



## Potomac Chapter ASLA - EXCOMM Meeting Monday March 10, 2008

Attendees: Ron Kagawa                      Melissa Rainer                      Karen Kumm-Morris  
Adele Ashkar                      Jeanette Ankoma-Sey                      Lisa Delplace  
Lisa Siri                      Marci Drury

Call to order at 6:19 pm on Monday March 10, 2008

January and February meeting minutes were approved. Faye motioned and Adele seconded.

POTOMAC  
CHAPTER  
AMERICAN  
SOCIETY OF  
LANDSCAPE  
ARCHITECTS

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

### **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

### President's Report: Ron Kagawa

- C.I.P. Time:Space Project: 35 letters went out on Saturday to pioneers of the Potomac Chapter inviting them to participate in the roundtable discussion. The committee will be making follow up phone calls later in the week.
  - The publisher of the book is urging the committee to sign the contract now in order to lock in prices from one year ago. See contract attached. Graphics and editing are included in cost. Adele showed an example book of the style our book would have. The first half of the book would be the written history of the chapter and the second half of the book would have color images and exhibit members works. The deposit is broken down into multiple payments. Faye suggested and the ExComm approved to change the deadline for the submission to be February, and the final book edits to be done by August. Lisa D motioned to put the first down payment down now and Faye seconded the motion.
  - Adele and Ron met with Tara Walker about the Time:Space and other projects. She had a good response.
- Fellow's Reception: Lisa D noted that the reception was 'quite nice' and that the attendees appreciated how nice it was to be professionally catered. About 40 people attended. The Maryland chapter president also attended.
- Maxine Artis asked Ron to write a letter to change Beatrice Coffin's status to Emeritus. See attached.
- Tara Walker is encouraging the chapter to fill out an NLAM Activities Report for national. See attached. Karen suggested creating a form using current ExComm volunteer outreach activities.

### President Elect's Report: Karen Kumm Morris

- Time:Space Archives: Postcards to specify that members are to send only Potomac Chapter business and not personal work.
- NLAM/Fellows Roundtable: The committee has the contract with Brookside to sign. Committee needs to check how early the caterer can enter the grounds and set up. Adele reviewed the draft schedule for the day with three sessions that are 45 minutes long each. Everyone must be out of the hall by 3 pm. Three caterers have been contracted for proposals for a simple breakfast, lunch buffet and afternoon refreshments. The budget for the day ranges from \$4,200-7,000. See attached. The committee is to see if we can provide educational credits for attending the event. Faye suggested reaching out to the older population and AARP for attendees. The preliminary cost to attend the event is \$50 per person (\$60 for late registration) and \$25 for students. Carlos at OVS has created a graphic for the event to be used on posters and brochures. See attached. He is to update the graphics with revisions made at the meeting. All questions need to be answered before voting on the caterer and budget. Karen is to send an updated budget once she receives a proposal from

Well Dunn catering by Monday to approve. The approval of Brookside as the location is tabled until the budget is finalized.

#### Committee Reports

- Combining Committees: Karen and Lisa D are to send out a list for approval on Monday to vote on.

#### Secretary's Report: Marci Drury

- There are 7 new members in the chapter and 2 lapsed member. All were named.
- ExComm approved the idea to send out a quick questioner to the recently lapsed members to find out why they have lapsed. Marci to send out draft to ExComm for review and input.

#### Treasurer's Report: Lisa Siri

- There is \$31,600 in our money market, \$10,087 in our nonprofit checking (minus 3,000 for the scholarship fund). \$19,813 (plus 3,000) in the scholarship fund. Total: \$61,572.83.

#### Trustee's Report: Faye Harwell

- Archives Research: Postcards should be mailed out by Friday.
- Media Coordination: Faye to inform National about our radio sponsorship. Lisa D. suggests making a donation of \$365 to NPR-885am to host a day of broadcasting on the radio. The broadcast will announce the NLAM event and other National and Potomac chapter events 3-5 times that day. A day in the first week of April will be chosen. Melissa motioned to approve the idea, Faye seconded. And Lisa D is to finalize the plans.

#### Student Members

- Movie Night: Mike is concerned about getting DC and NOVA professionals to attend the event in Baltimore. Mike sent an email to Adele to invite students from GWU and to Jack Sullivan to invite students from UMD.

#### Old Business

- Website: Melissa spoke to Amy who requested the 2006 and 2007 award winners and new Fellows information for the website. Amy is to look for new providers for the website.

#### New Business

- Liz Fischer a former Chapter Trustee sent Ron the APA DC Tours Catalog as an example of how to design the 2010 meeting catalog.
- Faye will be speaking about the National Arboretum at the Building Museum on April 21. The title of her talk is 'Washington's Urban Oasis.'
- Bill Thompson invited people to attend the Conservation Summit on March 13 from 12:30-3:30 at the Greater Washington Board of Trade. Lisa D will attend.

Meeting was motioned to adjourn at 8:1 Lisa D.

Next meeting will be on April 7 at Karen's house-3725 N. Delaware St, Arlington, VA