



Executive Committee Meeting Minutes

Date: April 11, 2022; 5:00-7:00pm
Zoom

POTOMAC
CHAPTER
AMERICAN
SOCIETY OF
LANDSCAPE
ARCHITECTS

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**Executive Committee
2021-2022**

President
Annie Varma (Present)

President-Elect
Carla Ellern (Present)

Immediate Past President
Matt Johnston (Present)

Trustee
Rob Tilson (Absent)

Secretary
Jules Krinsky (Present)

Treasurer
Matthew Sellers (Present)

Executive Director
Susan Newman (Present)

Members At-Large
Brad Bartell (Present)
Connie Fan (Present)
Jennifer Horn (Present)
Tony Kostreski (Present)
Craig McClure (Present)
Connor Price (Present)
Daniel Straub (Present)
Abigail Thomas (Present)
Davis Walker (Present)

<u>TIME</u>		<u>REPORTER</u>
5:00	Call to Order & Introductions	Annie
5:10	Approval of Consent Agenda <ul style="list-style-type: none"> • March Minutes • Membership Report • Balance sheet • Profit & loss statement • Report of Executive Director <p>Motion to approve consent agenda by Jennifer H. Seconded by Abby. Passed.</p>	Annie
5:15	Investment Report and Decisions <ul style="list-style-type: none"> • Should we hold on investments or continue to invest? • Matt S. recommends that as long as we have 75% cash on hand we should continue to invest <p>Daniel S. moves to invest \$1,000 per month starting in April and will reassess in June after Gala. Seconded by Abby T. Approved.</p>	Matt S.
5:30	Executive Director's Report <ul style="list-style-type: none"> • Update on Gala <ul style="list-style-type: none"> ○ Registrations: early-bird ends 4/14 ○ Lifetime Achievement Award: gift +/- framed certificate? ○ Keynote speaker travel expenses • Advocacy: Vols needed for WLAM +/-FLO proclamation(s) • Sponsorship Update: \$500 sponsorships available for 4/20 webinar and LARE Prep webinar <p>Daniel S. makes motion to approve reimbursing gala keynote speaker for travel expenses of economy flight and one night's hotel. Seconded by Matt S. Approved.</p> <ul style="list-style-type: none"> • Tree dedication for lifetime achievement award? <p>Daniel S. makes motion to allow Susan to pursue tree dedication for lifetime achievement award gifts. Seconded by Jules K. Approved.</p> <ul style="list-style-type: none"> • Only for new recipients • Ex Comm members to do some research and follow up with Susan 	Susan
5:45	Regional Climate Action Summit, June 9-11	Matt J.
6:00	Other Upcoming Events: Please register! <ul style="list-style-type: none"> • Public Sector webinar, 4/20, 5:30-7pm • Susan to send another eblast to encourage 	Connie

	<p>attendance</p> <ul style="list-style-type: none"> • Zoo Tour + Olmsted Walk, 4/23, 9-10:30am • Coldspring's stone walking tour, 5/4, 5:30-6:30pm • LARE Prep webinar • Scheduled for May 10th 5:30-7:30 • Davis W. will replace Tony K. as a panelist 	Matt S. Susan Jules
6:20	<p>Associate Member brainstorming \$45 Gala ticket for current Potomac Assoc. members; how can we attract them to the Gala and attract new Assoc. members???</p> <p>Susan will assign each ExComm member one of our Associate members to call and encourage them to buy the \$45 Gala ticket.</p>	Annie
6:35	<p>Member survey</p> <ul style="list-style-type: none"> • What information do we need? What is the purpose of a survey? • Annie to put demographic question on agenda at CPC • What benefits are members looking for? 	Annie
6:50	<p>Other Business</p> <ul style="list-style-type: none"> • Dan asked about tour at Gala. Ann English may want to be involved in tours. Half hour tour. • Tour to be organized early May? 	Annie
7:00	<p>Adjournment Daniel S. makes motion to adjourn. Seconded by Matt S.</p>	All

Attachments:

- March minutes
- Membership report
- Financial statements
- Investment slides & report
- Report of Executive Director
- Regional Climate Action Summit preliminary program

Upcoming Events

- April 14: Gala early-bird deadline
- (See above for events)
- May 9: ExComm
- May 19: Awards Gala!