



Executive Committee Meeting Agenda
Friday, 5/21/2010
11:30 a.m. to 12:30 p.m.

Location: At Your Computer!

Teleconference Number: N/A via Skype

2010 Executive Committee Members

Amie Wojtech , President	David MacDougall, UNLV Student Chapter Representative
Caryl Davies, Vice President	Justin Lindblad, Secretary/Treasurer
Dan Kovach, North Section Chair	Daniel Ortega, UNLV Liaison
Ellis Antunez, Trustee	Danielle Norman, TMCC Student Chapter President
Helen Stone, Executive Director	Mike Duran, Immediate Past President

Agenda Items

1 **Call to Order (Amie)**

- Welcome
- *Establish Quorum
- *Approval of Agenda
- *Approval of March and April Meeting Minutes

2 **Public Input (if any)**

3 **Record Keeping (Helen)**

Account Balance

4 **Continuing/New Business**

<u>UNLV Student Chapter (David)</u>	<u>Vice President (Caryl)</u>
<u>TMCC Student Chapter (Danielle)</u>	<u>Immediate Past President (Mike)</u>
<u>UNLV (Danny)</u>	<u>President (Amie)</u>
<u>North Section (Dan)</u>	Chad Crutcher Donation
<u>Trustee News (Ellis)</u>	Bylaws & Constitution
<u>Secretary/Treasurer (Justin)</u>	Request for Waiver of Dues from a member
Golf Tourney Recap	
Elections	
<u>Executive Director (Helen)</u>	

5 **Next Meeting & Adjournment**

June 18, 2010 at 11:30 a.m. via Skype

Action Items

Note: * Indicates an item on which the Executive Committee may take action



Executive Committee Meeting Minutes

Date of Meeting: 5.21.10 Time: 11:30 a.m.

Location: SKYPE

Attendees: Ellis Antunez, Caryl Davies, David MacDougall, Amie Wojtech, Justin Lindblad

1. Meeting called to order at 11:32 a.m.
 - a. Meeting agenda approved: Ellis motioned, Caryl seconded
 - b. Ellis moved to approve the meeting minutes for March & April. Seconded by Justin.
2. Record Keeping
 - a. The balance as of 5/21/10 is \$10,508.00 but we need to pay Jerry Hastings and Tammi Gaudet for the LARE Workshop.
3. Continuing Business:
 - a. **UNLV Student Chapter:**
 - i. David is the representative for the UNLV Student Chapter and he mentioned 2 classes graduated, they have low numbers and LABASH efforts absorbed much of the students' time. He doesn't want the "titles" and have just a group for the Student Chapter. Ellis told him that the Chapter does need to follow Robert's Rules for meetings but he said there are ways to do what he would like to with still maintaining the rules. Ellis and David will hold a separate meeting to go over the ideas and elections.
 - ii. David wants to increase the professional interaction and increase membership. He thought a firm crawl would be a good idea. Ellis mentioned that a firm crawl was done up north and the instructor took students to 5 firms where one provided breakfast and another provided lunch. Each firm was given an hour which the entire crawl ended up being 5 hours. Two students ended up with internships out of it. Ellis suggested that this might be a good way to start off the semester! Justin suggested we combine it with a mixer.
 - iii. A suggestion Caryl provided for professional interaction was something that was done when she was in school which was to invite professionals down to the school during the lunch hour and have a particular topic to discuss for that hour. It seemed lunch was the best time for them to attend. Everyone was responsible for their own lunch. Caryl also said that with National Landscape Architecture Year-round (NLAY) that there may be opportunities for this interaction David would like to increase.
 - b. **Trustee News:**
 - i. Nicolette Fisk went to the Board of Trustees Meeting (BOT) and wrote an article in the May 2010 newsletter. If you have any questions please let Ellis know. One of the topics



brought up during the meeting was increase in dues. Ellis said this would be discussed further.

c. **Secretary/Treasurer:**

i. Elections: Justin needs from Ellis the seats available for elections in the north. Ellis said they are the Section Chair, Vice Chair and Secretary/Treasurer. The only official position is the Section Chair. The call for nominations did go out at the luncheon in the southern portion of the state. The nominations will go out officially in June and the voting will be open in July. Justin will forward everyone the ballot for review. Ellis is under the impression that the voting will include those positions available for the north. The group agreed that the names will be included and only those in the northern section will be able to vote for the northern section people. Justin will have Helen send out the call for nominations for the north/south. Justin said he would have the information to have Ellis proof on 5/21.

ii. Golf Tournament Recap: Justin stated the golf tourney had 47 golfers, which was down 5 from last year. Although there were smaller numbers everyone did seem to enjoy themselves. A survey will be sent out to the Chapter to determine what can be improved upon for next year. Amie will set up the survey and have Helen send it out to the Chapter.

d. **Vice President:**

i. NLAM: Caryl stated NLAM went well. There were low numbers for membership volunteers but understands based upon the current economic times and constraints. The May 2010 NASLA newsletter has a full NLAM update article.

e. **President:**

i. Chad Crutcher Donation: Amie will find out from Helen how much we donated for Chuck and match that for Chad.

ii. Bylaws & Constitution: Amie sent the bylaws she received (from National) to the Executive Committee for review. Amie asked that everyone look over what we have (available on the website) and what was provided to see if there are any changes. Please have those changes for Amie by the June meeting. Amie indicated the changes needed to be made are the dues for the Chapter (\$55, not \$50) and the time increase for notification to National for dues increase.

iii. Request for Waiver of Dues: NASLA received a letter (and Amie received an email) from a member who has written requesting a waiver of dues. Amie contacted National to determine the actions necessary. She was told that the group should consider the request and, if approved, Amie will send the information to Maxine Artis at National to process the waiver. Amie read the letter to the group (excluding the person's name). It was determined that Amie shall contact the person to determine what constitutes the "hardship" as it is noted in the bylaws section 507 that loss of employment is not



applicable. Amie will also contact Maxine and ask for clarification for “. . . general situational and chronological parameters . . .”. Ellis said if we need to call a special meeting to determine the outcome of the waiver we could.

4. New Business:

- a. Ellis mentioned that the NSBLA will be meeting next on June 18 at Incline Village. He is going to ask if Dan can go to represent NASLA. If not, Ellis will go and wear 2 hats (as NSBLA member and as NASLA ExCom member).
- b. We will most likely invite the newly appointed members for the Executive Committee to attend the Executive Committee meeting in September to see how things work

5. Next Meeting and Adjournment:

- a. Next meeting to be Friday, June 18, 2010 Time: 11:30 p.m. – 12:30 p.m. via SKYPE
- b. Motion to adjourn was made by Caryl Davies, Second by Ellis. The meeting was adjourned at 12:24 p.m.

6. Action Items:

- a. Amie to give the group our Skype names (done)
- b. Provide Amie with any changes noticed on bylaws
- c. Amie to work with Helen to determine the amount for Chad’s donation