



**American Society of Landscape Architects
Minnesota Chapter
Executive Committee Meeting
Thursday, December 1st, 2011**

Executive Committee Members and Others Present:

Bruce Lemke – Past-President
Craig Wilson – President
Bryan Carlson – President-Elect
Chris Behringer – Secretary
Kathryn Ryan – Treasurer
Ellen Stewart – Trustee
Erica Christenson – Director of Communications
Lil Leatham – Co-Director of Awards & Banquet
Gabrielle Grinde – Co-Director of Awards & Banquet
Anna Claussen – Director of Education and Professional Development
Kathy Aro – Executive Director
Marjorie Pitz – Fellow Representative

Absent:

Cindy Zerger – Director of Public Relations
Adam Arvidson - SCAPE magazine editor
Jennifer Krava – Student Chapter President
Heidi Bringman – ASLA – Duluth

-
- I. Call to order
 - II. Action Items
 - A. Approval of December agenda: Ellen Stewart motioned to approve the agenda for the December 1st, 2011 Executive Committee meeting. Bryan Carlson seconded the motion, and the motion passed.
 - B. Approval of October meeting minutes: Lil Leatham motioned to approve the minutes of the October 2011 Executive Committee meeting. Bryan Carlson seconded the motion, and the motion passed.
 - C. Housekeeping Issues:
 - i. All Executive Committee Officers and Directors need to have an excused absence for the Executive Committee meetings.
 - ii. Quorum clarification: More than one-half (1/2) of the entire voting membership of the Executive Committee, seven (7) members, must be present for the transaction of all business, except where otherwise specified in the Constitution and Bylaws.
 - III. Reports
 - A. Treasurer (Kathryn Ryan)
 - i. October 31st end of the year, treasury has \$39,215.53.

- ii. Fiscal year is October 31st – November 1st.
 - iii. Directors will need to formulate budgets.
 - iv. Plan Year – Budget for end of fiscal, goal is 2012-2013.
- B. Education and Professional Development (Anna Claussen)
- i. Discussion on length, day and location of educational session – should it be the same as it has been in the past or should it be changed.
 - i. There are perks if it is held at Science Museum
 - ii. Should it be ½ day of education as opposed to a full day?
 - iii. Banquet and education together, ½ day, good for P.R.
 - ii. Looking at different venues than the banquet location; Landmark, James J. Hill, to name a few.
 - iii. LARE Review, date to be set for sometime in January.
 - iv. Student Liaison Position to be assigned, under the Director of Education and Professional Development direction.
- C. Executive Director (Kathy Aro)
- i. Edits of Officers and Directors job descriptions were passed out to ExCom members. Bryan Carlson to be point person on any changes you may want to make to your Director description. Trying to gather all information so there need be only one Bylaw change.
 - ii. Handouts from Kathy fyi: Mission Statement, Annual Operating Plan and ASLA-MN summary of ExCom, voting requirements and eligibility.
 - iii. Prior to spending at national level ExCom should be aware of National's reimbursement policy.
- D. Director of Communications (Erica Christenson) and reporting for Public Relations (Cindy Zerger)
- i. Updated ExCom on latest Theme Development. Erica read the text for our water theme. There were three tag lines to vote on and ExCom was unable to vote a majority without some language changes. Please get these to Craig within the week.
 - i. **Bodies of Water. Bodies of work.** Celebrating the impact of water in Landscape Architecture. *Alternative: How Landscape Architects are using water to change the tide.*
 - ii. **Making waves. Changing course.** Landscape Architecture in a water aware future.
 - iii. **A sea change in the land of lakes.** How Landscape Architecture is changing the way we understand water.
 - ii. The four events in the 2012/2013 Year based upon the Director's Mtg. are: Firm Meet & Greet (Up in the air), Audioscape Project, Awards Banquet & Ed. Session and the Conference on Public Health – partnering with the University.
 - iii. Other activities include: bowling event to be held in the winter, golf tournament in summer and as usual the fall meeting. These activities do need a Program Director to be appointed.
 - iv. _SCAPE to be out shortly.

- v. Were not able to discuss the restructuring of the position of Director of Communications, ran out of time - to be discussed on January 12th.
- E. Awards & Banquet (Gabrielle Grinde & Lil Leatham)
 - i. Want to look at creating a new service award: Emerging Professional Award in recognition of a professional or group that encourages emerging professionals.
 - ii. Want to look at creating a new design award, more in keeping with National: Category for Communications. In the past, there have been submittals that fall under this category & it is an ASLA national award category.
 - iii. No decisions made on either of these awards.
- F. Trustee (Ellen Stewart)
 - i. No report.
- G. Secretary (Chris Behringer)
 - i. No Report.
- H. Student Chapter (Jennifer Krava)
 - i. Not present - no Report.
- I. Past-President (Bruce Lemke)
 - i. Discussion on a Government Affairs Liaison with two potential candidates...both interested in serving, Mike McGarvey and Emily Bonifaci. The goal is to make this a director position. An Ad hoc Committee will look into formation, with Bruce and Anna overseeing.
- J. Fellows (Marjorie Pitz)
 - i. No report.
- K. President (Craig Wilson)
 - i. No report.
- IV. Next meeting - Thursday, January 12th, 2011, 4:00 pm – 6:00 pm at AIA, International Market Square, Minneapolis, MN.
- V. Adjourn at 6:00 pm – A motion to adjourn was made by Bryan Carlson and seconded by Ellen Stewart, motion passed.