A meeting of the Virginia Chapter ASLA Executive Committee (ExCom) was held in via Zoom on Tuesday, July 24th at 2:00 p.m. The following members, guests and staff participated in the meeting:

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| --- | --- | --- | --- |
| **Office** | **Name** | **Present** | **Absent** |
| President | Mike Fox | X |  |
| Past President | Walter Cole | X |  |
| President-Elect | C.L. Bohannon |  | X |
| Secretary | Erin Horton |  | X |
| Treasurer | Chris Hale | X  |  |
| Trustee | LuGay Lanier, FASLA |  | X |
| Member At Large | Jarrod Katzer | X |  |
| Fellow Nominating Committee | Walt Cole | X |  |
| Education Committee | Jason Thomas | X |  |
| Emerging Professional Committee | Laura Sokol |  | X |
| Legislative Committee | Billy Almond, FASLA | X |  |
| Awards Committee | Terry Clements, FASLA |  | X |
| Public Affairs and Communications Committee | Jenn Hare | X |  |
| HALS Liaison | Liz Sargent |  | X |
| Staff | Kevin Bayes | X |  |

***Call to Order***

Mike Fox called the meeting to order at 2:03 p.m. Role was taken. A quorum was not present.

***President’s Message***. Mike mentioned his recent conversation with Gail Phillips of OMG regarding Kevin Bayes’ tasks as Executive Director of the chapter. He found that Kevin is doing more than the scope of service of the contract with OMG details. And he is not doing other things that are included in the contract. Mike reported that he tried several times to find out who the Student Scholarship winner was from UVA’s program but never got an answer. That award will not be given this year. Mike is going to share the contract with the ExComm. Mike highlighted his trip to the ASLA Licensure Summit in Columbus, OH.

***Approval of the June 2018 Minutes***

The minutes from the June meeting were not available in advance of the meeting. Mike Fox said the June and July minutes would be on the August agenda for approval.

***Trustee’s Report***

No report.

***Treasurer’s Report***

Chris Hale presented the June financial report. The reporting documentation was uploaded to the VA ASLA DropBox account by Chris. Chris asked if there were any questions about the financial reports. There were none.

The Balance Sheet shows a balance of $69,386.10, which included checking and two savings accounts. Chris highlighted some items on the Budget vs. Actual statement.

***Executive Director’s Report***

Kevin reported on the current membership numbers: 265 members, 12 student members. Kevin received information in late June that the chapter was selected to be audited (monitored) as a LA CES provider. He is to complete several forms and provide information on four educational sessions in the last year that the chapter has provided LA CES for. The deadline to submit the information is July 10.

***COMMITTEE REPORTS***

**Audit – Chris Hale**No report

**Awards – Erin Horton**

LuGay Lanier, FASLA sent an email before the meeting stating that since it has been difficult to get the chapter awards programs back in place prior to the conference that the process will be deferred to 2019. Kevin mentioned that we received 23 submissions for the Professional and Student Awards program. Terry Clements, FASLA, chair of the awards program, plans to convene the jury to judge the awards sometime before the end of the month.

**Constitution/Bylaws – Jarrod Katzer**

No report.

**Education – Jason Thomas**

Kevin reported the Grier Environmental Science Center in Virginia Beach was a success and that Anova Furnishings sponsored a happy hour at the local Top Golf following the event. Kevin will work with Chris Hale and Jenn Hare to put together a marketing piece about the Maggie Walker Plaza tour to have at the upcoming Annual Conference.

**Emerging Professionals – Laura Sokol**

No report.

**Events – Walt Cole**

Mentioned the Conference Planning Committee will hold a phone call later in the week to finalize everything. More information on the conference is provided under Old Business below.

**Fellows – Walt Cole**

Walt reported the Fellows process is three months away and that LuGay Lanier believes Barry Stark may be interested in chairing the committee.

**Government Affairs – Billy Almond, FASLA**

No report.

**Nominations – Walt Cole**

Walt mentioned that he is still looking for someone to be on the ballot for the President-Elect position. Jason Thomas has been asked and he is considering it. The ballot needs to be sent to the membership for a vote soon so the results can be sent to ASLA to meet the deadline.

**Public Relations/Communications – Jenn Hare**

Jenn reported that she has been working on items for the conference, social media blitz, and advocacy. She has a full backup of the current website on Word Press. She is learning more about the back end of Wild Apricot and is starting to put together items for the new website. She has asked the ExComm for approval in purchasing new thank you note cards branded with the new chapter logo. Mike Fox gave her the go ahead to purchase the cards. Jenn will be looking to get high resolution copies of the award winning presentations to put on the website and social media channels.

**Sponsorships – Kevin Bayes**

Kevin reported that we have received several sponsorship and exhibit vendors for the upcoming conference. In addition to being an exhibitor, companies have also agreed to sponsor the breaks, social happy hour, and lunch.

**Teller – Erin Horton**Erin has identified members to serve on the Teller Committee.

**VT LA Enrollment Task Force – C.L. Bohannon**

Kevin reported on behalf of C.L. that the task force will hold a meeting on August 2 at 9:00 am. C.L. will submit a report following the meeting.

**OLD BUSINESS**

**Annual Conference**

Walt reports that the program is set with three tours and six educational sessions. The tours will happen on Friday, August 24 with one to VMI, one to the town of Buchanan, and one at Natural Bridge. The educational sessions will be held on Saturday. The Fellows Reception will be held prior to the Awards Banquet on Friday night. Swag items to be given away include a t-shirt with the conference logo and a note pad portfolio with the chapter logo on it. Kevin reported that registration is open at that nine people have signed up for tours and 16 people for the conference. Mike Fox mentioned that he has invited Katherine Nosbisch to attend and speak at the conference during lunch. She is our DPOR representative.

**Upcoming ExCom Meeting**

The next ExComm meeting will be an in-person meeting on Friday, August 24th before the start of the tours. Kevin will send out a calendar appointment to the ExComm so they can get it on their schedule. It will be an abbreviated meeting. It will start at 11:00 a.m.

***Adjournment***

There being no further business, Mike adjourned the meeting at 3:05 p.m.

Respectfully submitted,

Kevin Bayes

Executive Director

Virginia Chapter of ASLA