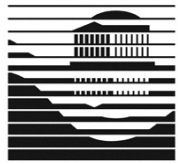


POTOMAC



ASLA

POTOMAC
CHAPTER
AMERICAN
SOCIETY OF
LANDSCAPE
ARCHITECTS

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

**Executive
Committee 2008- 2009**

President:
Karen Kumm Morris

President-Elect:
Lisa Siri

Past-President:
Ron Kagawa

Trustee:
Faye Harwell

Secretary:
Beth Carton

Treasurer:
Mark Mastalerz

Members-At-Large:
Adele Ashkar
Jeanette A. Ankoma-Sey
Melissa Rainer

Potomac Chapter ASLA – EXCOMM Retreat Saturday September 27, 2008

Attendees: Karen Kumm Morris Faye Harwell Marci Drury
Ron Kagawa Mark Mastalerz Adele Ashkar
Lisa Siri Beth Carton Jeanette Ankoma-Sey

Introduction of Past and Current Officers

Discussion of Executive Committee Roles and Committee Structure

- Review of committees and sub committees
- Committee chairs should pull in two to three ASLA members to help staff each committee.
- The committees will report issues to the ExComm, where these items will be vetted to reach a decision.
- Audit Committee- Ron will review the process and third party review. The audit for FY 2008 should take place between September and December.
- Nominating Committee- Ron and Lisa Delplace will work on the Fellows Nominations which are due in March of 2009.
- Next year's officers' nominations begin in May and the ballots will be distributed at the end of July. The Chapter trustee's term expires in October of 2009 and will be included on the officers' ballot.
- ASLA National Meeting 2010 Committee- the Potomac Chapter will assist National in the planning process. Faye and Lisa will attend the upcoming National Meeting in Philadelphia and attempt to sit in on the planning process for the 2009 National Meeting in Chicago, and the de-briefing meeting from the 2008 National Meeting. Karen will follow up with National about the upcoming process for 2010.

Review of Past Year's Events

- The Potomac Chapter hosted the annual Potomac/Maryland Awards Banquet in December.
- Two office visits/ "Happy Hour" socials were held last year; both were well attended.
 - Michael Vergason Landscape Architects, Ltd. hosted an office visit in January.
 - LAB hosted an office visit in June.
- The chapter hosted a round table discussion in April for NLAM. The Chapter Pioneers event was also part of the Time:Space Project's series of round table discussions.
- In September, the chapter co-sponsored a Film Screening with AIA and APA. The event was successful with attendance from all associations. It was decided to pursue this as an annual collaborative event.

Review of Current Events/Initiatives

- The annual Awards Banquet is hosted by the Maryland Chapter this year. The Potomac Chapter is responsible for judging the awards. Faye will speak with other chapter trustees to try to find a chapter to review the awards third-party by mid-October. The awards submissions are due in October. POASLA will create the awards presentation powerpoint and send it to Maryland via CD. The Potomac Chapter will also print the awards certificates.

- Sponsorship coordination will be the responsibility of the treasurer. Historically, sponsorship has been heavily pursued to finance the awards banquet as hosted by the Potomac Chapter. As this year is an off-year, Mark will ensure the sponsor's contracts are fulfilled and continue to promote the chapter. Ron Kagawa will advise and help collect information from Ryan Keith, who formally headed this effort. Additional past information is located in the secretary's files.
- The Time:Space Project committee is currently collecting information for the publication to be published and distributed at the 2010 National Meeting. The NLAM round table event in April was a success and captured important information about the chapter. The committee has met with the publishers and is moving forward with design work.

Trustee Report

- National ASLA is considering ways to reduce costs in the FY 2009 budget. Travel expenses and event cost allowances have already been reduced. One topic of discussion for additional savings is cutting the CIP Grant Program. Reasons cited for this cut are lack of interest in the grant program and a lack of quality applications. The Potomac Chapter currently holds a CIP Grant for the Time:Space Project, with anticipation to receive additional grant funding to finance the project over the next two years. The Chapter will create a statement of our commitment to the Time:Space Project and the Chapter's investment in the CIP Grant Program. Additional progress reports and financial statements for the project will be compiled and forwarded to Faye for the Trustees' Meeting during the National Meeting in October. Faye will convey the Chapter's interest in continuing the CIP Grant Program.

2008-2009 Calendar

- All members participated in an exercise to map out the events of the upcoming year. A graphic of the exercise is attached.
- It was agreed by all to reserve August as a recess in deference to personal schedules and vacations of the Chapter and ExComm members.
- Office visits have proven to be very successful events in the past and two office visits will be targeted for the next year.
- Efforts to collaborate with other disciplines will be pursued through establishing an annual ASLA/AIA/APA event in September.
- Student events to be coordinated are: Thesis Celebration, Portfolio Review, Student Awards, and Internship Fair.
- The NLAM event in April will be the second part of the Time:Space Project's Potomac Tapes series: The Contemporaries Round-Table Discussion.
- Executive Committee meetings will be held the second Monday of each month, with the following dates set for the up-coming year.

October 20	March 9
November 10	April 13
December 8	May 11
January 12	June 8
February 9	July 13

The next meeting is set for Monday October 20 at RHI. (Subsequently changed to October 27)
All present helped prepared the awards submission information for mailing.

