



January 2020 EXECUTIVE COMMITTEE AGENDA

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

Date: Wednesday, January 8th, 2020

Door Code: 8719

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

I. CALL TO ORDER

II. ROLL CALL

Present: Randy, Kris, Shannon, Pat, Rotina, Alan, April, Sarah, Julie, Adam, Jonathan, Christie (on call), Marc (on call)

III. APPROVAL OF DECEMBER 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 December ExComm Minutes: Alan
Seconded: Kris
Minutes Approved**

IV. OLD / UNFINISHED BUSINESS

- a. **Les Smith** – Internship program **ACTION ITEM: April to reach out to Les Smith to present at February meeting.**
- b. **BASECAMP:** Moving forward chapter documents should be saved to BASECAMP.

V. OFFICER REPORTS

- a. President – Randy Royer
 - Randy reviewed the membership numbers; **ACTION ITEM: Julie to ask Brett to include monthly installment option for ASLA membership in our emails to INASLA membership.**
 - **ACTION ITEM: Randy to review CPC emails to decide whether to send out to Executive Committee members.**
 - **ACTION ITEM: Julie to send annual Chapter President’s report; she will investigate how to capture information submitted to share with ExComm**
 - Randy noted that in the latest edition of the Landscape Architect’s Review, INASLA was not listed; **ACTION ITEM: Julie to reach out the magazine to ensure our President email is included in their list.**
- b. Trustee – Jonathan Geels
 - i. **ACTION ITEM: ExComm to review the survey David Gorden sent out and provide feedback to Jonathan.**
- c. Treasurer – Christie reviewed the Treasurer’s Report
 - i. Current account balances
 - We have signed contract with Accountant provider for this year and will be getting training in Quick Books; outstanding question on who scholarships should be made out to (recipient or school)
- d. AIA Liaison – Sarah Evans
- e. **Approval of Officer Reports**
Motion to Approve Officer Reports: Jonathan

**Seconded: Pat
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. Nominating Committee** – Alan
 - b. Tellers Committee** – Rotina
 - c. Constitution and Bylaws Committee** – Jonathan
 - d. Audit Committee** – Adam
 - i. Julie reminded that the audit needs to be completed 120 days after the end of the calendar year.**
 - e. Fellows Committee** – April
 - i. Plan for 2020:** April recommended that a Fellow serve as the Chair and she will speak with Bernie about that.
ACTION ITEM: Jonathan to draft communication on current status. Randy will send an email to the three previous nominees.
ACTION ITEM: Julie to compile list of members for Brett to include on the website regarding eligibility for potential nominations.
 - f. Archives Committee** – Randy
 - i. Talking with BSU (Rebecca Torsell)**
 - ii. Looking for information**
 - 1. Malcom C., Sean Rotar and Julie B. have confirmed that they have information.
 - 2. Cory D. is looking.
 - 3. Anyone else? **ACTION ITEM:** ExComm to ask any Past Presidents we know to remind them about this element.
 - g. Scholarship Committee** – Randy
 - i. RR spoke to Sean R. & April Shepherd at Purdue**
 - ii. Draft scholarship for Purdue and BSU is in the works.**
 - 1. **ACTION ITEM:** Randy to contact Martha Hunt (mhunt@bsu.edu) at BSU
 - 2. **ACTION ITEM:** Randy to review the Indiana Landscape Association scholarship metrics to ensure we're not missing anything.
 - 3. Discussion by the ExComm. Alan made recommendation to include the option that the Scholarship Committee may conduct interviews as part of the process. **ACTION ITEM:** Scholarship and Awards committees to discuss the logistics on decision-making.
ACTION ITEM: Career Fair attendees (TBD) promote available Scholarships at Career Fairs.
 - h. Advocacy Committee** – Jonathan
 - ACTION ITEM:** Jonathan to send out Advocacy updates to membership after they are available on 1/10/2020.
 - ACTION ITEM:** Advocacy Committee to develop "Talking Points" and send to membership.
 - i. Sponsorship Committee** – Christi
 - i. Report on sponsorships to date.**
 - 1. Four new sponsors added this week!
 - j. Continuing Education Committee** – Kris
 - i. CEU's for Columbus Visitors Center tours** – in the works
 - ii. Kris will be uploading documents to Basecamp with language if we're asked to provide LA CEUs.**
 - k. Membership & Emerging Professionals Committee** – April

- i. Brett will continue to give membership counts; Rebecca is contacting Student Chapters.
- ii. Randy recommended targeting firms that currently aren't paying for their employees ASLA membership dues.

Alan left meeting

l. Communications Committee – Shannon

ACTION ITEM: Committee Chairs to review Shannon's posted documents and provide any feedback.

m. Chapter Awards Committee – Adam

ACTION ITEM: Randy to post on Basecamp that INASLA is looking for other chapters to review awards.

ACTION ITEM: Chapter Award Committee to make recommendations on Claire Bennett Award criteria.

ACTION ITEM: Chapter Award Committee to make recommendations on whether we want to implement non-juried awards. Adam is reaching out to St. Louis Chapter on how to better engage with young professionals.

n. Events Committee – Kris

i. Happy Hours

ACTION ITEM: Julie to champion this; she will discuss plan with Events Committee and Sponsorship Committee.

ii. Annual Meeting

- 1. Annual Meeting will be held at Grand Wayne Conference Center in Fort Wayne on August 14, 2020. Theme being developed; lots of discussion on this. Committee wants to extend invitation to Michigan and Ohio Chapters.

ACTION ITEM: Kris to reach out to Michigan and Ohio Chapters on Save the Date.

iii. Holiday Party

iv. Golf Outing

VII. NEW BUSINESS / OPEN FORUM

- 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.

ACTION ITEM: Randy to establish an Ad Hoc Committee; Randy will chair, Julie and Jonathan to serve on Committee. Other members to be determined.

- b. Other new business?

ACTION ITEM: Sarah needs someone to fill in and take Meeting Minutes at February meeting; Kris to serve; April is backup.

ACTION ITEM: Randy add Brett S. to ExComm email group.

VIII. NEXT MEETING

- a. WEDNESDAY, February 12th, 4:00 pm, Location: **LightSource Lighting Studio**

IX. ADJOURN