



American Society of Landscape Architects
Northern California Chapter

EXECUTIVE COMMITTEE MEETING MINUTES

Monday, 10 December, 2012

APDW

1530 Fifth Ave. Suite A
San Rafael, California

President Volejnikova called the Executive Committee meeting to order at 7:13 pm. Those in attendance and representing a quorum were:

Present:

Sarka Volejnikova	<i>President</i>	James Ingels	<i>Vice-President</i>
April Philips	<i>Past President/CCASLA Delegate</i>	Dave Mitchell	<i>CCASLA Delegate</i>
		<i>Via conference call</i>	
Amy Cupples-Rubiano	<i>President-Elect</i>	Bob Birkeland	<i>Director</i>
John Hykes	<i>Secretary/Treasurer</i>	Anita Bueno	<i>Director</i>

Absent:

Joe Runco	<i>Director</i>	Timothy Coppola	<i>Director</i>
Christopher Kent	<i>Trustee Delegate</i>		

Others Present:

Laura Leuer *Chapter Administrator*

I. President's Report

- a. New ASLA Chapter Model By Laws presented for review. All Executive Committee members review and submit any questions or concerns. Laura Leuer to provide the Executive Committee with a review at the next meeting.
 - New by-laws provide corporate membership.
 - Modify by-laws to represent the CC/ASLA

II. Secretary/Treasurer's Report

- a. **Approval of Minutes from October 15, 2012**
Motion by Hykes: Move to approve the 15 October 2012 meeting minutes. Seconded by Phillips and passed without dissent.
- b. **Approval of Minutes from November 12, 2012**
Motion by Hykes: Move to approve the 12 November 2012 meeting minutes. Seconded by Phillips and passed without dissent.

III. Trustee Report

Absent. Nothing to report.

IV. CC/ASLA Report

Phillips reported that the last CC/ASLA Conference call was cancelled. The Advocacy Grant Committee had not met, and Mitchell reported that the budget committee will meet later in December. CC/ASLA will report back at the January 2013 meeting.



V. Project To-Do List Updates

- a. **Sponsorship-Fundraising.** Sponsorship fundraising for 2012-2013 is underway, but only at 25% of our goal for the year. Sponsorship for the Winter Gala was very successful, allowing the event to break even. January lecture needs sponsorship. Interested participants for the overall Lecture Series and Giants Night need to be confirmed.
- b. **Public Awareness.**
Nothing new to report.
- c. **Committees**
 - Lecture Series. Lecture Series topics in place. First of the series set for January 17th. Outreach and potential Event Series poster underway. Save the dates to go out three weeks ahead for exposure and outreach.
 - Winter Gala. Winter Gala was a success with good attendance and a small profit. Gala summary to be added to the webpage with photos. President presentation well prepared. Noted to have all fellows stand for recognition at the next year event.
 - Giants Night. Dates considered for a summer weeknight. Last year's block of seats in the Anchor Plaza are good. Determining costs and outreach for the event.
 - Communications. Fall/Winter Newsletter went out.
 - o Motion by Phillips. Move to retain Meg Coughlin for additional website design work on a quarterly maintenance contract. Seconded by Bueno.
 - Mentorship. Kick off meeting set for January 24th. Committee to outreach to potential mentor participants and push the mission and goals for the program.
 - Emerging Professionals. Committee sponsorship discussion underway. Volejnikova attended last meeting. EP currently planning event calendar and propose a picnic at Blake Garden. Executive Committee to provide further direction and structure through a mission statement and provide a list of goals that focus on pro bono work effort, licensure information and liaison for ASLA Executive Committee.
 - Fellowship: Several people interested in applying. Letters to National have been sent out to eligible members. Application takes about 3 months.
 - Membership: Nothing to report.
 - Stewardship: Nothing to report.

VI. Unfinished business

- a. Possible NCC-ASLA Booth at the March 6 & 7 Expo of the CPRS conference in San Jose
- b. AAU Student Affiliation - Chapter Approved
- c. Fellows nominations (deadline 8/3/13)
- d. LATC conducting outreach to CLARB to see what should be on the test
- e. Do we want to have a National Representative attend NCCASLA Awards Ceremony?

VII. New Business

- a. Archiving work - ASLA annual awards
- b. Set Chapter Awards Date – (April 18, 2013)
- c. Health care insurance coverage for CA ASLA members. Better to investigate with a health insurance broker in 2013. Inquire about cost of insurance through ASLA membership.



- d. NPS Great Shasta Rail Trail. Sierra Chapter and the NCC to conduct a design charrette. Design problem to look at connecting trail system using the Great Shasta Railway. Promote webinar to get potential participants involved and prepared before the charrette. E-blast all members. One day for the charrette only. February 7-9th potential dates.

VIII. Adjourn

Meeting adjourned by President Volejnikova at 9:04 pm.

IX. Upcoming Meetings

Executive Committee: Monday, January 14th @ RHAA in San Francisco.

February 11th @ PGA

March 11th @ The Planning Center/DCE

April 8th @ Keller Mitchell

May 13th @ RHAA

June 10th @ PGA

July 8th @ The Planning Center/DCE

August 12th @ UCBX

Respectfully Submitted,

John Hykes

John Hykes/ Secretary/Treasurer