



FEBRUARY 2020 EXECUTIVE COMMITTEE AGENDA

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

Date: Wednesday, March 11th, 2020 4:00-5:00pm

Door Code: 8719

Call-in: 1-800-377-8846 Leader code: 40238737 Participant code: 2061172

I. CALL TO ORDER

II. ROLL CALL

Randy, Alan, Julie, Kris, Marc, Sarah, Monica, Christie, Shannon, Rotina, Adam, April

III. APPROVAL OF FEBRUARY 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 February ExCom Minutes: Kris

Seconded: Julie

Minutes Approved

IV. OLD / UNFINISHED BUSINESS

V. OFFICER REPORTS

a. President - Randy Royer

i. New License Ceremony - 14 newly licensed Landscape Architects, 4 in attendance

ii. CPC election timeline

1. Issue call for nominees by April 3. (Nominating Committee - Julie, Marc and Alan)

2. What is the overall election schedule?

iii. CPC Meeting - April 23 - 25.

iv. Chapter Treasurer Webinar - March 26, 3pm. Email Melissa Gobrecht mgobrecht@asla.org

v. Rosie the Riveter Challenge - March 24. #RosietheRiveter for International Women's Month

vi. @NationalASLA Instagram Takeover in April - Apply by March 13th.

b. Trustee - Jonathan Geels

c. Treasurer - Monica Guillaud

Current account balances: **Monica reviewed current balances; Kris asked if the deposit for the Grand Wayne had come in. Monica did not see it. ACTION ITEM: Kris to follow up on the deposit for the Grand Wayne Conference Center.**

d. Approval of Officer Reports

Motion to Approve Officer Reports: Julie

Seconded: April

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

ACTION ITEM: Alan to draft the call for nominations prior to April 2 and send to Sarah and Shannon; 30 days after the deadline the nominating committee will prepare the slate; more action items to follow.

b. Tellers Committee – Rotina

c. Constitution and Bylaws Committee – Jonathan

d. Audit Committee – Adam

- i. Information has been sent out to our volunteers (Scott Siefker & Drew Braley) for review.
- ii. Complete by the end of March, beginning of April.

e. Fellows Committee – April

f. Archives Committee – Julie

- i. Have collected electronic information.
- ii. No hardcopy documents have come in.

g. Scholarship Committee – Randy

- i. Reviewing applicants after ExCom. **Anyone on ExCom is welcome to participate in that meeting; applications are on BaseCamp. Four from Purdue and three from Ball State.**
- ii. Winners announced with student awards are announced.

h. Advocacy Committee – Jonathan

i. Sponsorship Committee – Christi

- i. Report on sponsorships to date. **Total of 15 sponsors; increased two sponsors from last month (Miracle and O'Malia Living); all new sponsor logos are being added to website; total sponsorship amounts raised \$29,248.**

j. Continuing Education Committee – Kris

Have had a couple of events and certificates have been sent; Newfields Horticulture Symposium was good for brand recognition.

k. Membership & Emerging Professionals Committee – February

- i. Stats
 1. Total Members 192
 2. 3 February renewals
 3. 12 February lapses
 4. 1 January lapse
 5. 2 December lapses

ACTION ITEM: Reach out to members who are on the list to ensure

ACTION ITEM: Julie work with Kris to get LARE Prep Study Sessions announced at the Conference on Landscape Architecture.

- ii. Student Chapter Coordination
- iii. Purdue / BSU ExCom meetings? Purdue has cancelled all organizational meetings through May 2 so we will not be meeting with the Student Chapter before the end of the year. **ACTION ITEM:** April to ask Rebecca to reach out to Student Presidents to get email contact info and coordinate through email.

l. Communications Committee – Shannon

- i. WLAM Planning – Public Relations Webinar
 1. Membership Involvement – Response to their “why”
 2. Do any ExCom members want to record a video?
- ii. Upcoming Events:
 1. 3/18 INASLA CEU / Happy Hour
 2. 4/1 WLAM

3. 4/2?? BSU Student Awards Announcement
4. ??? Purdue Student Awards Announcement
5. ??? Advocacy Day
6. 4/25 Earth Day **ACTION ITEM:** We need volunteers. April will be there and will recruit volunteers. Shannon has resources for April; Kris to get April seeds from Spence Nursery.
ACTION ITEM: Kris to send Shannon a Save the Date image to send out.

- iii. Any hits from the membership about getting involved?
 1. Mia Williams has expressed an interest. Do any committees need assistance?

m. Chapter Awards Committee - Adam

- i. Chapter awards - which chapter is judging our award submittals **New York Upstate Chapter is willing to jury our awards. Tentative date for submitting professional awards is May 15.**
ACTION ITEM: Alan to connect Adam and the Chapter Pres-Elect (Sue) via email.
ACTION ITEM: Shannon to send out social media reminders on due dates one month in advance (April 15).
- ii. Student awards **Tentative date for submitting professional awards is May 30.**
ACTION ITEM: Adam to reach out to schools to verify dates and if things are still moving forward.
 1. 4/1 BSU Award Presentation (Jury - Kris May, Julie Barnard, Randy Royer & April Westcott)
 2. 4/13 BSU Award Ceremony
 3. 3/25 Purdue Student Award Presentations (Jury - Brittany Thouvenin, **need two more volunteers; potentially Camille Shoaf and Randy Royer?**)
 4. 4/17 Purdue Award Ceremony

n. Events Committee - Kris

- i. Happy Hours
- ii. AIA / ULI collaborative opportunities
- iii. Annual Meeting - Vote on contract for the venue. **Venue has been confirmed. Save the Date and call for presentations are going out shortly through social media and email. Three keynote opportunities (Thursday evening, Friday morning and Friday evening).**
ACTION ITEM: Kris to look into cancellation policy and insurance policy for refunds if needed.
- iv. Holiday Party
- v. Golf Outing **deposit has been paid; event will be Friday, July 17 9a-12p;**
ACTION ITEM: Pat is setting up Eventbrite page and get a Save the Date to Shannon/Brett
- vi. INASLA Art Show at the Garfield Park Arts Center **Student and professional art show for all stages of design process; potential to go along with speaker series in the Sunken Beer Garden; the Art Center is booked through next July. Kris is looking for suggestions on alternate venues.**

o. AIA / ULI Liaison

- i. AIA / INASLA New License Ceremony
- ii. AIA IN/KY conference is now accepting abstracts
 1. <http://campaign.r20.constantcontact.com/render?m=1101413101416&ca=41c773a6-adfe-4c7f-a8f2-14d55828c3e4>
- iii. ULI - March 12 Breakfast Series will feature Mayor Knox of Greenville,

SC. Register online.

- iv. Misc. – International Making Cities Livable Conference, June 2-6, Carmel, IN

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.
- b. Other new business?

VII. NEXT MEETING

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

VIII. ADJOURN

Motion to Adjourn: Kris

Seconded: Julie

Reports Approved