

POTOMAC



ASLA

POTOMAC
CHAPTER
AMERICAN
SOCIETY OF
LANDSCAPE
ARCHITECTS

P.O. Box 18184
Washington, DC
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Potomac Chapter ASLA – EXCOMM Meeting Minutes, January 9, 2006

Attendees: Heather Hammatt Lisa Delplace Kristi Farnsworth
Faye Harwell Joanna Bush Ryan Keith
Kristen Gedeon Shila Patel Darrell Oliver
Amol Deshpande Amy Neiberline Dave Norden

Call to order Monday, January 9, 2006, 6:10 p.m.

November 2005 minutes and December 2005 minutes were approved.

President's Report:

Appointment of New Member at Large as Kirsten is unable to serve (bylaw sec 832). It was voted to appoint Jeanette Ankoma-sey to the position of Member at Large.

January and February Calendar:

Will be included in the next website update – send any event dates to Heather to be included.

President Elect's Report:

Lisa presented draft proposal for NLAM tour event.

Lisa will email the proposal for comment – all ExComm members to respond by the end of the week so a final plan can be formed.

Date of April 29th was chosen for the tour.

Past President's Report:

No report

Committee Reports:

Archives:

Kristi to contact New York Chapter for guidelines in setting up an archives committee.

Communications:

Aiman will get 2005 awards up on website this month.

Social:

OVS office visit set for 6-8pm on January 12th. Heather will send around one more reminder by email with directions.

Secretary's Report:

Three new memberships this month.

Four lapsed memberships this month. A 'lapsed member letter' has been drafted and will be sent each month to encourage them to re-join.

Email address updates: Jo to do postcard mailing this month. If some emails are still out of date after that we will follow up individually.

Treasurer's Report:

Ryan submitted December report.

Executive Committee 2005-2006

President:
Heather Hammatt

President-Elect:
Lisa Delplace

Past-President:
Kristi Farnsworth

Trustee:
Faye Harwell

Secretary:
Joanna Bush

Treasurer:
Ryan Keith

Member-At-Large:
Kirsten Melberg

Trustee's Report:

Faye submitted report.

Student Chapter Report:

Student ASLA Awards:

Jo to email award guidelines to Terry Clements. Awards will probably be held at end of school year in early May.

Old Business:

Tax Issues / Non-profit Status:

Non-profit forms have been located and lodged with DC every two years. Tax status is still unclear – Heather to follow up with National.

ACE Mentor Program:

Luncheon presentation at National is on January 19th – Heather and Faye to attend.

Virginia Licensure Summit:

Heather has passed on the names of some contacts to Rob McGinnis.

New Business:

Scholarship Fund:

Ryan presented options for investing in a Legg Mason managed fund to allow interest to pay for scholarships.

Kristi presented the 2004-2005 budget and discussed options for % of sponsorship money to go towards scholarship, website, and Chapter development.

Legg Mason rep. to visit Ex Comm and report back as to how much should be put into scholarship fund.

It was voted to, in the mean time, move \$18,000 from Account C to Account A to earn more interest.

Ryan Kristi and Heather to meet to prepare 2 year budget and formulate recommendations for financial goals in keeping with Chapter Strategic Plan.

Congressional Fellows Pilot Project:

New project by National – Heather to email around memo for review.

Donation to National's Green Roof Project:

It was voted to make a donation to National for the green roof, of an amount to be decided once the review of finances has occurred.

Faye to write a letter to National telling them the Chapter will make some contribution.

Next Meeting Date:

Monday, February 13th 2006 at Virginia Tech.

Adjourn: It was moved to adjourn at 8:05 p.m