

## **Executive Committee Meeting Minutes**

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**Date of meeting: November 6, 2008 at 6:00PM**

**Location: Office of RPA Landscape Architecture, Inc.**

**Attendees:** Mike Duran, Ellis Antunez, Tammi Gaudet, Tracy Arnold, Amie Wojtech, Marc Chapelle

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### **1. CALL TO ORDER**

- A. Quorum established at 6:08 PM
- B. Add sponsorship information to current agenda.
- C. Approval of November 6, 2008 Agenda: Motion Tammi, Second Amie
- D. Review Action Items from previous meeting:
- D. Approval of October 4, 2008 Meeting Minutes: Motion Tammi, Second Amie.

### **2. NEW BUSINESS**

- A. Student Chapter News: (Samantha) None at this time.
- B. Budget (Mike):
  - 1. Discussion: Additional line items need to be added
    - a. Northern Section payment
    - b. Awards banquet
    - c. Sponsorship costs
    - d. Meal expenses
  - 2. Finalize: Items will be added and a new budget will be circulated to the Executive Committee for review.
  - 3. Vote: Vote will be made via email after discussion and final budget is sent for review.
- C. Trustee News: (Ellis) Nothing at this time
- D. Northern Section News: (Marc)
  - 1. Northern section to donate \$1.00 per member to Vermont advocacy
  - 2. Big "R" ranch is sponsoring the next meeting
  - 3. Truckee-Meadows Community College had their first student chapter meeting
- E. Secretary / Treasurer Report: (Tracy) Nothing at this time.
- F. Immediate Past President Report: (Tammi)
  - 1. LARE Course Update:
    - a. Workshop went well; still need to pay Jerry \$3513.72 and reimburse Tammi \$379.92 for meals
    - b. Possibility of adding additional workshops (Section C specifically)
    - c. Increase advertising next year; we already have 3 interested individuals
    - d. Add chapter classifieds – contact Barbara Drobins
    - e. Fees increase of \$25 for members and non-members for 2009
  - 2. Pink Flamingo Update:
    - a. 7 RSVP's so far

- b. Committee meeting next week to contact sponsors and go to storage unit to rummage through supplies
    - c. Critical dates: Nov 16 final menu due; Dec 1 final attendee count; Dec 1 final payment due \$4930.55
    - d. Tammi will use reimbursal money \$379.92 to purchase gifts for Pink Flamingo raffle/silent auction/door prizes
  - 3. Golf Tournament Kick off
    - a. Committee formed – Henry Sudweeks of Miracle and Justin Lindblad of Southwick Landscape Architecture
    - b. Courses and days to be finalized
    - c. Ideas for new sponsorship form
  - 4. LACES:
    - a. No chapters are involved yet
    - b. Committee will need to be formed due to the intensity of the project
    - c. This is tabled until January retreat for further discussion
- G. President Elect Report: (Amie)
- 1. Newsletter committee meets tomorrow and goes out next Wednesday
  - 2. Advocacy Committee sponsored by Erin Reisweg.
- H. President Report: (Mike)
- 1. Utah will be jurying NASLA awards. We will jury their awards in April.
  - 2. Bob Morris has contacted NASLA to assist in fruit tree research in residential communities. Mike Duran and Jonathan Spears have volunteered to assist.
  - 3. We have two new NASLA email addresses. Mike will send the information out.
  - 4. Sponsorship Information. Amie requested a letter be sent out. Mike will be contacting last year's sponsors personally via email. Information regarding structure to be finalized and sent to Executive Committee.
  - 5. Retreat Date: January 9, 2009.
- I. Action Items for next meeting:
- 1. Edit meeting minutes and redistribute – Tracy
  - 2. Email information regarding contributions to campaigns in Kentucky and Vermont – Marc
  - 3. Send information regarding northern events to Tracy and Mike – Marc
  - 4. Brainstorm ideas for making Landscape Architecture more visible – ALL
  - 5. Send sponsorship information to Executive Committee – Mike
  - 6. Send final budget to Executive Committee – Mike
  - 7. Review budget and vote via email – ALL
  - 8. Send golf tournament expenses to Mike – Tammi
  - 9. Find sponsor for November luncheon – Mike
  - 10. Add treasurer issue on January agenda – Mike
  - 11. Add LACES to January agenda
  - 12. Send Mike preliminary agenda – Tammi
  - 13. Get summary regarding advocacy from Erin Reisweg – Amie
  - 14. Proof read web site and correct errors – Mike
  - 15. Send out NASLA email addresses – Mike
  - 16. Send out sponsorship information for Ex Com to review prior to sending out to potential sponsors – Mike
  - 17. Follow up with Guy Collins to see if Hunter is sponsoring the scholarships again this year (2009). If not Hunter then find a new sponsor for the scholarships. – Mike.

2. Next Meeting and Adjournment

- a. Next meeting will be December 11, 2008.
- b. A motion to adjourn was made by Marc and seconded by Tammi. Meeting adjourned at 7:48 PM.