

MARCH 2017 **MEETING MINUTES**
Iowa Chapter ASLA
Regular Executive Committee Meeting
March 23, 2017

MEETING LOCATION: Confluence, Des Moines, IA

PRESENT: **PRESIDENT** *Josh Shields* | **PRESIDENT-ELECT** *Bruce Niedermeyer* | **PAST PRESIDENT** *Michael Gaunt* | **VICE PRESIDENT** *Pat Dunn* | **TRUSTEE** *Matt Carlile* | **ASSOCIATE MEMBER-AT-LARGE** *Paige Hubbard* | **SECRETARY** *Dylan Jones* | **PUBLIC AWARENESS REP** *Garret Munch* | **ASSOCIATION MANAGER** *Kristina Sickels*

Dylan Jones, Secretary, left the meeting at 6:00 p.m.

NOT PRESENT: **MEMBER-AT-LARGE** *Seana Godbold* | **TREASURER** *Eric Doll*

GUEST(S): **SSLA REP/OUTREACH COORD** *Emily Scott* | **INTERIM ISU LA DEPARTMENT CHAIR** *Carl Rogers*

CALL TO ORDER: Meeting was called to order at 5:07 p.m., by President Josh Shields

I. MEMBER OPEN FORUM

A. [None]

II. OFFICER'S REPORTS

A. Secretary's Report – **Mr. Jones**

- 1) Motion to approve the February 2017 meeting minutes and action items was made by Bruce N. and seconded by Michael G.; no opposed. Motion carried.
- 2) Website [carry over] – discussion to flip the IA ASLA site to a WordPress site. Continue discussion after Central States Conference. Pricing to flip the ASLA site starts at \$2,000 and could go up to \$4,000 (per Now Now).

B. Treasurer's Report – **Mr. Shields**

- 1) Update on chapter funds was given. Discussion on when to issue funds for National ASLA 1899 Campaign; since we have 2 remaining installments (one for 2016 that was never billed and one for 2017 which is budgeted), we decided to go ahead and coordinate payment of the 2017 allotment, but wait until later this year to decide whether to pay the remaining out or carry it over to the 2018 budget. Motion to approve the Treasurer's Report made by Matt C. and seconded by Pat D.; no opposed. Motion carried.

C. Trustee Update – **Mr. Carlile**

- 1) Honors/Awards and Policy Committees – trying to get students to apply.
- 2) Working on and talking about ag policy with Gary Scott.
- 3) Trip to D.C. for mid-year meetings – end of April – 26th-29th.

D. Association Manager Update – **Ms. Sickels**

- 1) Working on Central States items/coordination, sponsorship coordination.

III. ONGOING COMMITTEE / ACTIVITIES REPORTS

[EXTERNAL COMMITTEES]

A. ISU Chapter SSLA – **Ms. Scott**

- 1) Career Fair prep was appreciated.
- 2) Volunteers for MARR – SSLA to follow up w/ Garret.
- 3) Photography/Lightroom workshop – Dylan Jones – March 29.
- 4) Looking for someone to teach a unique rendering workshop (winter, rain, etc).

B. ISU Landscape Architecture Department – **Mr. Rogers**

- 1) New Department Chair interviews: March – interviews will be conducted on campus. July 1st – position is secured.
- 2) Student honor awards: April 14th – 10am. Michael is printing/framing awards; Josh to attend Awards ceremony.
- 3) Final reviews – April 28th – Hold your calendars to participate if you are able.
- 4) ASLA student awards – 3 students who received honor awards encouraged to apply – LA Dept to pay entry fees.

C. Public Relations / Public Awareness – **Mr. Munch**

- 1) Helping with social media duties for Central States.
- 2) WLAM: each state gets a day to use National's Instagram account. Get photos to Garret before April 20th.
- 3) Will have "Designed by LA" cards.
- 4) MARR – looking for volunteers.
- 5) April 13: Need 6-8 people for proclamation signing (shortly after ExCom meeting).

[INTERNAL COMMITTEES]

A. 2017 Golf Outing – **Ms. Hubbard/Ms. Sickels**

- 1) No new updates.
- 2) Legacy, June 9th – figure out final details.
- 3) Possible gifts/prizes: Scheels (might give us discount on items to help us out – fill out form ahead of time), sporting goods stores, gift cards, free game of golf, etc.

B. 2017 Central States – **Mr. Shields**

- 1) Venue: World Food Prize – Wednesday, April 19th thru Friday, April 21st. Conference: April 20th-21st.
- 2) Update was given by Mr. Shields – handout provided to ExComm.
- 3) Various tasks have been assigned to ExComm members – watch for action items.
- 4) Social media: use #CSASLA – we will post photos of awards w/ hashtag in advance.
- 5) Garret – Look into Google map of things to do / places to eat / attractions.
- 6) Matt to coordinate with Jennifer re: setting up tour.
- 7) WFP does not allow shipping directly to their facility. They don't have space to store materials. We will need to look at different alternatives to this. Kristina to obtain a quote from a different client who may be able to assist this this.
- 8) Look into Iowa Tap Room for Welcome Reception; look into Des Moines Social Club for Thursday Social.

IV. OLD BUSINESS

A. Website

- 1) Awards from 2013-2016 – would be good to have archive [wait and fold this into Wordpress migration?]

- B. 2017 Student Event Ideas
 - 1) Other SSLA/student event in lieu of tailgate? Some ideas:
 - a. Social after Fall Conference.
 - b. Social/mentoring event at College of Design or other location.
- C. Volunteer Opportunities Survey / Ideas for Volunteers to get Involved
 - 1) Keep on radar – idea to post to the website.
- D. 2017 Chapter Partnership Program
 - 1) 10 sponsors on board – Eric to prepare a poster that we can take to events.
- E. Result of Chapter Constitution vote – passed and Josh will send on to Secretary of State and National ASLA.

V. NEW BUSINESS

- A. CEU certificates and licensure audits – more people are getting audited. Need to start having HSW designation on CEU certificates. Review information that Chapter provides to members and consider including additional information to assist in record keeping for renewal on Chapter website.
- B. Call for Student Awards – Fall Conference
 - 1) Get call for entries out before mid-April
 - 2) Cost: \$25
- C. Prairie Gateway Chapter Professional Awards Review
 - 1) Jurying process period: April 3 – 14
 - 2) Jurors: Dennis Reynolds, Heidi Hohmann, Carl Rogers; anyone who knows of others who may be interested, please have them contact Josh Shields.

VI. MEETING WRAP-UP/ NEXT MEETING

- A. Schedule Next Meeting
 - 1) **Next Meeting: Thursday, April 13th at Genus, Des Moines – 12:00 p.m.**
- B. Open Forum - All
 - 1) [None]
- C. Review New Action Items

VII. ADJOURN

- A. Motion to adjourn; no opposed. Motion carried.
- B. Meeting adjourned ~6:20 p.m.

SUBMITTED BY: Dylan Jones, Secretary
