



American Society of Landscape Architects
Northern California Chapter

EXECUTIVE COMMITTEE MEETING MINUTES

Monday, 9 January 2012
PGA Design, Oakland, California

President Philips called the Executive Committee meeting to order at 7:06 pm. Those in attendance and constituting a quorum were:

Present:

April Philips	President	Anita Bueno	Director
Sarka Volejnikova	President-Elect	Timothy Coppola	Director
Michelle Koo	Vice-President	James Ingels	Director
Amy Cupples-Rubiano	Secretary/Treasurer	Joe Runco	Director
Christopher Kent	Trustee Delegate	Dave Mitchell	CCASLA Delegate

Absent:

Mitchell Wilks	Past President/ CCASLA Delegate
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Others Present:

Laura Leuer	Chapter Administrator
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I. President's Report

- a. To-Do List process will be to issue Meeting Minutes and To-Do List within a week of the Executive Committee Meeting. Committee Chairs will update the To-Do List throughout the month and return the updates to the Chapter Administrator for inclusion in the attachments for the next meeting.

II. Secretary/Treasurer's Report

- a. **Approval of Minutes from 12/12**
Motion by Bueno: Move to approve the 12 December 2011 meeting minutes. Seconded by Coppola and passed without dissent.
- b. **2011-2012 Fiscal Year Budget Review**
The fundraising efforts have made a difference to help balance out the Chapter budget. Philips wants to know if the cancellation of the Gala influenced the Program revenue & expenses.

III. Project To-Do List Updates

- a. **Sponsorship - Fundraising**
 - Ethics issues around public employees contacting vendors for sponsorship, especially during business hours. Public employees can recommend possible



vendors and send contact information to Cupples-Rubiano, Volejnikova and Leuer for action.

b. Committees

- Lecture Series: Need more sponsorship for lecture series.
- EP: Next EP meeting will be Jan 10th.
- Awards:
 - Deadline for Awards Submittals to be March 30th.
 - Annual Awards event to be April 26th.
- Giants Day: Nothing to report
- Communications:
 - Bueno issued an RFP for a web designer. Received one response. All responses due by January 20th. RFP will be awarded on January 30th.
 - Article to be written on 2011 ASLA Fellows for Newsletter.
- Membership: Nothing to report
- Stewardship: Nothing to report

IV. CC/ASLA Report

- a. LATC is having a strategic planning meeting on Jan 23, 24. ASLA members are welcome to attend. Mitchell and Wilks should be in attendance.
- b. LATC is still looking for additional representatives, the Governor is very slow in appointing candidates, 3 slots are appointed by the Governor.
- c. Bills are due at the end of February and will be reviewed in March and April
- d. CC/ASLA will be talking about Redevelopment Agency issues at next meeting

V. Trustee Report

- a. Nothing to report

VI. Unfinished business

- a. None to report

VII. New Business

- a. Members receiving emails about Continuing Education lectures are recommend to tell specific vendors that they might be sponsors of Giants Day
- b. China Delegation is coming to the US, ASLA-NCC has hosted before, event was hosted at SWA with a tour, Volejnikova to send Runco contact info
- c. RFPs sent to ASLA-NCC will be released as email blasts

VIII. Adjourn

Meeting adjourned by President Phillips at 9:08 pm. The next Committee meeting will be held on 13 February 2012 at April Philips Design Works in San Rafael.



IX. Upcoming Meetings

March 12, 2012 @ Keller Mitchell, Oakland

April 9, 2012 @ SWA, Sausalito

May 14, 2012 @ TBD

June 11, 2012 @ TBD

July 9, 2012 @ TBD

August 13, 2012 @ TBD

September 10, 2012 @ TBD

Respectfully Submitted,

Amy Cupples-Rubiano

Amy Cupples-Rubiano
Secretary/Treasurer