**American Society of Landscape Architects, Virginia Chapter**

**Executive Committee Meeting
Conference Call**

**2:00 p.m. on March 27, 2018**

A meeting of the Virginia Chapter ASLA Executive Committee (ExCom) was held by conference call on Tuesday, March 27. 2018 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 2:04 p.m. Role was taken. A quorum was present.

Mike mentioned he would like the April meeting to be an in-person meeting on a Saturday. He mentioned several locations for the meeting. April 14th and 21st were the best options for the date and the time would be at 9:00 a.m. Mike suggested Virginia Beach as the location. It was mentioned that a later in person meeting might be better to hold at Natural Bridge. Kevin will send out a survey to the ExComm to find out which day(s) and time(s) work best for everyone.

***Approval of the February 2018 Minutes***

The minutes from the February meeting were not available at the time of the meeting. The minutes will be presented before and voted on during the April ExComm meeting along with the February 2018 minutes.

***Trustee’s Report***

LuGay Lanier, FASLA sent her report out in advance of the meeting. She was not on the call so a report was not given.

***Treasurer’s Report***

Chris Hale presented the 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 $73,247.45, which included checking and savings. Chris mentioned that we have a little extra to put into our accounts in the budget. Chris pointed out on the Budget Report the Conference Income from Arch Ex finally was finally received; the VA ASLA Advocacy Fund line items was added to Income; the last payment to ASLA for the donation to the building fund; and the renaming of the Advocacy Licensure Legal Support. Chris and Kevin mentioned the Administrative Support budget amount needs to be reviewed based on the contract with OMG to see if the amount budgeted is in line with the contract. Kevin will review and let Chris know if anything needs to be changed.

***Executive Director’s Report***

Kevin reported on the current membership numbers: 263 members, 14 student members.

***COMMITTEE REPORTS***

**Audit – Chris Hale**Chris said the Audit Committee will wrap up the audit next week. Lynn Crump suggested a note be added to the Audit folder in Dropbox to reflect reasons why conference income for 2017 was lower than budgeted. Some formatting changes to financial documents were suggested as well.

**Awards – Erin Horton**

Erin reported that Kevin put together a Save the Date email that went to members and that more information will be coming out next week. Kevin mentioned the submission deadline is Monday June 11th.

**Constitution/Bylaws – Jarrod Katzer**

No Update.

**Education – Jason Thomas**

Jason said he was looking into new events for 2018. Another Victor Stanley factory tour is scheduled for June 10-11. Jason is working with George Blevins on the event. No VA ASLA members were registered for Anova’s sponsored event at the Alice Ferguson Foundation in Acockeek, Maryland. Jason mentioned the USGBC Greater Richmond joint event in April “A Tree Grows in Richmond!” LA CES has been approved for this event. Jason said he would like to consider holding another Therapeutic Landscape session in 2018 with a possible topic of Hospital Landscape. Jason mentioned he would like to hold another event in the Hampton area this year. Mike Fox mentioned that we may want to reach out to Eagle Bay Paving to see if they would like to host a factory tour or Chesapeake. Other options may be Grier Environmental Center.

**Emerging Professionals – Laura Sokol**

Laura is looking into idea of developing a mentorship program for young professionals or new graduates to connect with seasoned professionals. Mike mentioned there has been some groundwork on this through ASLA and he will forward that on to Laura. Erin Horton is putting together some guidelines on the funding of ASLA membership for some emerging professionals in Virginia. Erin will send draft to Mike and Laura to review and then will send out to the ExComm for their input.

**Events – Walt Cole**

Discussed in New Business section of meeting.

**Fellows – Walt Cole**

Walt Cole has not heard about the status of the nominations of Brian Katen and Doug Mettler. Walt asked the ExComm to think of people to consider for next year.

**Government Affairs – Billy Almond, FASLA**

Billy told the ExComm the committee will be holding a post legislative session conference call in the next week or so with the Lobbyist to discuss how the 2018 Session went and how to prepare during the off-season for next year. He also mentioned the summer is a great opportunity to get the word out to the membership they need to reach out to their legislators and educate them on the profession to help reduce the chances of rouge legislation that would affect the ability to practice for landscape architects.

Billy signed off of the call at this time to join the ASLA Advocacy Committee conference call. Mike Fox then mentioned that the chapter has been submitted for the ASLA Advocacy Award. No word on the decision yet.

**Nominations – Walt Cole**

No report.

**Public Relations/Communications – Jenn Hare**

Jenn Hare has mentioned she needs to get with Kevin on the website. ASLA has finished the re-branding and have released the chapter logos. She will share this information with the ExComm. She has pulled together a letterhead sample and will be working on other print and electronic format. We can start using the new logo on April which is the first day of World Landscape Architecture Month. During the month Jenn will be posting images and information from last years award winners on social media channels every day.

**Sponsorships – Kevin Bayes**

Kevin is to prepare information on conference sponsorship to get out to exhibitors and sponsors.

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

No report.

**NEW BUSINESS**

**2018 Conference Planning**

The conference will be held Friday and Saturday, August 24th and 25th, 2018 at Natural Bridge Hotel and Conference Center. Walt Cole spoke about the conference format will be similar to years past with a Friday component of educational tours during the day. A twist to Friday would be to hold the Professional and Student Awards Celebration along with a reception and then have a social happy hour at the end of the educational sessions on Saturday. Walt has heard from a couple of volunteers. Blaine Keesee, ASLA of Draper Aden Associates in Blacksburg and Lynn Crump, ASLA with the Virginia Dept. of Conservation and Recreation have volunteered. Walt plans to set up the first committee call next week. The committee will talk about a theme, speakers, tour and educational session topics. Walt and Erin have been playing around with themes based on the fact the meeting will be at Natural Bridge – such as “Landscape Architecture is the natural bridge between planning and design” or “Landscape Architecture is your Bridge to the Future!” He asked if anyone had suggestions to share them with him. He said it is important to hit on things liked the historical background of the bridge, natural resources, or state park system.

**Advocacy Day at ASLA**

Mike Fox, Walt Cole, and Jenn Hare are planning to attend Advocacy Day in Washington, DC. Kevin Bayes plans to attend the ASLA Midyear CPC meeting.

**OLD BUSINESS**

**CELA**

Mike was hoping that C.L. Bohannon would be on the call to provide a wrap up of CELA but he will ask C.L. to provide that during the next meeting.

**Upcoming ExCom Meeting**

The next ExComm meeting will be held as an in-person meeting. Kevin will send out a survey to the ExComm to find out which day(s) and time(s) work best for everyone.

***Adjournment***

There being no further business, Mike adjourned the meeting at 3:01 p.m.

Respectfully submitted,

Kevin Bayes

Executive Director

Virginia Chapter of ASLA