

**FAEP BOARD MEETING MINUTES**

**December 7, 2015**

**12:00 – 1:00 p.m. EST**

**Call – In Number: 605-475-4000**

**Code: 607028#**

1. **Call to Order –** Amy Guilfoyle 12:02 PM EST
2. **Roll Call –** Elva Peppers

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| **Name** | **Attendance** | **Proxy** |
| Amy Guilfoyle – President | Yes |  |
| Mary Gutierrez- Past President | No |  |
| John Lesman  - Vice President | Yes |  |
| Melissa O’Conner - Treasurer | No |  |
| Elva Peppers - Secretary | Yes |  |
| Bruce Hasbrouck – Parliamentarian | Yes |  |
| Teri Hasbrouck - Administrator | Yes |  |
| Todd Hodgson - Central Chapter | Yes |  |
| Stan Stokes - Northeast Chapter | Yes |  |
| Amy Mixon- Northwest Chapter | No |  |
| Stephanie Voris - South Chapter | yes | Left before admin vote |
| Lauren Edinger - Southwest Chapter | Yes | Joined at 12:30 |
| Elva Peppers - Tallahassee Chapter | Yes |  |
| Tim Terwilliger - Tampa Bay Chapter | Yes |  |
| Paul Fitzgerald - Treasure Coast Chapter | Yes | Joined at 12:36 |
| Courtney Arena – At Large Member | Yes |  |
| Todd Hodgson– At Large Member-NAEP Representative | Yes |  |
| Debbie Madden- At Large Member | Yes |  |
| Arielle Poulos | Yes | Proxy for Lauren |

1. **Approve November Minutes**

John made motion to approve, Stephanie seconded & all in favor except Tim, who abstained because he was absent.

1. Old business
2. Elections- Bruce will send the ballots out today and will give 30 days for voting.
3. Conference Agreement- Aerielle requested clarification if the FAEP would solicit speakers who would provide CEUs or if FAEP would just approve. Requested that the participation description be reworded. Amy responded that in order to qualify for CEUs the speakers/subject matter needed to have certain basic requirements to get PE CEUs and that it would be up to the track chairs to get the topics/speakers. The FAEP president must review each document within 5 days. Reimbursement of the $1,000 given by the FAEP will not be refunded since it was in the budget, however it will be included in the expense column of the conference. The intent is to back it out of the profits. The conference committee will try to secure a room for an in-person FAEP BOD meeting at the conference. If there is an extra room charge, the FAEP will be solely responsible. The conference committee will make attempts to secure the room at no charge.
4. The following changes were suggested and will be made to the Conference Agreement:
   1. Page 1 – first paragraph – insert “support from the FAEP Board of Directors”
   2. Page 2 – bullets re conference committee duties – insert “Submit all abstracts to the FAEP for approval of CEUs”
   3. Page 3 – bullets re conference committee duties – insert “All efforts will be made to reserve a room at the end of the conference for an in-person FAEP Board of Directors meeting at no additional cost. If this cannot be negotiated, FAEP will be responsible to the fee or finding a separate location for the meeting.”
   4. Page 3 – last paragraph re Responsibility – insert “If the FAEP President does not review the documents within the stated five days, it may constitute a breach of agreement and subject the FAEP to risks associated with revenue losses or other conference costs.”
   5. Page 4 – first full paragraph re Funding – insert “The FAEP will provide up to $1,000 to the Host Chapter.” as first sentence and after second sentence insert “After all expenses are deducted, the conference proceeds will be split 75/25 with 75% granted to the Host Chapter and 25% granted to the FAEP.”

**Treasurer’s Report** – none

1. **Secretary’s Report** – none
2. **Vice President’s Report –** none
3. **President’s Report** – none
4. **Administrator’s Report** – refer to email report
5. **Old Business** 
   1. St Petersburg student chapter- The NAEP student chapter process is dormant. FAEP Tampa Bay chapter to help them get started.
6. **Upcoming Meeting –** January 25th
7. **Adjournment**