



## MAY 2020 EXECUTIVE COMMITTEE MEETING MINUTES

Location: Web Meeting

Date: Wednesday, May 13<sup>th</sup>, 2020 4:00-5:00pm

### I. CALL TO ORDER

### II. ROLL CALL

Attendees: Julie Barnard, Shannon Creasy, Pat Stout, Alan Rosenwinkel, Rotina Tian, Adam Kutemeier, Christi Jackson, Jonathan Geels, Randy Royer, April Westcott, Sarah Evans, Marc Ancel, Monica Guillaud

### III. APPROVAL OF MARCH EXCOM MINUTES

- a. Please review **Action Items** prior to ExCom.
- b. Please review **Committee Assignments** prior to ExCom and come prepared to provide a progress report including committee chair, action item progress, etc.

**Motion to Approve Minutes:** Jonathan

**Seconded:** Adam

**April ExComm Meeting Minutes Approved**

### IV. OLD / UNFINISHED BUSINESS

- a. National Membership Services Committee - April
- b. Zoom Happy Hours  
Tabled until next month until we can figure out what strategy we want to enact while also deciding how to honor Sponsors.
- c. Motion to use any fund that are saved by the CPC and BOT(?) events being cancelled toward support for needy organizations. STATUS - Alan  
Discussion regarding economies from unused travel that was budgeted (\$4,250.00); Alan recommends a non-profit that has representation across the state rather than by region; Randy recommends tabling this decision for another month to see where things stand and if there is feedback from our Sponsors.

### V. OFFICER REPORTS

- a. President - Randy Royer
  - i. 5/1 Sent Newsletter to Chapter
  - ii. CPC Meeting follow up.
- b. Trustee - Jonathan Geels
  - i. 2020 Conference on Landscape Architecture  
Much of the discussion centers around understanding how much of ASLA's annual funding comes from the conference and any legal ramifications would be faced for holding a conference; ASLA has provided talking points for us to use. ASLA anticipates receiving a STEM update later this month from Dept. of Homeland Security which will feed into how higher education handles landscape architecture degrees; discussion regarding waiving fees for lapsed memberships and student members. April has also shared this information with Ball State. Needs help with sharing with Purdue.  
**Legislative survey is due 5/15/2020 - FILL IT OUT! ASK YOUR**

## **NETWORKS TO FILL IT OUT!**

**ACTION ITEM: Shannon send out a reminder on social media.**

**ACTION ITEM: April to share membership fees waiver with Camille Shoaf and share strategy they are employing at Ball State University.**

- c. Treasurer - Monica Guillaud
  - i. Current account balances  
Monica provided the Treasurer's Report; Monica recommended that we utilize PayPal instead of requiring checks since folks are having difficulties getting checks cut during this time.
- d. Approval of Officer Reports  
Motion to Approve Officer Reports: Jonathan  
Seconded: Julie  
April ExComm Meeting Minutes Approved

## **VI. COMMITTEE REPORTS: Please review Committee Assignments prior to ExCom and come prepared to provide a progress report including committee chair and general update on activities.**

- a. **Nominating Committee** - Alan
  - i. Election Schedule
  - ii. Candidates  
We have received one new nomination; Alan will take nominations from the ExComm and will then start cold-calling; Committee will provide a ballot by 6/1 to Randy, ballots released to membership on 7/1. Open spots are President-Elect, Treasurer-Elect, Secretary and one Associate At-Large, but names will be taken for any position.
- b. **Tellers Committee** - Rotina No update
- c. **Constitution and Bylaws Committee** - Jonathan No update
- d. **Audit Committee** - Adam
  - i. Results of audit.  
Adam received comments from the audit process and have sent to Monica. These should be ready to go.
- e. **Fellows Committee** - April  
April has talked with Bernie and will be organizing a meeting in the next several weeks; They are looking for writers - let April and Bernie know of any writers who would be good for this position. They are looking for someone who is versed in this process; a volunteer who would be willing to do this would be OK as well.
- f. **Archives Committee** - Randy
  - i. Basecamp for all electronic information
- g. **Scholarship Committee** - Randy
- h. **Advocacy Committee** - Jonathan
- i. **Sponsorship Committee** - Christi
  - i. Discussion regarding 2020 Sponsorships  
**ACTION ITEMS: Christi sending communication to Sponsors regarding Annual Meeting and Golf Outing status tomorrow. April will send Christi a potential sponsor to be added to the list; Christi to confirm Sinclair Recreation is on our Sponsor List to receive the communication since they have reached out specifically.**
- j. **Continuing Education Committee** - Kris

We are required to get approval to do distance education and Kris was able to get National ASLA to approve a previous event. We are now approved for distance education. Yay Kris!

**k. Membership & Emerging Professionals Committee - April**

- i. April Stats
  - 1. Total Members
  - 2. New Members
  - 3. Renewals
  - 4. Lapsed in April
  - 5. Lapsed in March
  - 6. Lapsed in February

**l. Communications Committee - Shannon**

- i. Social Media

Shannon is keeping a running list of postponed and cancelled events; Recommends that we include this information in our newsletter also.  
**ACTION ITEM: Shannon to provide that list for inclusion in the newsletter.**
- ii. Website
- iii. Upcoming Events
- iv. Newsletter: Discussion Randy asked for suggestions regarding the newsletter; Randy suggested including the sponsor logos in our newsletter.

**m. Chapter Awards Committee - Adam**

- i. Chapter awards
  - 1. Status? Adam is pushing back the deadline two weeks - June 1. Many of the questions have been due to getting checks written, his sense is around timing. Christi recommended providing the PayPal option. April recommended reaching out to firms to see if they are submitting. Student awards will also be pushed back (anticipate mid-June). Final information will be shared.  
**ACTION ITEM: Adam to add this information to the newsletter. This has already been shared on social media.**
- ii. Student awards
  - 1. Conference Recognition

**n. Events Committee - Kris**

- i. Happy Hours Discussion ongoing about virtual happy hour.
- ii. Annual Meeting
  - 1. Conference in Ft. Wayne postponed until 2021.
  - 2. Virtual Conference - Discussion

Kris has been doing research on platforms for virtual hosting options and will provide an update when that is ready.
- iii. Holiday Party No update.
- iv. Golf Outing Golf Outing is being delayed, looking at September timeframe. This will be included in the communication being sent to Sponsors tomorrow. **ACTION ITEM: Once we nail down this date, Pat to provide an update for inclusion in the Newsletter. Announcement of delay is being included in the current newsletter.**

**o. AIA / ULI Liaison**

**VII. NEW BUSINESS / OPEN FORUM**

- a. Joann Green's thank you note
- b. Mark Holeman's Passing

Recognize Mark's legacy at the Annual Meeting through a slideshow; Reach

out to KIB to do a tree planting in Mark's name; Mark M. Holeman is working on a memorial on the Newfields grounds, they are looking to setup a memorial fund that we can contribute to - April will share that opportunity, Mark received the Lifetime Achievement Award already. **ACTION ITEMS: April to keep Chapter in the loop about a contribution opportunity. April provide project photos and photos of Mark (slideshow from funeral service?) for the Annual Meeting.**

c. Other new business?

Next City article out today highlighting the Landscape Architecture Girls Camp (Yay Jonathan!) **ACTION ITEM: Jonathan to provide content on this that can be shared in the newsletter.**

**VIII. NEXT MEETING**

a. WEDNESDAY, June 10<sup>th</sup>, 4:00 pm, Location: **Virtual? Meeting will be virtual**

**IX. ADJOURN**

Motion to Adjourn Meeting: Jonathan

Seconded: April

Meeting Adjourned