



December 2019 EXECUTIVE COMMITTEE AGENDA

Location: LightSource Lighting Studio, 200, Suite 200, Indianapolis, IN 46202

Date: Wednesday, December 11th, 2019

Call-in: 1-800-377-8846 Leader code: 40238737 Participant code: 20611724

Present: Alan Rosenwinkel, Rebecca Ludwig, Pat Stout, April Westcott, Kris May, Marc Ansel, Rotina Tian, Adam Kutemeier, Sarah Evans, Jonathan Geels, Shannon Creasy

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF NOVEMBER RETREAT 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.

ACTION ITEM: Sean Rotar's name misspelled under Membership Committee; Sarah to revise Meeting Minutes

Motion to Approve: April Westcott

Second: Kris May

Meeting Minutes Approved

IV. OLD / UNFINISHED BUSINESS

- a. **Monthly Excom Meeting Location:** Meetings will be held at LightSource on the 2nd Wednesday of every month.
 - **ACTION ITEM: Randy to add door code and call in number credentials to standing meeting electronic invite in the Notes**
- b. **BASECAMP:** Moving forward chapter documents should be saved to BASECAMP.
- c. **Web Site:** Update in process.
- d. **Student Chapter ExCom Invitation:** The student chapter presidents at Purdue and Ball State have been added to the ExCom meeting invitation.

V. NEW BUSINESS

- a. The Chapter needs to consider an Executive Director Position. RR will recruit a few ExCom members to review our options and report the findings.
- b. Newfields Horticulture Symposium: INASLA typically sponsors the event with \$200 and receives LACES CEUs and our logo displayed; typically held in February. Discussion surrounding that it may be included under "External Sponsorships" line item. Monica confirmed it is included in the 2020 budget.
INASLA will sponsor the Newfields Horticulture Symposium.
- c. Les Smith would like to come in and speak about his internship program; Randy suggested he meet with the Emerging Professionals Committee;
ACTION ITEM: April will coordinate with Les and invite him to the January ExComm meeting.

VI. OFFICER REPORTS

- a. President - Alan Rosenwinkel (Standing in for Randy Royer)

- CPC report
 1. National is pushing to increase membership in general.
 - a. Chapters need to develop a growth strategy.
 - b. Emerging professionals are a key group to recruit from.
 - c. Chapters need to communicate the value of the organization.
 2. National is pushing the use of BASECAMP.
 3. Ideas were shared with other Chapter Presidents regarding a few topics, specifically Annual Meeting, Student Chapter engagement, and Emerging Professionals and Sponsorships. These ideas will be shared with appropriate committees for vetting and implementation.
- b. Trustee – Jonathan Geels
 1. See attached Trustee’s Report.

ASLA is not having an Advocacy or Public Awareness Summits this year which will affect our INASLA budget.

2% growth goal (approx. few hundred members)

Deficit around \$60K – not sure what the percentage of the overall budget is
- c. Treasurer – Monica Guillaud
 - Current account balances
 - We already have three new sponsorships and are currently advocating for more and new memberships
- d. **Approval of Officer Reports**

Motion: April Westcott

Second: Jonathan Geels

Officer Reports Approved

VII. COMMITTEE REPORTS: Please review Committee Assignments prior to Excom and come prepared to provide a progress report including committee chair, narrative about committee responsibilities, volunteer opportunities and an image to be associated with social media post. There may not be much to report for certain committees like the Nominating and Tellers Committees.

- a. **Nominating Committee** – Alan
- b. **Tellers Committee** – Rotina
- c. **Constitution and Bylaws Committee** – Jonathan
- d. **Audit Committee** – Adam
 - Committee is meeting in January
- e. **Fellows Committee** – April
 - RR appointed Bernie Dahl to the Fellows Committee. He will serve as the ExCom representative to the current group of IN-Fellows.
 - Moving forward we will follow the bylaws regarding Fellows nominations.
 - Fellows nominations are due at the end of January; no work has been done; we need to engage a writer and approach the previous nominees if we are elevating them.
 - **ACTION ITEM: April will coordinate a call with the committee asap to decide what their action will be in order to make a recommendation for the January INASLA ExCom.**
- f. **Archives Committee** – Sarah
 - RR will chair.
 - Narrative of committee responsibilities is in the bylaws.
 - Volunteer opportunity - assistance with putting together the inventory.
 - RR reached out to BSU archives. Scheduling a conference call to

- determine the feasibility of BSU keeping the Chapter Archives.
 - We need to collect chapter information and create an inventory of our records that should be included in the Chapter Archives. The Archives Committee will be reaching out to past presidents to collect available records, past award submittals, etc.
 - **ACTION ITEM: Committee to discuss where physical items should be stored.**
- g. Scholarship Committee** – Kris
 - RR will chair.
 - Narrative of committee responsibilities is in the bylaws.
 - Volunteer opportunity – assistance with developing a scholarship at Purdue and BSU.
 - RR has spoken to Sean Rotar at Purdue and is meeting with the Purdue Ag. School Development coordinator.
 - The committee needs to contact BSU to discuss the scholarship opportunity. **Who do we need to talk to there?**
 - We need to understand the Tax implications of granting scholarships.
 - **ACTION ITEM: Shannon will include the committee narratives and committee members on Basecamp. Send committee volunteer requests to Shannon; Alan asked for committee meeting schedules to be hosted on Basecamp.**
- h. Advocacy Committee** – Jonathan
 - See attached Government Affairs report
 - **ACTION ITEM: Jonathan to forward email from Roxanne Blackwell for committee members to act.**
- i. Sponsorship Committee** – Christi
 - No update since Christi was not in attendance.
- j. Continuing Education Committee** – Kris
 - **ACTION ITEM: Kris to write a committee description.**
- k. Membership & Emerging Professionals Committee** – Rebecca Ludwig (Chair)
- l. Communications Committee** – Shannon
 - Committee is setting up templates for people to complete for communications/postings. These will be posted on Basecamp.
- m. Chapter Awards Committee** – Adam
 - Katie would like to step down from the awards committee.
- n. Events Committee** – Kris
 - **Annual Meeting** – potential 2020 location in Fort Wayne, to be confirmed; discussion around “Fireside Chats”; mailer to include other events in Fort Wayne/family friendly/business discounts
 - **Holiday Party**
 - **Golf Outing**

VIII. NEXT MEETING

- a. WEDNESDAY, January 8th, 4:00 pm, Location: LightSource Lighting Studio**

IX. ADJOURN

Motion: Alan Rosenwinkel
Second: Marc Ansel
Meeting Adjourned