



## SEPTEMBER 2020 EXECUTIVE COMMITTEE MEETING NOTES

Location: Web Meeting

Date: Wednesday, September 9th, 2020 4:00-5:00pm

### I. CALL TO ORDER

No August meeting, cancelled in lieu of the Annual Conference.

### II. ROLL CALL

Attendees: Alan, Jonathan, Kris, Christi, Julie, Rotina, Pat, Shannon, Marc, Sarah, April, Adam

### III. APPROVAL OF JULY EXCOM MINUTES

**Motion to Approve July ExComm Minutes: Jonathan**

**Second: Julie**

**July Meeting Executive Committee Meeting Minutes Approved**

### IV. OLD / UNFINISHED BUSINESS

#### a. Diversity Chair

Discussion surrounding the Diversity Chair; Alan has not yet dug into the by-laws regarding this. Jonathan reached out to National ASLA to receive feedback if this person is appointed, Jonathan feels that we don't need to amend the bi-laws. ASLA advises that this position be appointed, not elected. Alan and Jonathan agree to discuss this more during the ExComm Retreat.

#### b. Website updates - Status

Julie confirmed that the website updates are done including a link to Firm Finder.

#### c. Zoom Happy Hours

Julie advised not doing these due to Zoom fatigue.

#### d. Email Votes

**7/21/2020: Claire Bennett Award**

**Motion to nominate April Westcott for the Claire Bennett Award: Julie**

**Second: Alan**

**Motion to Approve April Westcott for the 2020 Claire Bennett Award**

**approved.**

**8-7-2020 Email Vote**

**April Motioned: *I would like to Motion that we approve the cost of \$2,500 for the Writing of the Fellows Applications for the January 2021 Submissions.***

**Sarah Seconded: *10 Ayes, Jonathon Abstained***

### V. OFFICER REPORTS

#### a. President - Alan is pinch hitting for Randy

- i. Governance Terms/Transition - the traditional schedule is being pushed because of the national Conference date that has slid; the INASLA Board retreat is next month; Jonathan advised that INASLA adhere to our traditional schedule.
- ii. National Conference on Landscape Architecture - scheduled for November 16-18

- iii. ExComm Retreat –
  1. SATURDAY October 17, 8am-4pm
  2. LightSource Studio & Virtual
  3. Discussion Topics:
    - a. Diversity Chair
    - b. Executive Director
    - c. Committee Participation Expectations
    - d. Involvement/Role of Non-Elected Members
    - e. Social Distance Event Planning (Holiday Party, etc)
- iv. PARKing Day – September 18
- b. Trustee – Jonathan Geels
  - ASLA sent out an email about the National Conference called 'ReVision'; Jonathan gave the group a head's up about a survey that will be coming to gauge feedback on a virtual conference.
  - ASLA published a video yesterday from the new CEO.
  - Jonathan has been talking with the Illinois ASLA chapter to brainstorm on a joint Town Hall to host the new ASLA CEO. Jonathan would like feedback on this item.

Format proposed is to have the CEO provide an introduction to himself and share his vision; Executive Committees would send questions ahead of time, and some open time for questions which would need to be moderated.

Question asked about if Illinois and Indiana Chapter members invited only. Jonathan advised that the regions are

Jonathan suggested that we send a communication to the membership in advance so that these questions are asked ahead of time.

April is in a meeting that will be attended
  - Climate Action Committee: Jonathan would like to nominate someone from INASLA to National for this. Let him know if you are interested.  
**Shannon volunteered to serve in this role.**
  - Jonathan asked INASLA to share the Professional and Student award winners.  
**ACTION ITEM: Shannon to post on INASLA social media.**
  - At the last Trustee's meeting, they voted to extend the terms of the Vice Presidents from two years staggered, to three years.
- c. Treasurer – Monica Guillaud/Christi Jackson

Monica, Christi, and Rachel met with the accountant to get QuickBooks merged and are awaiting training in mid-October.

  - i. Current account balances
    - \$72,010.00 checking
    - \$19,914.00 savings
    - \$5,955.00 scholarship
    - \$3,365.00 conference attendee sales

Julie asked what our expenses were for the virtual conference platform. Kris and Christi recalled around \$2,500, but they will confirm later. With other conference expenses, we essentially broke even.

