ASLA Executive Committee Conference Call  
Wednesday, June 15, 2016  
3:00pm EDT/12:00pm PDT

**Officers:**  
Chad D. Danos, FASLA ___________ President  
Vaughn B. Rinner, FASLA _________ President-Elect  
K. Richard Zweifel, FASLA _________ Immediate Past President  
Hunter L. Beckham, FASLA __________ Vice President, Professional Practice  
David M. Cutter, ASLA _____________ Vice President, Education  
Robin L. Gyorgyfalvy, FASLA __________ Vice President, Government Affairs  
Michael S. Stanley, ASLA ___________ Vice President, Communications  
Jeffrey A. Townsend, FASLA ________ Vice President, Finance  
Keith P. Wilson, ASLA ______________ Vice President, Membership  
Nancy C. Somerville, Hon. ASLA _____ Executive Vice President  
Curtis A. Millay, ASLA _____________ Secretary  
Michael D. O’Brien, CPA ____________ Treasurer

**Non-voting Member:**  
Mark O. Dawson, FASLA ___________ LAF Representative

**Guests:**  
Gary A. Brown, FASLA ____________ President-Elect Candidate 2017  
Gregory A. Miller, ASLA ____________ President-Elect Candidate 2017  
Wendy Miller, FASLA _______________ VP-Elect, Professional Practice  
Tom Mroz, ASLA ________________ VP-Elect, Finance  
Vanessa Warren, ASLA ______________ VP-Elect, Membership

**Agenda**

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<td>Program and Operations Report (Somerville et al)</td>
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Minutes

1. Call to Order

President Danos called the meeting to order at 9:05 am on Wednesday, May 18, 2016. All officers were present.

2. Roll Call

Officers:
- Chad D. Danos, FASLA ____________ President
- Vaughn B. Rinner, FASLA ___________ President-Elect
- K. Richard Zweifel, FASLA ________ Immediate Past President
- Hunter L. Beckham, FASLA ________ Vice President, Professional Practice
- David M. Cutter, ASLA _____________ Vice President, Education
- Robin L. Gyorgyfalvy, FASLA ________ Vice President, Government Affairs
- Michael S. Stanley, ASLA ___________ Vice President, Communications
- Jeffrey A. Townsend, FASLA ________ Vice President, Finance
- Keith P. Wilson, ASLA ______________ Vice President, Membership

Nancy C. Somerville, Hon. ASLA _____ Executive Vice President
Curtis A. Millay, ASLA _____________ Secretary
Michael D. O’Brien, CPA _____________ Treasurer
Kay Williams, FASLA ________________ Acting Parliamentarian

Non-voting Members:
- Mark O. Dawson, FASLA ___________ LAF Representative

Guests:
- Gary A. Brown, FASLA ____________ President-elect Candidate
- Gregory A. Miller, ASLA ____________ President-elect Candidate

Staff:
- Susan Apollonio ________________ Director, Education Programs
- Roxanne L. Blackwell, Hon. ASLA ___ Director, Federal Government Affairs
- Susan Cahill-Aylward, Hon. ASLA ___ Managing Director, IT and Professional Practice
- Joyce E. DePass ________________ Director, Meetings and Special Programs
- Elizabeth Hebron ________________ Director, State Government Affairs
- Julia M. Lent, Hon. ASLA _________ Managing Director, Member and Chapter Services
- Bradford McKee ________________ Editor in Chief, Landscape Architecture Magazine
- Terence J. Poltrack ______________ Director, Public Relations and Communications
- Ron Sears ________________ Director, Resource Development
3. Minutes of Previous Regular Meeting

IT WAS MOVED BY MR. TOWNSEND AND SECONDED BY MR. BECKHAM TO APPROVE THE MINUTES OF THE APRIL 20, 2016, EXECUTIVE COMMITTEE MEETING. MOTION CARRIED UNANIMOUSLY.

