

Agenda

Officers: Shawn Kelly, FASLA _____ President
Wendy Miller, FASLA _____ President-Elect
Gregory Miller, FASLA _____ Immediate Past President

Haley Blakeman, ASLA _____ Vice President, Communications
Lake Douglas, FASLA _____ Vice President, Education
Kona Gray, FASLA _____ Vice President, Professional Practice
SuLin Kotowicz, ASLA _____ Vice President, Finance
Eugenia Martin, FASLA _____ Vice President, Government Affairs
Dennis Nola, ASLA _____ Vice President, Membership

Nancy C. Somerville, Hon. ASLA _____ Executive Vice President
Curtis A. Millay, ASLA _____ Secretary
Michael D. O'Brien, Hon. ASLA _____ Treasurer

Non-voting Member:

Adam Greenspan, ASLA _____ LAF Representative

Guests:

Gary Brown, FASLA _____ Candidate, 2019 President-Elect
Tom Mroz, FASLA _____ Candidate, 2019 President-Elect

Agenda	
1. Approval of Minutes (Kelly)	Action
2. Program and Operations Report (Somerville et al)	Information
3. Finance and Investments Report (Kotowicz/O'Brien)	Information
4. Other Business	Information

Minutes

1. Call to Order

President Kelly called the meeting to order at 11:14 a.m. on Friday, January 18, 2019.

2. Roll Call

All were present.

Officers: Shawn Kelly, FASLA _____ President
Wendy Miller, FASLA _____ President-Elect
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3. Minutes of Previous Regular Meeting

Ms. Martin pointed out that she was not present at the last meeting so the minutes should be amended to reflect that.

IT WAS MOVED BY MS. BLAKEMAN AND SECONDED BY MS. KOTOWICZ TO APPROVE THE MINUTES OF THE PREVIOUS MEETING WITH AMENDMENTS. MOTION CARRIED UNANIMOUSLY.

4. Presidents Report

President Kelly provided an overview of his activities since the fall meeting to include a visit to the University of Arizona, the planning meetings held at the ASLA Center in December, and the Presidents Council meeting held the previous week also at the ASLA Center.

5. Program and Operations Report

EVP Somerville reviewed highlights including the passage of the water infrastructure act, the Presidents Council meeting, progress on the Frameworks initiative, and the progress of the marketing and resource development consultants.

6. Finance and Investments Report

VP Kotowicz and Treasurer O'Brien provided a report on financial activities through December 31, 2018, and cash and reserves as of January 16, 2019. In December, ASLA is reporting a loss of \$306,907 with revenues of \$12.8 million and expenses of \$13.1 million through the twelve months ended December 31, 2018. To date, expenses are below budget by \$140,723 (favorable) and revenues are below budget by \$448,180 (unfavorable). The year-to-date net loss compares unfavorably to the budgeted net loss by \$306,907. Last December, ASLA was reporting net income of \$288,227.

Finance is starting quarterly budget reviews throughout the year to better prepare for next year. The auditors arrive next week.

7. Strategic Planning: Results and Outcomes Analysis

VPs and staff presented a results and outcomes analysis for 2018 including key takeaways and action items for 2019 across all program areas with an emphasis on emerging professionals, diversity, career discovery, and climate change.

8. The State of Profession

EVP Somerville gave a presentation on current demographic data on the profession.

9. LAF Update

Mr. Greenspan provided an update on the latest efforts and initiatives at the Landscape Architecture Foundation.

10. Student Chapter Formation - Hawaii

The Executive Committee reviewed a request from the Hawaii Chapter to form a student chapter at the University of Hawaii.

IT WAS MOVED BY MS. MARTIN AND SECONDED BY MS. MILLER TO APPROVE THE FORMATION OF THE UNIVERSITY OF HAWAII STUDENT CHAPTER. MOTION CARRIED UNANIMOUSLY.

11. Climate Change

EVP Somerville provided talking points to the Executive Committee for *Smart Policies for Changing Climate*.

12. Standards of Conduct Policy Update

EVP Somerville and Secretary Millay provided an update on the progress of revisions to policies and procedures to address sexual harassment and other breaches of the standards of conduct.

13. ASLA Fund

Mr. Miller convened the Fund at 3:44 p.m. The committee was asked to review two actions. The first was the creation of the Chinatown Green Street LLC to operate the Chinatown Green Street project. The second action item was to change the name of the American Society of Landscape Architects Library and Education Advocacy Fund to the American Society of Landscape Architects Fund or ASLA Fund.

The committee agreed to defer action on the formation of the Chinatown Green Street LLC until staff gather more information on options for management and liability for the project.

IT WAS MOVED BY MR. DOUGLAS AND SECONDED BY MR. GRAY TO CHANGE THE NAME OF THE AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS LIBRARY AND EDUCATION ADVOCACY FUND TO THE AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS FUND OR ASLA FUND. MOTION CARRIED UNANIMOUSLY.

