



Executive Committee Meeting Minutes

Date: Jan. 11, 2021; 6-8pm

Zoom

POTOMAC

CHAPTER

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ARCHITECTS

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**Executive Committee
2020-2021**

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Matt Johnston

President-Elect
Annie Varma

Immediate Past President
Kerri Blackman

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Rob Tilson

Secretary
Carla Ellern

Treasurer
Matthew Sellers

Executive Director
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Members At-Large
Brad Bartell
Laurie Beth Donnachie
Lindsay Hand
Jules Krinsky
Stephen McLaughlin
Stephanie Roa
Mike Stelfox
Abigail Thomas

<u>TIME</u>		<u>REPORTER</u>
6:00	Call to Order, Attendance	Matt J.
6:05	Approval of Consent Agenda <ul style="list-style-type: none"> December Minutes Membership Reports Motion: Laurie Beth, Second: Abby, All in Favor 	Matt J.
6:10	Year-End Financial Reports & Explanation <ul style="list-style-type: none"> Net income just under \$12,000 as of Dec of last year; didn't make as much \$ in membership dues as Susan had projected; \$25,362 vs. \$28,000 projected; Membership is down all around, National too. Brought in some sponsors for the annual celebration Investment Account- Planned investment in the Morgan Stanley acct.is now finished; \$50,4000 total invested last year; had an \$11,364 gain for 2020 (23% gain); \$61,436 market value now. There is a cash balance of \$93,700; aiming for 75% cash on hand; 75% of operating budget of \$104,330 = \$78,248; need to decide if we want to invest the net income from 2020. 	Susan Matt S.
6:20	Determination of Ballard Scholarship New Criteria-now or special meeting? <ul style="list-style-type: none"> Rob would like to discuss how to manage the Ballard \$ for good. Open meeting? Ex Comm set the criteria? Would be good to award some Ballard Scholarships this spring or summer, no later than Aug. 15. People need money now. Historically, Ron Kagawa chaired the Ballard; looked at the yield and gave away \$2000-\$2,500 each year; we give out the interest earned; Ballard earned \$2,600 in 2020. Discussion of possible ideas, as well as whether to create a new fund. Consensus not to create another fund. Should we suspend the Ballard for one year to figure out what to do? Because there's no student body at the WAAC any more. Modify the criteria, make a reasonable time period so we can award it August 15th. Abby asks for written description of Ballard. Susan will scan and send to us. Decision: Matt J. will form a TASK FORCE. 	Rob and all
6:40	Decision on how much to invest and schedule, as well as Ballard funding <ul style="list-style-type: none"> Decision: Motion to move \$12,000 into Morgan Stanley in \$3,000 increments Motion: Rob, Second: Laurie Beth, All in Favor. 	Matt J, Matt S

6:55	<p>Reports on Regional Conference with MD and VA ASLA; timing, length and more. Gala.</p> <ul style="list-style-type: none"> • Matt J, Susan and Annie were on a call with MD and VA discussing dates. Decided on June 9-10, Wed/Thursday. Two 1/2 days. Posted in Base Camp. National has it on the calendar. • VA is happy with platform they used for their virtual conference. Will be less \$ than VA got charged (\$8,000) because it's only 2 days instead of 6 days. • Matt – Ready to convene a programming committee. Was in the last e-blast. 3 people have expressed interest. • Brad Bartell will be the lead from ExComm on the programming part. Thank you Brad! • E-blast has a doodle poll to find a date for the regional conference programming committee to meet. • Decision: 2021 Awards Gala will be virtual; May 6 or May 13th; Maybe on Saturday we can have an in person tour of a green roof or something. Idea: With Zoom – everyone at a firm could turn on their cameras if they win; Socially distant watch parties. 	Matt J.
7:10	<p>2021 webinar schedule-any updates?</p> <ul style="list-style-type: none"> • Jules – No updates. Reached out to the CEO of Rebuilding Together Alexandria, DC. She'd be more than willing to speak. Needs help brainstorming; Events Committee will help Jules out. Stephanie Roa happy to brainstorm. • Susan – We like to do a webinar each month. Because in the past we did office visit parties and site visits once a month. • Health benefits of outdoor spaces webinar: Matt J. will contact the head of Park Rx; Carla will help Mike Stelfox brainstorm other speakers for a webinar • LARE Panel (Annie); end of Jan, beginning of February in past there was an event to discuss the LARE process; Evening session had been panel followed by Cheryl Corson learning the next day. Abby, Annie, Lindsay, and Jules will organize it and make it happen. Decision: The panel will be 6-8pm, February 17th. • Virtual open studios/studio tours? Matt J. – it was a social event, so hard to replace; Idea: Maybe 2-3 offices present how they're functioning in COVID. • Idea: Questions about a GAR webinar; DOEE people may want to participate. • Instead of Open Studio – make a topic based approach. How has your office dealt with GAR, COVID, ... • Sending out webinar survey to ask about best times to have webinars. • Laurie Beth -Events Committee can talk about Happy Hours again. 	

7:20	Educational Outreach report – Throw out some different schools, organizations and firms that are doing ed outreach. Talked about collecting who we could partner with. If anyone has a contact with the NBM, LAF or others, Stephanie will compile the list. Start getting some feelers out there.	Stephanie
7:25	ASLA Awards Nominations & Lifetime Achievement Award recommendation from Nominating Committee-confidential	Lindsay
7:30	<p>Other Business/Discussion</p> <ul style="list-style-type: none"> • Update on Fellows Nominating Committee progress • Paul Kelsch final paperwork in, Glenn LaRue Smith almost there, Steve Lefton moving along. Submit Feb 1st. Haven't gotten anything from Ralph D'Amato. Roger Courtenay working with him. May be a 4th. Susan is cautiously optimistic. • Update on storage of recorded webinars – ASLA may purchase something. For Members Only Section of our website with Membership section is more than the \$3,000 that was the first bid (?) Using Dropbox for now; YouTube also an option. • Call for Awards – going out next Tuesday. Hopefully, more submissions • Advocacy update- from Bob Alter- attached. • Mike Stelfox – Is there a Google Drive to share things? There's a Dropbox and a Google Drive • Country Casual and Victor Stanley are on board to return as Premiere Sponsors for \$5,000 each. Starting to hear back from more sponsors. 	
8:00	Adjournment	All

Attachments:

- Advocacy update

Upcoming Events:

- Feb. 8, 2021 ExComm meeting