4. President’s Report

President Danos reviewed his activities since November 2015 including the ASCE Summit on Sustainability, the APA Conference, White House Conference on Resilient Building Codes, the Presidents Council, Winter Executive Committee meeting, AMEAC/Host Chapter meeting, CELA, and the IFLA meeting in Turin. In addition, he highlighted leadership visits to ten chapters and ten student chapters, including the commencement address at the University of Illinois.

5. Program and Operations Report

EVP Somerville reviewed program and operations highlights since the pre-meeting webinars to include the World Landscape Architecture Month activities that reached 22 countries and 4 million people, federal advocacy efforts, an update on the Center for Landscape Architecture, ASLA’s cooperation with DC Downtown BID on Chinatown Park, and SITES®.

5. Finance Update

2015 Year-End Report
VP Townsend provided a 2015 year-end report. ASLA has had a $2 million increase in net assets, which reflects a successful conference in Chicago, pledges to the Center for Landscape Architecture, and SITES. He also reported on cash, and short-term reserves, and long-term reserves.

2015 Audit Committee Report
VP Townsend reported that the Audit Committee is still reviewing the audit report, which has just been finalized. The audit report indicates a material weakness in the monthly closing process. CFO O’Brien will work with his staff and the committee to improve the closing process. Additional recommendations included changes to the credit policy for receivables and enhancements to the journal entry process.

2016 1st Quarter Report
Townsend and O’Brien provided a report on the first quarter 2016. They reviewed revenue and expenses to date in 2016, which compare favorably to 2015. Townsend reminded the committee that the Society is in a loss position until the annual meeting revenue is reconciled at the end of the year. The $100,000 loss so far compares favorably to the $400,000 loss at this time last year. Townsend also provided a summary of cash and reserves as of April 20, 2016, to include cash and money market, short-term reserve, and long-term reserve.
7. Constitution and Bylaws Revisions

Acting Parliamentarian Williams and Secretary Millay reviewed proposed constitution and bylaws revisions developed by the Constitution and Bylaws Committee based on direction given to them by the Board and other stakeholders. After discussion of changes to the Constitution,

IT WAS MOVED BY MR. BECKHAM AND SECONDED BY MR. TOWNSEND TO APPROVE THE REVISIONS TO THE CONSTITUTION. MOTION PASSED UNANIMOUSLY.

The Executive Committee discussed revisions to the Bylaws and reworked language for sections 102, 727, 728, 815, and 1007.

IT WAS MOVED BY MR. ZWEIFEL AND SECONDED BY MR. BECKHAM TO APPROVE THE REVISIONS TO THE BYLAWS AS AMENDED. MOTION PASSED UNANIMOUSLY.

8. Student and Advisory Committees

VP Wilson and Director Lent reviewed the proposed charges and nomination process for establishing student and associate advisory committees.

IT WAS MOVED BY MR. ZWEIFEL AND SECONDED BY MR. TOWNSEND TO ESTABLISH THE STUDENT AND ASSOCIATE ADVISORY COMMITTEES. MOTION PASSED UNANIMOUSLY.

9. IFLA

The Executive Committee discussed the status of ASLA’s membership in IFLA and provided direction and parameters to ASLA leadership for discussions with IFLA.

10. Landscape Architecture Foundation Update

LAF Representative Dawson provided an update on LAF’s upcoming 50th anniversary summit to be held in Philadelphia, June 9-12. He thanked ASLA for all its support through the years. ASLA will receive the LAF Founder’s Award, which is conveyed to a firm, agency, or organization that demonstrates a significant commitment to preserving, creating, or enhancing landscapes over a sustained period of time.

11. Appointment of a Fellow to Serve on the Nominating Committee

The Executive Committee selected Mark Hough, FASLA, to serve a two-year term as Fellow on the Nominating Committee to replace outgoing committee member Ed Czyscon, FASLA.

12. BOT Meeting Review and Preparation

EVP Somerville reviewed the agenda for the midyear meeting to include the climate change discussions and rebranding session.