14. Other Business

One of the VP candidates, Diane Allen Jones, had to drop out of the election. A follow up call will be held when the replacement candidate is verified.

There being no further business, the meeting adjourned at 4:04 p.m. on Saturday, January 19, 2019.

Prepared by: Curt Millay, ASLA

Approved:

Minutes

1. Call to Order

President Kelly called the meeting to order at 11:03 a.m. on Tuesday, January 29, 2019.

2. Roll Call

Ms. Kotowicz, Mr. Kelly, Ms. Miller, Mr. Miller, and Ms. Martin were present forming a quorum.

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Guests:

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3. VP Candidate Education Replacement

Ms. Diane Allen Jones, ASLA, was not able to continue her candidacy for the VP of Education. Mr. Marq Truscott, FASLA, was identified by the Nominating Committee as an alternate VP candidate of Education.

IT WAS MOVED BY MS. KOTOWICZ AND SECONDED BY MS. MARTIN TO ACCEPT MARQ TRUSCOTT AS THE REPLACEMENT FOR THE VP CANDIDATE FOR EDUCATION. MOTION CARRIED UNANIMOUSLY.

4. Merit Bonus Pool for Non-Senior Staff

The executive committee considered an action to provide a merit bonus pool for non-senior staff.

IT WAS MOVED BY MS. KOTOWICZ AND SECONDED BY MS. MILLER TO APPROVE THE USE OF \$50K FROM THE HUMAN RESOURCES BUDGET FOR MERIT SALARIES FOR NON-SENIOR STAFF. MOTION CARRIED UNANIMOUSLY.

There being no further business, the meeting adjourned at 11:20 a.m. on Tuesday, January 29, 2019.

Prepared by: Curt Millay, ASLA

Approved:

Agenda Item #2: Program and Operations Report	Information
Purpose: To update the Executive Committee on key program activities.	
History and Background: <u>Advocacy updates.</u> Government Affairs will provide an update on recently passed legislation and reactions to the Green New Deal. ASLA provided a statement on the Green New Deal this week. <u>Chinatown Green Street.</u> Staff will give a progress report on management and liability questions raised at the winter executive committee meeting. Since the winter meeting contracts have been reviewed and discussions are continuing with ASLA's legal counsel, insurance provider, and grant administrators. The Green Street Site Sustainability Task Force is meeting this week to review the public space drawings, discuss performance monitoring expectations, and to discuss the management/liability issue.	
Governing Rules/Procedures: N/A	
Strategic Objectives: Strategic Objectives: •Exercise responsible financial management and administrative oversight to ensure effective use of the Society's resources. •Identify priorities and objectives that respond to member needs and advance the Society and ensure that ASLA programs are managed and implemented in accordance with member- and Board-identified goals and values. •Keep the profession and the Society in the lead on critical and emerging issues.	
Financial Impact: N/A	
Action Requested: N/A	
Staff Contact: Somerville	

Agenda Item #3: Finance and Investments Report	Information
<p>Purpose: To report on the Society's financial activities through January 31, 2019; an update of December 31, 2018; and its cash and reserves as of February 19, 2019.</p>	
<p>Operations: The financial audit began this week with a conference call with the VP of Finance, Kotowicz, the Audit Committee members and representatives of Cohn Reznick (auditors). In 2018, ASLA is currently reporting an operating loss of \$385,283 which increases by \$322,994 to \$708,277 when including the negative investment activity. The financial information is subject to change and does not include the tax provision.</p>	
<p>In January, ASLA is reporting a loss of \$254,936 with revenues of \$611,686 and expenses of \$866,622 through the month ended January 31, 2019. To date, expenses are below budget by \$133,066 (favorable) and revenues are below budget by \$106,981 (unfavorable). The year-to-date net loss compares unfavorably to the budgeted net loss by \$26,085. Last January, ASLA was reporting a loss of \$222,191 with revenues of \$632,249 and expenses of \$854,440.</p>	
<p>Cash and Reserves</p>	
<p>Operating reserve:</p>	
<p>Operating cash</p>	<p>\$441,389</p>
<p>Short-term reserve at Schwab</p>	<p>400,126</p>
<p>Money market at bank</p>	<p>1,502,829</p>
	<p>\$2,344,344</p>
<p>Long-term reserve:</p>	
<p>Cash</p>	<p>\$234,640</p>
<p>Equities (stocks)</p>	<p>2,140,766</p>
<p>Fixed income (bonds)</p>	<p>1,856,985</p>
<p>Other assets</p>	<p>869,013</p>
	<p>\$5,101,404</p>
<p>ASLA has an unrealized gain of \$340,054, or seven percent in the long-term reserve in January 2019.</p>	
<p>Governing Rules/Procedures: The Board of Trustees is charged with adopting the annual program and budget of the Society, in addition to monitoring performance.</p>	
<p>Action Requested: n/a</p>	
<p>Staff Contact: Michael O'Brien</p>	