



Executive Committee Meeting Minutes

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**Date of Meeting: Friday, February 12 Time: 2:00 p.m. – 3:00 p.m.**

**Location: UNLV School of Architecture Office Conference Room**

**Attendees: Ellis Antunez, Caryl Davies, Mike Duran, Amie Wojtech, Justin Lindblad (partial)**

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1. CALL TO ORDER
  - a. Quorum established and meeting called to order at 2:01 p.m.
  - b. Approval of October Agenda: Motion Caryl, second Mike
2. PUBLIC INPUT
  - a. No attendees from the public present
3. RECORD KEEPING
  - a. Account Balance as of February 16, 2010 is \$1,960.00 but we have to deposit TB Penick's check.
4. CONTINUING/NEW BUSINESS
  - a. **Vice President:** NLAM – Caryl and Erin Reiswerg met to go over activities for the month. They will continue with the "Quote of the Day" but they have decided to add photos to it. They are asking the Chapter to provide photos that they hope to match up with quotes. The quotes will be landscape architectural related but as we get closer to earth day the quotes will be geared towards environmental, then transitioning into advocacy and before the end of the month returning to landscape architecture. Caryl did say that they would focus on 2-3 activities for the month.
    - i. They plan on setting up a committee to do activities throughout the year instead of just focusing in on one month (Landscape Architecture Year or LAY). This would apply for all students.
    - ii. Having a booth at either Earth Day or Arbor Day
    - iii. Creating an activity book (Erin)
    - iv. Participating in Box City (put on through City of Las Vegas)
    - v. Possible t-shirt contest
    - vi. Ellis suggested Ryan Hansen for photos and Ellis said he would contact Ryan.
    - vii. Justin suggested sending postcards that are plantable to celebrate the month.
    - viii. There was discussion on the banners and it was determined that we would need to talk to Helen to find out the fate of the banners.
  - b. **Secretary/Treasurer:**
    - i. The flyer for the golf tournament has gone out to the Chapter. Helen to send out the flyer to the sponsors. Justin will have help from Wayne Salom, Brian Esposito and Don Saluzzo.
  - c. **Trustee:**
    - i. There is a new VP of Communications for ASLA National. The Board of Trustees (BOT) will be hearing from the candidates and Ellis will keep us in the loop.



- ii. Ellis heard that the Fellow Nominations deadline might be extended due to the weather in the east prohibiting ASLA to go to work. Amie mentioned that she hadn't heard anything.
- d. **Immediate Past President:**
  - i. Mike mentioned that the meeting notes need to be in a better format. It was hard to make out some of the comments from the January meeting. Amie said she would talk to Justin to revise them. Once revised they will be sent back out to the ExCom for a final review.
- e. **President:**
  - i. Monthly Luncheon: Amie mentioned that after not having a sponsor in January she contacted Emery to find out what could be done about the lunch prices. He agreed to work with us and lowered the lunch price for us. In doing so she decided to lower the price to sponsor a lunch to correspond with the price that Emery was charging us. Since lowering the sponsorship for lunch we have had some interest. The price now to sponsor a lunch is \$350.
  - ii. Strategic Plan: comments for the Strategic Plan were due today. Mike mentioned he had comments and would send them. There was discussion that the SP is important and had concerns with the mission statement. However, after further discussions it was decided to maintain the broad scope of the statement because that is the typical format. Amie mentioned that she would forward the comments to the Strategic Planning Committee and we would work through them.
  - iii. Advocacy Day in DC: According to the budget, it was shown that we would provide some reimbursement for the Trustee and VP to travel to DC for Advocacy Day in May. In addition to Advocacy, ASLA holds CPC/BOT mid-year which requires attendees to stay a few days. Amie cannot go due to commitments with UNLV and Caryl was checking on her schedule. If she is unable to attend Amie said it would be open to the ExCom to see if anyone was interested.
  - iv. LARE Workshop Update: We have had three candidates sign up for each section as of February 12. Tammi posted the information on ASLA and Land8Lounge. Amie also contacted the Washington, Oregon, Idaho/Montana, Utah, Colorado, Arizona, California and New Mexico chapters requesting they either post the information on their website or send it in their newsletter. She had already received a response from three of the Chapters noting they would spread the word.
  - v. Skype: Amie mentioned that the teleconference calls are starting to add up in terms of bills. In an effort to lower our costs she asked the group if it would be an issue to start using Skype. It is a free program that you download and all you need is your computer, internet, microphone and speaker. The group agreed to try Skype. Mike expressed that he would like to have a "trial" meeting to make sure it works for everyone. Amie agreed and would set up a date to do so.



- vi. Sponsorship: Somebody approached Amie to suggest ways to promote more sponsorship and to provide Helen the opportunity of earning commission on each of the annual sponsorships she is able to attain. Amie mentioned it is a good idea and sees it as a win/win situation as we would gain sponsorships and Helen would be compensated (this would only apply to annual sponsorship packages). The only item under question is the percentage to give Helen. Mike suggested that the first two could be at 5%, the next would be 7.5% and the remaining could be at 10%. Amie will look into it further and discuss with Helen.

#### 5. NEXT MEETING & ADJOURNMENT

- a. The next meeting will be held on Friday, March 12, 2010 from 2:00 p.m. – 3:00 p.m., hopefully from everyone's own computer!
- b. Motion to adjourn was made by Mike, Second by Ellis. The meeting was adjourned at 2:59 p.m.

#### 6. ACTION ITEMS

- a. Ellis: contact Ryan Hansen for Caryl (NLAM photos)
- b. Caryl: check with Helen for NLAM banners
- c. Justin: revise the meeting minutes from January
- d. Caryl: let Amie know as soon as possible if you will be able to attend Advocacy Day in DC
- e. All: download Skype and establish a skype name. Send your skype name to Amie as she will need it to call the meeting in
- f. Amie: send out a date to "test" Skype, she will send out a few dates to choose from
- g. Amie: discuss with Helen the sponsorship information