



## JULY 2020 EXECUTIVE COMMITTEE AGENDA

Location: Web Meeting

Date: Wednesday, July 8<sup>th</sup>, 2020 4:00-5:00pm

### I. CALL TO ORDER

Attendees: Adam Kutemeier, April Wescott, Alan Rosenwinkel, Christie Jackson, Jonathon Geels, Julie Barnard, Kris May, Pat Stout, Marc Ancel,, Rebecca Ludwig, Rotina Tian, Sarah Evans

### II. ROLL CALL

### III. APPROVAL OF JUNE 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:** Jonathon

**Seconded:** Pat

**June ExComm Meeting Minutes Approved**

### IV. OLD / UNFINISHED BUSINESS

a. BLM – Diversity Chair

Alan will provide a document to Jonathan to review.

b. Website updates – Status

Brett has updated the website to the FirmFinder on our INASLA website.

c. Zoom Happy Hours

Julie recommended tabling this.

### V. OFFICER REPORTS

a. President – Alan is pinch hitting for Randy

i. Illinois Chapter is hosting a “Midwest States” discussion for professionals, emerging professionals and students to discuss what’s NEXT for students

1. Rebecca Ludwig will be INASLA panel representative – others? Scheduled for July 31; we are looking for other panel representatives; need to share this with the membership via social media blast.

**ACTION ITEM: Shannon to share this with membership via social.**

ii. National Conference (October 2-5)

1. Advanced Registration – August 10<sup>th</sup>.

Currently scheduled to happen; Jonathan added that the National Conference is something that cannot be easily canceled, lots to coordinate with sponsorships/hotels, etc. Jonathan indicated they should know within the next couple of weeks what they will be doing.

b. Trustee – Jonathan Geels

Emerging Professionals medal deadline is Friday 7/10

Call for National Committee Service is due 7/24  
Have received an updated from the Exec. VP that they will be providing an update on the search in the coming weeks.

- c. Treasurer - Christie
  - i. Current account balances  
**ACTION ITEM: Christie to include the new Treasurer-Elect in an upcoming meeting with the Accountant.**

- d. Approval of Officer Reports  
**Motion to Approve Minutes: April**  
**Seconded: Jonathan**  
**June Officer Reports 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. **Fellows Committee** - April
  - i. Candidates
  - ii. Writer
  - iii. Schedule for Submittal

*Jonathan recused himself from this conversation.*

- Committee had a Fellows meeting with April, Jonathan, Randy and 5 Fellows, nominated three candidates: Katie Clark, Sean Rotar, Jonathan Geels
- April is asking for approval on these nominations.
- The committee is in discussion with contracting a nomination writer which is not included in the budget. Historically this has costed \$1,500/new nominee; re-writes are less. Estimate approximately \$4,500 for writer.
- April will have a quote for review prior to August ExComm meeting.
- Alan asked how many candidates we typically nominate. April indicated three or less.
- April will post the meeting notes from that committee meeting.
- Submissions are due January 2021. All candidates have been notified. A Fellow has been identified to work with each nominee.
- April looking to lock in the writer by August.
- Nominations written by November to give time over the holidays to make final edits before submitting.
- Christie noted that under the Fellows line item there was \$1,8000 budgeted and what has been spent in the past years.
- If the quote for writing comes in higher than the budget, April will ask the committee to discuss what the strategy is for either increasing the amount.
- April asked for the ACTION ITEM is to approve the nominees. Alan hesitant to approve the nominees without knowing how that affects budget.
- April suggested that an alternate solution to writers to work within the budget.
- Delaying the vote now would affect the amount of time the nominees have to prepare.

- Katie has been nominated twice before and we are allowed to nominate candidates three years consecutively before they are asked to sit out for a short time period.

**April asked for a vote to approve the Fellows Nominees Motion to Approve Katie Clark, Sean Rotar, and Jonathan Geels as Fellows Nominees:** Julie  
**Second:** Alan  
**Motion Approved**  
**Jonathan Abstained**

April also noted that Jonathan has recused himself from the committee conversations since he has been nominated.

Claire Bennet Award has fallen through the cracks. Bernie has been leading this.