April has tax returns from 1998-2004.

**ACTION ITEM: Christi will get these documents from April.**
- d. Approval of Officer Reports  
**Motion to Approve Office Reports: Jonathan**  
**Second: Christi**  
**Office 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. Nominating Committee** - Alan

- i. Will re-examine election By-Laws in coming year. Desire to look at the at-large members so that more accurately represent the membership and to stagger the terms. **ACTION ITEM: Alan to let Jonathan know about any recommendations so that he can look into by-law rules to assist in decision making.** Julie does not find in our bylaws regarding the number of at-large members. Jonathan recalled that it is spelled out somewhere. Alan explained some of the thoughts behind this suggestion and indicated that this could be discussed further at the Retreat.

**b. Tellers Committee** - Rotina

**c. Constitution and Bylaws Committee** - Jonathan

**d. Audit Committee** - Adam

**e. Fellows Committee** - April

We have a writer for the nominations process (see motion that was voted on via email).

**f. Archives Committee** - Randy

- i. No report.

**g. Scholarship Committee** - Randy

- i. No report.

**h. Advocacy Committee** - Jonathan

**i. Sponsorship Committee** - Christi

- i. Discussion regarding 2020 Sponsorships
- ii. Sponsors provided good feedback on virtual conference.

**j. Continuing Education Committee** - Kris

Kris is waiting until the end of September to compile these. People are continuing to watch videos and take quizzes. Kris needs to send out the Eventbrite link again for folks who want to pay for conference and watch videos and take quizzes.

**ACTION ITEM: Rotina and April volunteered to help Kris with compiling credits.**

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

- i. Membership Chair Town Hall - Report  
April would like to ensure that the universities are advocating that the Student Membership is free.  
[www.ASLA.org/membership](http://www.ASLA.org/membership) has a place for mentorship opportunities for students and we can be mentees. Jonathan indicated it is not a huge time commitment, but makes a large impact.

**l. Communications Committee** - Shannon

- i. Social Media - shared the Golf Outing has been postponed
- ii. Website
- iii. Upcoming Events
  1. PARKing Day - September 18
    - a. Promote prior to for interest
    - b. Share participating firms/projects
- iv. Newsletter -  
Shannon recommends doing a newsletter this month to highlight new ExComm, free Student Membership, mentorship opportunity, ReVision ASLA Conference.

**ACTION ITEM: Alan to send information on Climate Action Committee position**

**ACTION ITEM: Shannon to create package/information for transition to new person in this role.**

**m. Chapter Awards Committee** – Adam

- i. Chapter awards: ACTION ITEM: Adam work with Brett to get the INASLA Award Winners posted
- ii. INASLA jurying Upstate New York Chapter awards in January.

**n. Events Committee** – Kris

- i. Happy Hours
- ii. Annual Meeting
  - 1. Virtual Conference – Recap  
99 people attended the conference, Kris estimates 70 folks as attendees, not sponsors, Kris sent report to everyone with statistics, Kris thought the Hoova app worked really well. Kris felt that the Conference was very successful. He has sent out a Save the Date for next year in Fort Wayne and call for presentations.
- iii. Holiday Party
- iv. Golf Outing  
Pat indicated that sponsors and attendee numbers are a little low and was the reason for rescheduling to October 23. Pat will be doing a push to get sponsors signed up

**o. AIA / ULI Liaison**

Sarah did not have any updates and indicated that it has been hard to attend the AIA virtual meetings due to conflicts in her schedule. She wondered if it made sense to find someone to fill this role moving forward.

**ACTION ITEM: Add this position to the list at the Annual Retreat, including possibly including APA; Jonathan suggested that the Chapter look at this item strategically and possibly this be a subcommittee or within the Governance Committee to share the load on meeting attendance.**

**VII. NEW BUSINESS / OPEN FORUM**

- a. Other new business?

**VIII. NEXT MEETING**

- a. SATURDAY, October 17<sup>th</sup>, 8am-4pm, Location: **Lightsource Studio/Virtual**  
**October ExComm meeting will be cancelled in lieu of the Retreat.**

**IX. ADJOURN**