



Executive Committee Meeting Minutes

Date of Meeting: 12/09/11 Time: 11:00 a.m.

Location: Skype

Attendees: Caryl Davies, Amie Wojtech, Ellis Antunez, Shavawn Coleman, Dennis Vang, Barb Santner, Dan Kovach, and Eric Nelson

1. Meeting called to order at 11:05 a.m.
 - a. Meeting agenda approved: Amie motioned, Dennis second
 - b. Approval of November Meeting minutes: Amie motioned, Dennis second

2. Record Keeping
 - a. The balance as of 12-09-11 is \$20,542.02
 - b. Transactions in the last month include the following:
 - i. Deposits – Paypal from PF and National Credit
 - ii. Payments – Carrie Becker reimbursement, Ventanos, Petty cash for PF, Studio Indigo, Cecilia Schafler reimbursement, reimbursements for Ellis, Caryl and Amie

3. Action Items
 - a. Caryl to add speakers to the mailing list (ongoing)
 - b. Shavawn to send meeting reminders week before, Monday, Tuesday and day of luncheon (ongoing)
 - c. Group to provide archive information to Amie to put on NASLA external hard drive by December 19 (ongoing)
 - d. Group to provide Caryl with thoughts on ways to provide funds to student for Annual meeting in 2012
 - e. Group to provide Caryl with comments on 2012 budget
 - f. Caryl/Shavawn- State Sales Tax exempt form (ongoing). Caryl to contact Secretary of State for more information
 - g. Shavawn to send section funds to Eric Nelson
 - h. Caryl to check with National to make sure it is ok to have savings account
 - i. Shavawn: Transfer funds to northern section
 - j. Shavawn: Post on facebook for National ASLA competition
 - k. Amie: Send out survey on Pink Flamingo
 - l. Caryl: Send list of companies for sponsorships
 - m. Caryl: send budget for review

4. Continuing Business
 - a. **Northern Section (Barb)**
 - i. Today is the firm crawl with TMCC students to tour professional firms.
 - ii. Next week there is a meeting on how to conduct meetings in January.
 - iii. There is discussion of having a small design competition for the TMCC students with a small award for the winner.
 - iv. Need northern section funds transferred to Eric Nelson.

- b. **UNLV- (Eric)**
 - i. Would like to do Spring Portfolio Review again this year. Was a great success last spring for the students. The date is March 9 (tentatively) Eric to confirm with professors.
 - ii. NASLA to advertise on website and on NASLA Facebook when more information is available
 - c. **Trustee (Ellis)**
 - i. 2012 Call for Awards students/ professionals. Ellis suggested encouraging Nevada to submit. Shavawn is to post on facebook. The deadline is February 3
 - ii. State Board is to meet tomorrow (12-10-11) for PLA designation
 - d. **Shavawn (Secretary/Treasurer)**
 - i. Art Auction: NASLA profited \$456.00 from the event
 - ii. Shavawn is to get the final numbers to Amie on Pink Flamingo banquet.
 - e. **Vice President (Dennis)**
 - i. Found a speaker to use LinkedIn for marketing for the January or February meeting. Dennis to attend her seminar next month.
 - ii. Dennis is to discuss with Sharon Schaffer which month she is available to be a speaker.
 - f. **Immediate Past President (Amie)**
 - i. Pink Flamingo- is confident that we did not lose money this year. Amie needs the numbers from Shavawn to create an accurate account.
 - ii. Amie is to send out survey on the Pink Flamingo.
 - g. **President (Caryl):**
 - i. November Newsletter Downloads- 70
 - ii. 2012 Sponsors- NSA is not an annual sponsor this year. MSWN will sponsor the lunch in March.
 - iii. Caryl is to send out list of companies to call.
 - iv. Budget: Excomm to make comments by December 16. Send funds to northern section for 2011-2012.
 - v. Fellow Nomination: March 9 for fellow packet with Ellis and Stan.
 - vi. ASLA CFO webinars: December 13. Caryl would like to know if anyone would be willing to attend at 11am. Ellis said he would attend, and would get a copy of the webinar if necessary.
 - vii. Exempt form: Caryl needs to do more research and contact Secretary of State for more information
 - viii. Leadership visit 2012: It was suggested if we cannot get the president or president elect, to try and get the immediate past president (John Mueller). Caryl to speak with national and she will coordinate with Barb
 - ix. Savings account option: Do we want to a savings account for interest? Caryl to check with National to make sure it is ok.
5. Next meeting and Adjournment:
- a. January 13, 2012 at Stan Southwick's Office. 9:00am
 - b. Motion to adjourn was made by Dennis and second by Amie. Meeting ended at 11:57am.