



American Society of Landscape Architects  
Northern California Chapter

**EXECUTIVE COMMITTEE MEETING MINUTES**

Monday, 8 April, 2013  
Keller Mitchell  
302 4th Street  
Oakland, California

President Volejnikova called the Executive Committee meeting to order at 7:00 pm. Those in attendance and representing a quorum were:

**Present:**

Sarka Volejnikova	<i>President</i>	James Ingels	<i>Vice-President</i>
Amy Cupples-Rubiano	<i>President-Elect</i>	Dave Mitchell	<i>CCASLA Delegate</i>
John Hykes	<i>Secretary/Treasurer</i>	Timothy Coppola	<i>Director</i>
April Philips	<i>Past President/CCASLA Delegate</i>	Christopher Kent	<i>Trustee Delegate</i>

**Absent:**

Joe Runco	<i>Director</i>	Anita Bueno	<i>Director</i>
Bob Birkeland	<i>Director</i>		

**Others Present:**

Laura Leuer *Chapter Administrator*

**I. President's Report**

Volejnikova reports that the 2013 Board of Trustees Mid-year meeting is in 2-3 weeks and preparation webinars for briefings prior to the event have already begun.

**II. Secretary/Treasurer's Report**

**a. Approval of Minutes from March 11, 2013**

*Motion by Hykes:* Move to approve the 11 March 2013 meeting minutes. Seconded by Dave Mitchell and passed without dissent.

**b. Financial First Quarter Report**

Hykes reports that the quarterly report is on target with the total expenditures and estimated annual budget.

**III. Trustee Report**

Kent reports that there are no current bills in the legislature, but the green infrastructure measures are an opportunity for Landscape Architects to educate our Representatives regarding the practice and potential to implement green infrastructure through landscape architecture. Likewise, National ASLA will do the follow-up for promotion of Landscape Architecture and the professional input on green infrastructure.

**IV. CC/ASLA Report**

Mitchell distributed a letter for review prior to the Executive Committee meeting to address the proposed CC/ASLA dues increase. CC/ASLA reports that the current dues assessment of \$32 "is not adequate to underwrite the yearly operating costs..." As such that the Board of Directors is requesting a dues increase for a six month operating cushion needed to run the organization. Delegates request each of the four California Chapters to direct them on how to vote on the increase. The input from each chapter will be taken into account during the May 8<sup>th</sup> CC/ASLA conference call.



Mitchell reports CC/ASLA requests a \$4/member dues increase per year effective in fiscal year 2013-2014 to cover standard operating costs. Mitchell reports CC/ASLA request the establishment of an additional fund for licensure and legislative mobilization activities to defend the profession against overt actions of \$4/member per year. A discussion ensued amongst the Executive Committee members to consider the requests and the ASLA-NCC vote.

- a. **Establishment of a Minimum Yearly Fund Balance/Reserve**  
*Motion by Cupples Rubiano:* Move to approve the increase of member dues by \$4 per year starting in fiscal year 2013-2014. Seconded by Phillips and passed without dissent.
- b. **Establishment of a CC/ASLA Licensure Defense Fund**  
*Motion by Kent:* Move to approve an increase in member dues by \$2 per year starting in fiscal year 2013-2014. Additional funds accrued by the \$2 increase will remain in the ASLA-NCC account allocated as a Chapter Defense Fund reserve. Seconded by Cupples-Rubiano and passed without dissent.

#### V. Project To-Do List Updates

- a. **Sponsorship-Fundraising.** Cupples-Rubiano reports that we are over 100% for sponsorship, though we still need additional sponsorship for the September lecture, Emerging Professionals and Mentorship program.
- b. **Public Awareness.** Mitchell reports that consideration of the project for public awareness will start in the next several months after the awards meeting.
- c. **Committees**
  - Lecture Series. Phillips reports on the following still in place for the series:
    - o May 23<sup>rd</sup> Technical Topic: Soils and Food Web. Stopwaste.org to develop program and lecture.
    - o June 20<sup>th</sup> – “Rising Water: Sea Level Adaptation”. Tie to America’s Cup.
    - o September- Charles Birnbaum to interview Pete Walker.
  - Emerging Professionals. Nothing new to report.
  - Mentorship. Portfolio Review set for April 23. 8 reviewers for the session. Committee to send out announcement to all members and the EP group. Mentorship groups are doing well and will do a survey to receive feedback. There will be a joint meeting for all groups.
  - Awards. A discussion regarding the details of the Awards event ensued covering all aspects such as the designed booklets and production, award certificates, status of sponsorship, slideshow presentation of awards, and the venue’s limited space. Attendance will be limited to 90 people at the event.
  - Giants Night. Nothing new to report.
  - Communications. Committee members reviewed an estimate to increase services from the Website to create and launch the 2013 Awards website 25 pages. Committee members agreed to increase payment for additional website pages.
  - Fellowship: 90 total fellows in consideration by National, only one from Northern California. Jury Selection June 6<sup>th</sup> and 7<sup>th</sup>.



ASLA

- Membership: Nothing new to report.
- Stewardship: Nothing new to report.

## II. Unfinished business

- a. Health care insurance coverage for CA ASLA members. Inquire about cost of insurance through ASLA membership.
- b. Archiving of awarded work
- c. Job link on our website.
- d. call for 2013/14 board member nominations

## III. New Business

- a. Government Issued RFQs to be posted on our website.
- b. Investigate funds needed to sponsor Secret Garden tour in East Bay.
- c. ASLA-NCC to promote tour of composting facility in Alameda County.
- d. Ex Com to utilize Survey Monkey to develop questionnaire for members opinion regarding membership services and Chapter provided healthcare insurance.
- e. Provide portable microphone at AIA events.
- f. ASLA-NCC to sponsor book signings with notices for events.
- g. **Executive Committee Members Event privileges**  
*Motion by Kent*: Move to allow access privileges for current ASLA NCC Executive Committee members to both the annual Awards Ceremony and Winter Gala without payment. Seconded by Cupples-Rubiano and passed without dissent.

## IV. Adjourn

Meeting adjourned by President-Volejnikova at 9:03 pm.

## V. Upcoming Meetings

Executive Committee: Monday, May 13th @ UC Extension  
*June 10th @ PGA*  
*July 8th @ The Planning Center/DC&E*  
*August 12th @ UCBX*

Respectfully Submitted,

*John Hykes*

John Hykes/ Secretary/Treasurer