

POTOMAC



ASLA

POTOMAC
CHAPTER
AMERICAN
SOCIETY OF
LANDSCAPE
ARCHITECTS

P.O. Box 18184
Washington, DC
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**Executive
Committee 2007**

President:
Ron Kagawa

President-Elect:
Karen Kumm Morris

Past-President:
Lisa Delplace

Trustee:
Faye Harwell

Secretary:
Marci Drury

Treasurer:
Lisa Siri

Members-At-Large:
Jeanette A. Ankoma-Sey
Adele Ashkar
Melissa Rainer
Josh Serck
Chris Shaheen

Potomac Chapter ASLA - EXCOMM Meeting Minutes January 14, 2008

Attendees: Ron Kagawa Faye Harwell Jeremy Thaxton
Lisa Delplace Melissa Rainer
Lisa Siri Marci Drury
Karen Kumm-Morris Adele Ashkar

Call to order at 6:15 p m on Monday January 14, 2008
Melissa motioned to accept November's minutes. Faye seconded.

President's Report: Ron Kagawa

- Banquet Debrief: Ron is preparing a letter to the Maryland Chapter President to suggest combining banquets. The Maryland Chapter has until June 2008 to respond. (see attached: Presidents letter to MD President)
- Fellows Reception: Lisa D is coordinating with National for a few optional dates for the event. She will email around a few dates for ExComm input. Lisa will need help closer to the date.
- Website Bios: Jereme and Adele need to submit bios and photos to Amy for the website.

President Elect's Report: Karen Kumm Morris

- Committee Consolidation: Lisa and Karen have reduced the list of committees to 10 from 13. They used the time of year when the committees are active and type of committee to choose which ones to combine. Lisa D. suggests placing recently nominated and approved Fellows to be on the Nominating Committee. ExComm is to review the draft of committees individually and email Lisa D with responses before the end of January. (see attached: Committee Combinations)
- Banquet Guide: Committee to create a check list or 'dos and don'ts' list for the next banquet.

Committee Reports

- Communication: Committee is still looking for another website provider. They are trying to post award winners. Relying on volunteers in the past was not successful. National has a website designer. Karen needs to follow up. Someone on ExComm needs to be designated to coordinate updates on website. Someone needs to look into content management systems. Committee to contact LORE to check services and willingness. Melissa is to talk to Amy. Lisa S. is to get LORE contract for Melissa to review.
- Legislative Affairs: Faye is to ask Darwina Neal if she is interested in being part of the Licensure/Legislative Affairs Committee.
- Nominations: We have one candidate (Faye Harwell) for the 2008 Fellows. The committee has lined up possible nominations for 2009 and 2010. They are looking for input from chapter members. They suggest having past Fellows help nominated Fellows through the process. Lisa D. will send around a proposal to the ExComm for approval. When elections occur, notify and look for four members-at-large to chair committees.

Secretary's Report: Marci Drury

- Happy Hour is set for January 24 at Michael Vergason's office. There will be

beer tasting and possibly a short and casual presentation. Help has been offered to the office. None has been requested.

- New and lapsed members were named.

Treasurer's Report: Lisa Siri

- Lisa to send Marci list of banquet costs. Lisa D wants to create a budget to forecast the next banquet and other events. (see attached: 2007 Awards Banquet Profit Report)

Trustee's Report: Faye Harwell

- ExComm to review postcard verbiage for archive request. A graphic is still needed for the postcard. Faye is looking for a storage unit to put materials in. Beth is to check on postcard design and sending by 2/15/08. Review postcards and send comments to Faye by 1/22/08. Originals or copies are acceptable archives. Faye to make an appointment with Susan Cahill.
- Try to focus media publicity on local tv/radio shows to get advertizing. Lisa D suggests sponsoring a broadcast on the radio on April 1 and April 26 in recognition of landscape architecture month. Karen was given the task to see if we can get a blurb on WAMU or another public service station. Faye to make appointment with National for a lunch date to try to share advertizing cost.

Student Members

- Morgan State is co-hosting movie event with Virginia Tech. They have space reserved and everyone has been contacted. Refreshments are still needed. The event will be held at Morgan State on April 17, 2008 from 6-8pm.
- February 11, 2008 will be portfolio reviews in conjunction with AIA at Virginia Tech. The students are hoping for a multi-disciplinary showing. ExComm is to ask co-workers for volunteers to review portfolios.
- The students are looking for LEED construction materials.

Old Business

- AARP: No word back from Darwina Neal. Another firm has volunteered their services for the AARP building landscape.

New Business

- Adelle Gravitz sent out a Sustainable Sites Initiative document. Ron is to email membership for expertise for a technical review of the document.
- NLAM: The best date for the event is a week night in mid April. April 25th is the first choice. April 18th is the back up. They are expecting 100-150 people in attendance and there will be a fee for attendance. Karen to create a preliminary list of possible locations. Adele suggests inviting all Fellows and creating multiple round-tables as necessary. The first step is to pick a date around the cherry blossoms and Trustee's meeting. Lisa D. suggests 2 events- 1 day. ExComm to think of people who might volunteer to help.

Next meeting is Tuesday February 19 at OVS

Meeting adjourned at 8:44 pm.