ASLA Executive Committee Conference Call
Tuesday, September 20, 2016
11:00am EDT/8:00am 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:
Gregory A. Miller, ASLA ____________ President-Elect 2016-2017
Wendy Miller, FASLA ____________ VP-Elect, Professional Practice
Tom Mroz, ASLA ____________ VP-Elect, Finance
Vanessa Warren, ASLA ____________ VP-Elect, Membership

Agenda

1. Approval of Minutes (Danos/Millay)  Action
2. Program and Operations Report (Somerville et al)  Information
3. Finance and Investment Report (Townsend/O’Brien)  Information
5. Public Policy Review (Gyorgyfalvy/Blackwell)  Action
6. ASLA – LAF Memorandum of Understanding (Danos/Somerville)  Action
7. Annual Meeting and EXPO Review (DePass/Apollonio)  Information
8. Other Business  Information
Minutes

1. Call to Order

President Danos called the meeting to order at 11:01am on Wednesday, August 17, 2016. All officers were present, except for Mr. Dawson.

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

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

Guests:
- Gregory A. Miller, ASLA  President-Elect Designate
- Wendy Miller, FASLA  VP-Elect, Professional Practice
- Tom Mroz, ASLA  VP-Elect, Finance
- Vanessa Warren, ASLA  VP-Elect, Membership

3. Minutes of Previous Regular Meeting

IT WAS MOVED BY MR. CUTTER AND SECONDED BY MS. GYORGYFALVY TO APPROVE THE MINUTES OF THE JULY 22-23, 2016, EXECUTIVE COMMITTEE SUMMER MEETING. MOTION CARRIED UNANIMOUSLY.

4. Program and Operations Report

EVP Somerville provided an update on construction progress for the ASLA Center. The bolts passed both tests and other structural fixes are in process. Partial demo of the stair has begun. The first round of submissions for LEED review are completed and management policies for WELL are in
development. Irons are in the fire for Chinatown Green Street fundraising, and staff met with representatives from the Mt. Vernon and Downtown DC BIDs as well as NPS about Chinatown Park. Annual meeting registration and planning are going well. Staff are developing SITES AP exam prep webinars in preparation for exams in New Orleans.

5. Finance Update

VP Townsend reported on cash and reserves. ASLA is slightly ahead of operating plan by $15,000; the market is strong. Somerville and O’Brien negotiated a great loan deal for the building.

6. Policy Review

Director Apollonio presented and reviewed the suggested revisions to the LAAB policy.

IT WAS MOVED BY MR. STANLEY AND SECONDED BY MR. CUTTER TO APPROVE THE REVISIONS TO THE LAAB POLICY FOR CONSIDERATION FOR THE BOARD AT ITS ANNUAL MEETING. MOTION CARRIED UNANIMOUSLY.

6. Other Business

Somerville will send more policies for review in advance of next month’s call so the committee has time to read them through.

There being no further business at 11:25am on Wednesday, August 17, 2016, the meeting adjourned.

Prepared by: Curt Millay, ASLA
Approved:
<table>
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<tr>
<th>Agenda Item #2: Program and Operations Report</th>
<th>Information</th>
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<tr>
<td><strong>Purpose</strong>: To update the Executive Committee on key program activities.</td>
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<td><strong>History and Background</strong>:</td>
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<td><strong>ASLA Center for Landscape Architecture</strong>: Status highlights include completion of supplemental structural measures; demolition of outer stair to create atrium; installation of the cistern; completion of interior framing; beginning of drywall installation; and foundation work for rear fire stair and garden cast-in-place stair. Fundraising is at 70 percent of goal.</td>
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<td><strong>BPTF and Board Meeting Prep</strong>: The Board Performance Task Force held a pre-annual meeting conference call on September 14 to go over midyear survey results and the Board training survey results as well as breakout group discussions at the upcoming annual meeting. Takeaways will be shared during the call.</td>
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<td><strong>Rebranding</strong>: Interviews with shortlisted firms will be held on Monday, January 19. Results will be shared on the call.</td>
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<td><strong>Governing Rules/Procedures</strong>: N/A</td>
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<td><strong>Action Requested</strong>: N/A</td>
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<td><strong>Staff Contact</strong>: Nancy Somerville</td>
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Agenda Item #4: Administrative Policy Revisions

| Purpose: | To review and approve revisions to administrative policies. |

**History and Background:** The 2016 Annual Operating Plan called for review of all ASLA administrative policies. Going forward, as a management best practice, ASLA will review its core governance documents, including administrative policies, every five years. After review and approval by the Executive Committee, the policies will be forwarded to the Board of Trustees for action in New Orleans.

At its summer meeting, the Executive Committee reviewed and approved policies on Antitrust and Restraint of Trade, Confidentiality, Conflict of Interest, Document Retention, Joint Ventures, and Whistleblower. The policy on the Landscape Architectural Accreditation Board was reviewed and approved during the committee's August conference call.

Review/revision, including legal counsel review where appropriate (indicated by *), has now been completed on the remaining administrative policies, which are attached for Executive Committee review and approval:

- EVP/CEO Annual Evaluation*
- Executive Sessions*
- Federal Government Affairs Priorities
- Finance
- Investments
- *LAM* Editorial Policies
- Member Information Confidentiality*
- Nominating Committee Guidelines*
- Reimbursements
- Staff Compensation*
- Standards of Conduct*

**Notes:** Easier-to-read clean copies, as well as mark-ups, of the policies on EVP/CEO Evaluation, Federal Government Affairs Priorities, and Finance are also attached. The original Finance policy has been split into three policies: Finance, Investments, and Reimbursements.

