



**Executive Committee Meeting Minutes - Final**

Date: August 8, 2022; 5:30-7:00pm  
Zoom

POTOMAC  
CHAPTER  
AMERICAN  
SOCIETY OF  
LANDSCAPE  
ARCHITECTS

715 G Street, SE  
Washington, DC 20003

202-827-7380  
info@potomacasla.org

**Executive Committee  
2021-2022**

*President*  
Annie Varma (present)

*President-Elect*  
Carla Ellern (present)

*Immediate Past President*  
Matt Johnston (absent)

*Trustee*  
Rob Tilson (present)

*Secretary*  
Jules Krinsky (absent)

*Treasurer*  
Matthew Sellers (present)

*Executive Director*  
Susan Newman (present)

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

Kal Almo (guest) - present

<u>TIME</u>	<u>ITEM and DISCUSSION / ACTION</u>	<u>LEADER</u>
5:30	Call to Order & Introductions	Annie
5:31	Approval of Consent Agenda <ul style="list-style-type: none"> <li>• July Minutes</li> <li>• Membership Report</li> <li>• Profit &amp; loss statement</li> <li>• Balance sheet</li> <li>• Investment report</li> <li>• Executive Director's Report</li> </ul> <b>Motion: Brad - to approve</b> <b>Second: Jennifer</b> <b>Approved</b>	Annie
5:35	2023 Chapter dues: Retain the \$100 for Full & Affiliate, \$25 for Associate members; or revise/increase... <b>Discussion:</b> Carla asked if other chapters are raising rates <b>Motion: DanS - accept rates as they currently exist</b> <b>Second: MattS</b> <b>Approved</b>	Annie
5:40	ASLA Conference Chapter attendance and reimbursements <ul style="list-style-type: none"> <li>• President-Elect (Carla) to represent POASLA at Fellows Investiture Dinner and President's Awards Dinner. To be reimbursed for the 2 dinner tickets + 2 nights' hotel.</li> </ul> <b>Motion: Daniel - to approve</b> <b>Second: Jennifer</b> <b>Approved</b> <ul style="list-style-type: none"> <li>• Should we send Exec. Director (Susan) to CPC in San Francisco? National not reimbursing any costs for Exec. Directors going to CPC. Est. cost: \$1780-2000.</li> </ul> <b>Discussion:</b> Jennifer & Carla: "a no brainer.." Matt: suggested considering the possible need for extra funds in this line item for the next budget <b>Motion: MattS - to approve</b> <b>Second: Jennifer</b> <b>Approved</b>	Annie
5:50	Proposals from law firm for Scholarship Foundation & Chapter incorporations <b>Discussion:</b> Dan noted that the fee cap is at the higher range of the approved Motion from last month. <b>Motion: Daniel – to accept proposals with condition that Susan ask to be notified when the work is nearing the \$5000 and the \$3000 invoice levels (before the cap)</b> <b>Second: MattS</b> <b>Approved</b> <b>Next steps:</b> Susan to notify ExCom asap.	Susan
5:56	LARE Prep: Should we retain the same format for the next session or something different (Jules). <b>Discussion:</b> Davis, Abby, Annie and Susan with comments re: a) panel, b) study groups and c) teaching. Daniel recommended coordinating with MD Chapter on item – Abby to follow-up w/ her contacts. Jules could email those who registered for this year's panel to get their input. <b>Motion: n.a.</b>	Annie/Carla
6:10	Educational Outreach	

	<ul style="list-style-type: none"> <li>• Upcoming events, volunteers needed?</li> <li>• Intern report</li> <li>• Park(ing) Day 2022 with schools, libraries, community centers</li> <li>• Outreach to community colleges idea</li> <li>• Other</li> </ul> <p><b>Discussion:</b> Jennifer provided updates re: volunteers needed to teach units at the Phelps School this fall. She will ask them about possibility of Park(ing) Day there. Possible missed opportunity for DOT permits for P'kg Day, but new opportunity w/ libraries and schools, Jennifer to contact LAB Studio about the possibility of using the DC library as a location. Carla updated on possible outreach to community colleges – she will talk to Matt J. about UDC, and possibly reach out to NOVA. Jennifer will also get in touch with the Dean at Catholic Univ. again.</p> <p><b>Motion:</b> n.a.</p>	<p>Jennifer Jennifer Jennifer</p> <p>Carla</p>
6:30	<p>Report on Firm Leaders Group</p> <p><b>Discussion:</b> Jennifer filled in for Connie w/ updates and positive results of first meeting; plans for follow-up mtg in Nov.</p> <p><b>Motion:</b> n.a.</p>	<p>Connie</p>
6:32	<p>Other Business &amp; Reports</p> <ul style="list-style-type: none"> <li>• Volunteers needed: German LA on 8/29, Picnic</li> <li>• Sponsor needed for 8/16 “Lessons Learned” webinar (\$500)</li> <li>• Upcoming ExComm dates: <ul style="list-style-type: none"> <li>○ 9/12, 5:30-7:30pm</li> <li>○ 10/3, 5-8pm est.. Planning Retreat in lieu of 10/10 ExComm meeting. <b>Hold this date and time!</b></li> <li>○ Possible 2<sup>nd</sup> meeting in Oct., if needed, later in the month.</li> <li>○ 11/7: ExComm meeting (instead of 11/14, which conflicts with Conference)</li> </ul> </li> <li>• Other</li> </ul> <p><b>Discussion:</b> Annie recommended the Picnic at AEnglish Farm in PA; Jennifer recommended Picnic site at Lubber Run ARL; Brad offered to lead effort to welcome German student w/ tour of ASLA green roof and possible visit to Lee Assoc. (and use of Nat'l website for explanation of projects); and Rob recommended asking Columbia Green to be sponsor for “Lessons Learned” 8/16.</p> <p><b>Motion:</b> n.a.</p>	<p>Susan Susan</p> <p>Carla</p>
6.50	<p>Adjournment</p> <p><b>Motion: Daniel - to adjourn</b></p> <p><b>Second: RobT</b></p> <p><b>Approved. Meeting ended at approximately 6:55pm.</b></p>	<p>All</p>

**Next ExComm Meeting:** Sept. 12 (and see Other Business above)

**Additional Info:** Connor reported that his audio was defective but that he had attended the Advocacy Day Q&A session and will be joining the group to help move the ball forward with advocacy efforts. Susan will add this item to the next Agenda and noted that Annie and Matt S. are also reps to the group.