hasbrouck
* Bruce needs to change the Wells Fargo balance on the financials to reflect the actual balance in the account.
* Tim will send out a how-to on the CEU certification process for chapter meetings.
1. **Upcoming Meetings**

 Our next teleconference is Monday, July 14th.

1. **Adjournment at 12:59**