

POTOMAC



ASLA

POTOMAC
CHAPTER
AMERICAN
SOCIETY OF
LANDSCAPE
ARCHITECTS

P.O. Box 18184
Washington, DC
20036-8184

Potomac Chapter ASLA – EXCOMM Meeting Minutes, March 13, 2006

Attendees: Heather Hammatt Kristi Farnsworth Lisa Delplace
Ryan Keith Joanna Bush Jeanette Ankoma-sey
Jacye Swallow

Call to order Monday, March 13, 2006, 6:10 p.m.

February 2006 minutes were approved as corrected.

President's Report:

March and April calendars were sent out by central email created by Heather for chapter president. Heather will look into using the chapter website address if it will function in a similar way as the Yahoo address.

potomachapprez@yahoo.com.

Heather distributed the draft 2-year budget for review.

President Elect's Report:

The Confluence of Water and Design

Lisa presented the NLAM Tour planning and budget that has been developed by the committee. She will email the budget tomorrow for an Ex Comm vote.

OVS Spring Seminar on nursery stock

OVS asked if Potomac Chapter would sponsor this event. Lisa to report back on what they are asking for (monetary contribution?). We can at least advertise it.

Past President's Report:

No report

Committee Reports:

Legislative Affairs:

Shila Patel has expressed interest in this committee. Kristi to contact her to see if she can attend Lobby Day.

HALS:

Kristi to ask Charles Birnbaum if he would be the Chapter contact for HALS and help to recruit volunteers.

Licensure:

Heather to contact Daren Crabill to see if he will attend the Licensure Summit.

Membership:

Heather to ask Dave Norden if he will be National's contact for this committee. Dave and other committee members to call people with defunct email addresses.

Social:

LSG office visit will be May 11. Time to be confirmed.
Jo to purchase thank you cards for offices who host visits.

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:
Jeanette Ankoma-sey

Audit:

Standing committee and needs to be appointed. Audit will occur in November/December. One Ex Comm member needs to be on the committee.

Secretary's Report:

Five new memberships this month.
No lapsed memberships this month.

Treasurer's Report:

Ryan submitted February accounts report.

Ryan distributed calculations showing interest on different levels of investment for scholarship. Ex Comm to review to see how much we want to give as a scholarship and when.

Ryan to contact MD Chapter to ask how the executive director position works. Ryan to look into the possibility of hiring a VA Tech student for this position with payment in the form on tuition. Jayce to look into the cost of tuition and how much TAs are paid. All Ex Comm to make a list of tasks that could be handed to an administrative assistant.

Ryan to forward proposal at next meeting for the amount of money to be spent on: scholarship; next phase of website; and admin assistant.

Trustee's Report:

Trustee was not present to submit report. Report will be submitted by email.

Student Chapter Report:

Portfolio review to be planned for mid April on a Wednesday night. Jacye to send the preferred date. Jeanette to call professionals to participate.

Student volunteers could help at the NLAM Tour. Jo to tell Jacye how many volunteers will be needed after this week's committee meeting.

Student Awards to be judged on March 28. Jury will be Matthew Evans, Jon Fitch and Trini Rodriguez. Jo will attend the judging. Lisa will attend the presentation of the awards on April 28.

Jacye asked about student competitions with monetary awards run by ASLA. Jayce to get more details of the architectural competitions and then Lisa can follow up with CPC.

Old Business:

Tax Issues

Ryan to check the income threshold for taxes to see if we need to file or not. Ryan to send Heather an amount for the budget for a tax accountant.

Congressional Fellows Pilot Project: Tabled

Next Meeting Date:

Monday, April 10, 2006 at EDAW

Adjourn: It was moved to adjourn at 8.10 p.m