

Executive Committee Meeting Minutes

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**Date of Meeting: Friday, October 9, 2009, 2:00 p.m. – 3:00 p.m.**

**Location: UNLV School of Architecture Office Conference Room**

**Attendees: Ellis Antunez, Caryl Davies, Mike Duran, Lee-Anne Milburn, Eric Nelson, Amie Wojtech, Danny McElmurray, Travis Jones**

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1. CALL TO ORDER
  - a. Quorum established and meeting called to order at 2:12 p.m.
  - b. Approval of October Agenda: Motion Mike, second Ellis
  - c. Approval of September Meeting Minutes: Motion Mike, second Eric
2. RECORD KEEPING
  - a. Account Balance as of October 8, 2009 is \$7,327.28 but \$2,500.00 of that is dedicated to scholarships for TMCC.
  - b. Ellis to provide Amie with Ric's contact number to confirm the TMCC scholarship recipient(s).
3. PUBLIC INPUT
  - a. Travis Jones provided an update for LaBash: the website has been updated but the registration has been extended until October 31, 2009. There are a number of committees that will be seeking the assistance of the professionals. Travis will get the contact names for each of the committees so interested parties can contact them directly.
  - b. Danny McElmurray asked to be the Chair for the Pink Flamingo Banquet for this year and next year. Mike agreed and offered any assistance Danny may need. Danny has several ideas for the event. It was established that the event will be a reception style event with heavy hors d'oeuvres. Danny further expressed that the \$5,000 budget for the event is tight, it is workable. Danny will provide Amie with a list of proposed "sponsorship opportunities" for the event on 10/12/09. Amie will provide Danny with a copy of the survey results for the event in the last two years. Caryl will determine where the decorations from years past are located.
4. CONTINUING BUSINESS
  - a. Northern Section Update: Eric and Ellis let us know that the elections were held and we have new officers in the Northern Section. Dan Kovach will serve as the Section Chair, Ron Blakemore as Vice Chair, and Steve Weaver as Treasurer and Sandra Wendel as Secretary.
    - i. A meeting will be held in the north to announce the winners.
    - ii. Today is Eric's last meeting with us.
  - b. Trustee Update: Ellis submitted BOT summary for the October newsletter but a brief summary of the article is:
    - i. Currently there are 45 practice act states, 4 title act states and no law in Vermont.
    - ii. Need more student involvement with In-District Advocacy Day.
    - iii. Waiver of Dues; members should be made aware of the options they have if having difficulties maintaining (paying for) membership. Ellis suggested it be included in the newsletter.

- c. Vice President Update: Caryl will be responsible for booking speakers for our monthly luncheon meetings. If you have any suggestions please send them to her. She reminded Ellis that he will be speaking in the south on October 21. John Smith or Dennis Swartzell is potential for November.
  - d. President Update: Amie quickly ran through the CPC agenda. The meeting consisted of discussions of membership, fellow nominations, waiver of dues, developing a strategic plan, chapter events, and executive directors.
    - i. Amie will be pursuing the development of a strategic plan for the Chapter. She will put together a task force consisting of a "seasoned" professional, an emerging professional, preferably one person from the north. Meetings will be held prior to the annual retreat so goals can be established during that meeting in January.
    - ii. Budget and Sponsorship: Amie mentioned that we should not move forward with charging those who attend our lunches without sponsoring until further research is done. It has to deal with the type of membership the person may have. Amie will speak with a past president who wanted to implement this in the past. The budget appears to be suitable with the exception of waiting to hear back on sponsorship options for the Pink Flamingo. It was mentioned that the reimbursement policy should be in alignment with the new guidelines established by National. Amie stated it was but mentioned that due to the budget constraints only the Trustee will be reimbursed the \$300 National does not cover and only \$150 for VP attending the Mid-Year and \$150 for President attending Annual Meeting. Meals will be reimbursed at a rate of 50%. The per diem number used is through GSA.
    - iii. The Chapter wide survey went out on Monday and as of 10/8/09 we already have 25 responses. The survey will close on October 28.
    - iv. It was suggested during CPC that nominees for fellowship that have been submitted twice in row without success should take a break and not re-submit for a couple of years. This would allow time for a new committee to review the application. Ellis noted that Ron is not interested in being nominated for this next session. We should provide any suggestions for nominees to Ellis no later than October 30.
    - v. Danny McElmurray will be the new Editor for the newsletter.
    - vi. Social Media (facebook): it was determined we need to establish the goals and expected accomplishments with having a facebook page. The consensus was the information that could be on facebook would be better served on the website. Lee-Anne mentioned that they are testing facebook, MySpace and blogging. The test will run through December. She will report back to us on the results.
    - vii. Contacts: Mike will serve as the Advocacy contact for National. Amie to check to see if Ellis the Licensure contact.
  - e. UNLV Update: Lee-Anne said there is a little over a week before accreditation. She had a list of people the LAAB would be contacting. There is a lunch meeting set with a follow-up meeting after that.
5. NEXT MEETING & ADJOURNMENT
- a. The next meeting will be held on Friday, November 13, 2009 at 2:00 p.m. in the UNLV SOA Office Conference Room.

- b. Motion to adjourn was made by Lee-Anne, Second by Caryl. The meeting was adjourned at 3:25 p.m.
6. ACTION ITEMS
- a. Ellis: provide Amie with Ric Liccata's cell phone number
  - b. Amie: get committee contact names from Travis Jones for LaBash
  - c. Amie: get sponsorship options for PF from Danny McElmurray
  - d. Amie: provide Danny with copy of PF survey results (past)
  - e. Caryl: determine location of past PF decorations
  - f. All: provide Caryl with suggestions for speakers
  - g. All: provide Ellis with possible fellow nominees
  - h. Amie: begin task force search for strategic plan
  - i. Amie: check with Ellis if he is, or wants to be, the licensure contact for National