**ACTION ITEM: Julie will call Bernie to follow up.**  
 Julie senses that Bernie may have a nominee in mind.

- b. Nominating Committee** – Alan
  - i. Election Schedule – Ballot closes July 30.
  - ii. Nominating & Tellers Committee convening July 31 to confirm results
  - iii. Results submitted to National August 1
  - iv. Alternative positions for those not on ballot  
 There were 13 nominees for at-large committee members and only 6 could be included on the ballot. The Nominating Committee has reached out to those not selected for the ballot to keep them involved in other capacities.
- c. Tellers Committee** – Rotina **NO UPDATE**
- d. Constitution and Bylaws Committee** – Jonathan **NO UPDATE**
- e. Audit Committee** – Adam **NO UPDATE**
- f. Archives Committee** – Randy **NO UPDATE**
  - i. No report.
- g. Scholarship Committee** – Randy **NO UPDATE**
  - i. No report.
- h. Advocacy Committee** – Jonathan  
 Tracking 250 licensure bills around the country.  
 We have been working with Illinois on their Title and Practice Acts.
- i. Sponsorship Committee** – Christie
  - i. Discussion regarding 2020 Sponsorships  
 We have gained one sponsor since last month (BoMar); they will not be able to join us at the Annual Conference virtual conference; we have only lost one sponsor so far this year; Christie working on securing additional sponsorships as we get to the Annual Conference; sponsorship offers document on Basecamp for us to share with potential sponsors; has been working with the Hoova app to help sponsors update their pages;  
  
**ACTION ITEM: Pat will coordinate with Christie on Golf sponsorships to coordinate communications and cross-promote the Annual Conference.**
- j. Continuing Education Committee** – Kris  
**ACTION ITEM: Kris to submit information for Annual Conference sessions for CEUs**
- k. Membership & Emerging Professionals Committee** – April

**I. Communications Committee** - Shannon

- i. Social Media
  - 1. need to send reminders for the annual conference and golf even event week or two
  - 2. Send reminder to vote for INASLA ExComm Elections, ballot closes 7/30. Reminders on 7/1 & 7/23
- ii. Website
- iii. Upcoming Events
- iv. Newsletter - Need content. Anyone interested in writing an article? Is this an opportunity for sponsorship?

**m. Chapter Awards Committee** - Adam

- i. Chapter awards
  - 1. Status?

Professional awards are being juried this week and will be decided at the end of the week. Adam received 10 student submissions and they will need to be juried in the coming weeks.

There is a group of about 30 members in Northern Indiana that meet on a regular basis that have juried awards in the past and are volunteering for this jury.

**ACTION ITEM: Adam to identify Northern Indiana (Michiana) chapter members to jury the student awards. Adam needs to identify the schedule for this.**

**n. Events Committee** - Kris

- i. Happy Hours
- ii. Annual Meeting
  - 1. Virtual Conference - Discussion
  - 2. Keynote: Carolyn Finney, Professor at Middlebury College

She will give an intro/bio on herself, then Q&A conversation. She speaks about BIPOC experiences in nature.

Kris has 4 confirmed sessions and 4-5 on the fence.

Kris encouraging the ExComm that if we have reached out to anyone to encourage them to get them in.

Kris needs to have everything ready to submit for CEUs by last week in July.

Hoova app is being fleshed out.

Rotina asked if we should record and provide to others after the fact to make available at later date.

Kris will be recording and sending links to all registered attendees afterward and then making available to others for the same price after the fact. But, is encouraging "live" participation.

Christie asked if ExComm members can attend for free/reduced price.

Discussion on this topic with multiple options/suggestions.

Awards will be handled through a video that will be available through a link and certificates will be mailed.

CEUs will be done through a post-session quiz that attendees will have to answer/pass.

**ACTION ITEM: Kris, Alan, Randy to discuss prior to the August ExComm meeting regarding this item.**

**ACTION ITEM: Kris and Brett to work together to get**

**content, conference schedule, etc. on website.**

- iii. Holiday Party
- iv. Golf Outing
- v. Earth Day Festival is next weekend. Reach out to Shannon if you're interested.

**o. AIA / ULI Liaison**

**VII. NEW BUSINESS / OPEN FORUM**

- a. Other new business?

Jonathan asked if there had been any further discussion on the Michigan chapter sessions on social injustice and racial issues.

**ACTION ITEM: Randy to include in our newsletter**

**ACTION ITEM: Shannon to send out on social media.**

**ACTION ITEM: Kris will reach out to them to see if they would like to speak at our conference.**

**VIII. NEXT MEETING**

- a. WEDNESDAY, August 12<sup>th</sup>, 4:00 pm, Location: **Virtual**

**Alan asked if we need to reschedule this meeting since it's the day before our Annual Meeting?**

**IX. ADJOURN**