



Executive Committee Meeting Agenda  
 Friday, 6/18/2010  
 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 May 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>	Bylaws & Constitution
<u>Trustee News (Ellis)</u>	Waiver of Dues Update
<u>Secretary/Treasurer (Justin)</u>	*Freeman & Jewell Advertisement for A,B, & D
Golf Tourney Survey	*Sponsor UNLV letters
Elections	Meeting in July?
<u>Executive Director (Helen)</u>	

5 **Next Meeting & Adjournment**

TBD via Skype

**Action Items**

All - any necessary revisions that need to be made to the Bylaws & Constitution other than those discussed in the May meeting

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



## Executive Committee Meeting Minutes

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**Date of Meeting: 6.18.10 Time: 11:30 a.m.**

**Location: SKYPE**

**Attendees: Caryl Davies, Mike Duran, Justin Lindblad, David MacDougall, Amie Wojtech**

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1. Meeting called to order at 11:33 a.m.
  - a. Meeting agenda approved: Caryl motioned, Mike seconded
  
  - b. Mike moved to approve the meeting minutes for May. Seconded by Caryl.
  
2. Record Keeping
  - a. The balance as of 6/18/10 is \$6,793.24.
  
3. Continuing Business:
  - a. **Secretary/Treasurer:**
    - i. Golf Tourney survey – the main comment was we need more people for the event. The golf tournament committee will work on it and there are a few people that will be helping out for next year. One is Brian Esposito who has experience with golf tournaments. The other is Geoffrey Schafler, who has worked on them in the past.
    - ii. Elections – We have two nominees for each position with the exception of the Section Chair. We will still provide this position on the ballot because we do allow “write-ins”. Mike suggested we have 3 people on the committee and Amie offered to be the third person. She will send out an email to determine when the three committee members (Justin, Mike and Amie) can meet to discuss via conference call.
  
  - b. **Vice President:**
    - i. Caryl will be meeting with Amie soon to go over some ideas for Landscape Architecture Year round (LAY).
  
  - c. **Immediate Past President:**
    - i. SNWA – they would like NASLA to have our October meeting where they are hosting their Water Smart conference. Patrick Watson contacted Mike to discuss and Mike provided the information to the ExCom. Caryl will check with the speaker and sponsor for that month to see if they have an issue. Amie will follow up with Patrick Watson to get more details for the event.
    - ii. Elections – Mike checked the bylaws and Shavawn is able to run because she is an Associate status.
    - iii. UNLV letters – Mike provided some suggestions to the group for making the letters more effective based on his experience. Suggestions were: shorten up the letters, get to the “ask” promptly; ask for a specific amount of money to donate. On the third letter to Anne Mulloy, reinforce what we are doing and



what the money is being provided for (which he did not feel \$25 was too much). The group did not see an issue with having the letters sent out to the Chapter for use and disbursement. Amie will forward the suggested revisions to the necessary party and Mike will review it once the revisions are made.

**d. President:**

- i. Bylaws & Constitution – nothing beyond the dues changes, with the exception of the Secretary/Treasurer position. Mike suggested we combine those two positions because that is how we currently have it. Amie to write it up for the ExCom for comments.
- ii. Waiver of Dues Update – Amie spoke with the person requesting the waiver of dues and this person provided more backup information in order for Amie to make the decision to waive the dues. This person is an active participant in events NASLA hosts and the person would much rather be paying dues. Amie also spoke with Mary Hanson with National ASLA who provided clarification on the information we requested. She said unfortunately each case is dealt with individually. The clarification the ExCom requested dealt with the BOT allowing waivers for those who have served in Iraq and Afghanistan. This type of waiver is dealt with at the national level. When Amie spoke to her about this particular situation Mary felt it was a worthy case but to remind that person it is only for a year. Nobody had an issue with granting the waiver but Mike did indicate that it is the President's decision to allow the waiver.
- iii. Freeman & Jewell – Amie indicated that Freeman & Jewell is hosting another workshop for sections A, B and D and requested that NASLA provide the information to its Chapter. The ExCom did not see an issue with this and therefore the information will be posted on the NASLA website. Amie will provide the information to Troy.
- iv. UNLV letters – discussed under "Immediate Past President"
- v. Meeting in July? – In the past we have not had a meeting in July because it fell near the Fourth of July weekend. It was determined that we would not have a meeting in July unless something comes up and needs to be attended to. If a meeting is held it will be on July 9, 2010.

**4. Next Meeting and Adjournment:**

- a. Next meeting to be Friday, August 13, 2010 Time: 11:30 p.m. – 12:30 p.m. via SKYPE
- b. Motion to adjourn was made by Mike Duran, Second by Justin Lindblad. The meeting was adjourned at 12:11 p.m.

**5. Action Items:**

- a. Amie to contact Justin and Mike to determine a day to conference call regarding elections (complete)



- b. Amie and Caryl to meet to go over LAY material (complete)
- c. Caryl to check with sponsor and speaker for October to see if they are okay with being a part of the Water Smart Conference
- d. Amie to follow up with Patrick Watson (SNWA) (ongoing)
- e. Amie to send UNLV letter revisions to the person responsible for the letters (complete)
- f. Mike to revise letters once revised (complete)
- g. Amie to revise the Bylaws and Constitution, but check with Ellis on the Secretary/Treasurer position
- h. Amie to notify person requesting waiver of approval or denial (complete)