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 - April
   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](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*