13. Other Business

Mr. Beckham discussed the need to get more practitioners engaged in SITES projects.

14. Time and Place of Next Meeting

The Summer Executive Committee Meeting will be held Thursday and Friday, July 22-23, 2016, in Baton Rouge, Louisiana.
There being no further business the meeting adjourned at 2:04pm on Wednesday, May 18, 2016.

Prepared by: Curt Millay, ASLA
Approved:
### Agenda Item #2: Program and Operations Report

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<th>Purpose</th>
<th>To update the Executive Committee on key program activities.</th>
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<td>History and Background:</td>
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<td><strong>ASLA Center for Landscape Architecture.</strong> With the receipt of the building permit last month, progress continues on the construction of the ASLA Center. Staff continues to plan for the programming and opening of the Center in the fall.</td>
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<td><strong>Chinatown Green Street Demonstration Project.</strong> Work continues with the DowntownDC BID and Design Workshop on Chinatown Park to organize a charrette with stakeholders. The award of the DC Clean Water Revolving Funds for the 600 Block of Eye Street, NW, should be announced sometime in June or July.</td>
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<td><strong>Pollinator Week.</strong> On June 23, ASLA is scheduled to host a congressional briefing during National Pollinator Week 2016 (June 20-26). The briefing, cohosted with the Pollinator Partnership, in conjunction with the Congressional Pollinator Protection Caucus will highlight how landscape architects design pollinator-friendly habitats on transportation rights-of-way. The briefing will so include status updates on the latest pollinator activities from the federal and private sectors. On the evening of June 23, ASLA will also host a congressional reception at the temporary headquarters, which will attract an array of federal government agencies and coalition stakeholders engrossed in pollinator health issues.</td>
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<td><strong>LAF Summit.</strong> The Landscape Architecture Foundation is convening a summit in Philadelphia, June 10-11, 2016, to mark its 50th anniversary.</td>
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<td><strong>Clinton Global Initiative.</strong> EVP Somerville attends the sixth annual Clinton Global Initiative (CGI) America meeting in Atlanta, June 12-14, 2016. CGI reached out to ASLA last year to form commitment related to the Chinatown Green Street Demonstration Project.</td>
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| Governing Rules/Procedures: | N/A |
| Action Requested: | N/A |
| Staff Contact: | Nancy Somerville |
### Agenda Item #3: Finance and Investments Report

**Purpose:** To report on the Society's financial activities through May 31, 2016, and its cash and reserves as of June 9, 2016.

**Operations:** Currently, ASLA is reporting a loss of $566,254 with revenues of $3.5 million and expenses of $4.1 million through the five months ended May 31, 2016. The revenue falls short by $93,000 but is offset by an expense shortfall of $220,000. The year-to-date loss improves on the budget by $127,102. Please note that it is not uncommon for ASLA to report a loss for up to three quarters of each year depending on the closing date of the annual meeting.

**Cash and Reserves:**

<table>
<thead>
<tr>
<th>Cash (operating fund)</th>
<th>$388,279</th>
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<td>Short-term reserve (operating fund)</td>
<td>$550,063</td>
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<td>Long-term reserve: Cash</td>
<td>$41,863</td>
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<td>Equities (stocks)</td>
<td>$2,452,366</td>
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<td>Fixed income (bonds)</td>
<td>$1,335,199</td>
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<tr>
<td>Total</td>
<td>$3,829,428</td>
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<tr>
<td>Money market at bank (operating fund)</td>
<td>$3,200,716</td>
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<tr>
<td>Center for Landscape Architecture</td>
<td>$653,126</td>
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ASLA has $167,055 in unrealized gains, or five percent in the long-term reserve through June 9, 2016.

**Governing Rules/Procedures:** The Board of Trustees is charged with adopting the annual program and budget of the Society, in addition to monitoring performance.

**Action Requested:** n/a

**Staff Contact:** Michael O'Brien