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
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.

f. **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**