A meeting of the Virginia Chapter ASLA Executive Committee (ExCom) was held at Natural Bridge Hotel, Natural Bridge, VA on Friday, August 24th at 11:00 am. 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 (phone) |  |
| Awards Committee | Terry Clements, FASLA |  | X |
| Public Affairs and Communications Committee | Jenn Hare | X |  |
| HALS Liaison | Liz Sargent |  | X |
| Staff | Kevin Bayes | X |  |
| Guests | Shawn Balon | X |  |
|  | Lynn Crump | X |  |
|  | Borden Edgeron | X |  |

***Call to Order***

Mike Fox called the meeting to order at 11:08 a.m. Role was taken. A quorum was present.

***President’s Message***. Mike welcomed everyone to the meeting and to Natural Bridge and said he is looking forward to a great conference. Mike mentioned his discussions with OMG regarding Kevin’s time and that the VA ASLA leadership should take a more active role in day to day tasks. This will help Kevin focus on the roles and responsibilities that he is contracted to do. It was mentioned that the leadership use to have retreats to discuss the state of the chapter and determine what areas are important to the well-being of the chapter and how those areas need to be added or improved upon. The ExComm thought a retreat planned for after the ASLA meeting and before the end of the year is a good idea. Mike introduced the two guests who were new to attending ExComm meetings. Shawn Balon, recently moved from the Washington, DC area to Richmond. Shawn was employed at ASLA working in the Professional Practice department where he worked on diversity issues. Borden Edgerton was elected to serve as chapter Member-at-Large and will begin serving his two year term when all 2019 officers begin at the conclusion of the ASLA Annual Conference in October.

***Approval of the June and July 2018 Minutes***

The minutes from the June and July meetings were sent to the ExComm in advance of the meeting.

***Motion***: Erin Horton moved to approve the June and July 2018 minutes as presented. LuGay Lanier, FASLA seconded the motion. The minutes were approved.

***Trustee’s Report***

LuGay Lanier, FASLA reported that ASLA has developed several educational pieces targeted at teens and young adults on landscape architecture. She also mentioned that the ASLA State Government Department is looking for sites for future Advocacy Summits for next three years. LuGay thinks VA ASLA should submit to host one of the future sites. She is going to find out what the deadline is and let VA ASLA leadership know.

***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 $73,643.01, which included checking and two savings accounts. Chris mentioned information Kevin had shared with him about changes in how items were being process and that all financial work was going to be done out of the Chesapeake OMG office. One initiative is moving financial processing from Quick Books to Great Plains which is a Microsoft application. Chris also asked the ExComm to review the current budget categories and let him know if anything new needs to be added. He will share any suggestions he receives with the ExComm at a future meeting so they can be included in the 2019 Budget planning process.

***Executive Director’s Report***

Kevin reported on the current membership numbers: 266 members, 12 student members. Kevin reported on the LA CES audit process and that he received word that morning that the chapter passed with the committee making only a few suggestions on future submissions.

***COMMITTEE REPORTS***

**Audit – Chris Hale**No report

**Awards – Erin Horton**

Erin and LuGay Lanier, FASLA said the chapter awards will be focused on and will be awarded next year.

**Constitution/Bylaws – Jarrod Katzer**

No report.

**Education – Jason Thomas**

Kevin reported flyers on the Maggie Walker Plaza tour will be put on the tables during the Annual Conference. Kevin will work with Jenn Hare to get information out to the membership about it and Jenn will post on the social media channels.

**Emerging Professionals – Laura Sokol**

No report.

**Events – Walt Cole**

Walt reports that everything is ready for the Conference.

**Fellows – Walt Cole**

LuGay Lanier, FASLA mentioned that Barry Stark, FASLA has agreed to serve as chair of the Fellows Committee. The process should begin soon to find people interested in applying to become a Fellow. ASLA has provided us with a list of those who are eligible to apply. Brian Katen will be recognized at the VA ASLA Fellows Reception being held this evening at Natural Bridge Hotel before the Awards Banquet.

**Government Affairs – Billy Almond, FASLA**

No report.

**Nominations – Walt Cole**

No report.

**Public Relations/Communications – Jenn Hare**

Jenn reported that she and Elyana Javrar will be posting on Instagram from the VA ASLA Annual Conference, Jenn will be posting on the VA ASLA Instagram page and Elyana will have access to the ASLA national Instagram page and will be posting to it.

**Sponsorships – Kevin Bayes**

Kevin reported that we have eight companies signed up as exhibitors for the Conference. We also have sponsors for the breakfast, lunch, breaks, happy hour and the Fellows donated money for the Fellows Reception.

**Teller – Erin Horton**No report

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

No report.

**NEW BUSINESS**

**GreenBlue Urban Virginia Roadshow**

Kevin and Jason Thomas were contacted by GreenBlue Urban about several educational opportunities they would like to hold in the state in September. The sessions will be set for Charlottesville, Richmond, and Norfolk on consecutive days. GreenBlue will set up the event locations, the program, and provide the LA CES for the sessions. They have asked if the chapter could contribute funds to help with the costs of the locations. Jason told the representative that this would have to be voted on by the ExComm. The ExComm discussed the matter and said they would be willing to contribute as long as the chapter was listed as and given credit for being a co-sponsor.

***Motion***: Erin Horton moved to approve the sum of $100 per location (total of $300) to be contributed for the upcoming GreenBlue Urban educational sessions to be held in Charlottesville, Richmond, and Norfolk as long as the VA ASLA was recognized as a co-sponsor of the events. Walt Cole seconded the motion. The motion was approved.

**Upcoming ExCom Meeting**

The next ExComm meeting will be a Zoom conference call. Kevin will send out a doodle poll to the ExComm to find out what time(s) and date(s) work best for everyone.

***Adjournment***

There being no further business, Mike adjourned the meeting at 12:03 p.m.

Respectfully submitted,

Kevin Bayes

Executive Director

Virginia Chapter of ASLA