**Governing Rules/Procedures:** Bylaws, Article 8. Section 801: The power to govern the Society and establish policy consistent with the Constitution is vested in the Board of Trustees. The Board of Trustees shall: interpret the Constitution and Bylaws of the Society; approve proposed amendments to the Constitution; enact and amend Bylaws; establish and amend ethical standards; consider appeals in accordance with the ASLA Code of Professional Ethics; elect Honorary Members; establish annual dues; levy special assessments; establish and disaffiliate chapters; modify chapter territorial limits; establish and amend public and administrative policies; …

**Action Requested:** Review and approval of revised policies for consideration by the Board at the annual meeting in New Orleans.
Staff Contact: Nancy Somerville/Curt Millay
Administrative Policy: EVP-CEO Annual Evaluation

2. The immediate past president, the president, and a second-year vice president selected each year by the Executive Committee at or immediately following its annual meeting shall form an EVP evaluation subcommittee.

1. At least sixty (60) days prior to the winter Executive Committee meeting the immediate past president shall distribute a copy of the evaluation instrument to the officers, trustees, and senior staff. The evaluation documents shall include a copy of this procedure and a copy of the executive vice president's position description.

2. The evaluation instruments shall be completed by the senior staff, trustees, and all members of the Executive Committee within thirty (30) or fourteen (14) days of receipt and returned to the immediate past president.

3. The immediate past president shall review and summarize the information/commentary contained in the evaluation instruments and, at least fifteen (15) days prior to the winter Executive Committee meeting, provide a copy of the aggregate results to the president and a vice president selected each year by the Executive Committee at or immediately following its annual meeting evaluation subcommittee.

4. The president, immediate past president, and vice president evaluation subcommittee shall meet prior to the winter meeting of the Executive Committee and prepare the annual performance evaluation and salary recommendations. The results of this evaluation shall be shared orally in executive session with the full voting members of the Executive Committee at its winter meeting; however, to respect the confidential nature of this review, the report shall not be provided in writing to the given orally to the full voting members of the Executive Committee. Upon approval by the Executive Committee, the results, including salary adjustment, if any, shall be presented to the executive vice president, verbally at the winter Executive Committee meeting, and in writing to the executive vice president. The Executive Committee shall meet in executive session at its winter meeting and propose a salary recommendation for the next calendar year. The salary recommendation shall be conveyed to the executive vice president within fifteen (15) days of the conclusion of the winter Executive Committee meeting.
5. In a year when the executive vice president's contract is up for review (i.e., the term is scheduled to expire), the Executive Committee, at its winter meeting, shall use consider this annual performance evaluation in deciding whether or not to offer a new contract to as a basis for extending/terminating the executive vice president’s contract. If the executive vice president is to be offered a new contract (or the current contract is to be extended), the voting members of the Executive Committee shall meet in executive session at its winter meeting and prepare the proposed appropriate modifications/adjustments to the contract, including salary adjustments. The recommendation of the Executive Committee shall be presented to the executive vice president verbally at the winter Executive Committee meeting and in writing within fifteen (15) days of the conclusion of the winter Executive Committee meeting.

6. Both the salary recommendation and executive vice president’s evaluation shall be done on a calendar year basis and the salary adjustment (if any) shall be effective on January 1 of each year.

7. Each year at the conclusion of the review process, the immediate past president shall provide the voting members of the Board of Trustees with a general overview of the executive vice president’s annual evaluation for the full Board of Trustees’ information and review their information.

ASLA Administrative Policy: 1998
Administrative Policy: EVP/CEO Annual Evaluation

The immediate past president, the president, and a second-year vice president selected each year by the Executive Committee at or immediately following its annual meeting shall form an EVP evaluation subcommittee.

At least sixty (60) days prior to the winter Executive Committee meeting the immediate past president shall distribute a copy of the evaluation instrument to the officers, trustees, and senior staff. The evaluation documents shall include a copy of this procedure and a copy of the executive vice president's position description. The evaluation instruments shall be completed by the senior staff, trustees, and all members of the Executive Committee within fourteen (14) days of receipt and returned to the immediate past president.

The immediate past president shall review and summarize the information/comments contained in the evaluation instruments and, at least fifteen (15) days prior to the winter Executive Committee meeting, provide a copy of the aggregate results to the evaluation subcommittee. The evaluation subcommittee shall meet prior to the winter meeting of the Executive Committee and prepare the annual performance evaluation and salary recommendations. The results of this evaluation shall be shared orally in executive session with the full voting members of the Executive Committee at its winter meeting; to respect the confidential nature of this review, the report shall not be provided in writing to the committee. Upon approval by the Executive Committee, the results, including salary adjustment, if any, shall be presented to the executive vice president, verbally at the winter Executive Committee meeting, and in writing within fifteen (15) days of the conclusion of the winter meeting.

In a year when the executive vice president's contract is up for review, the Executive Committee, at its winter meeting, shall use this annual performance evaluation as a basis for extending/terminating the executive vice president's contract. The voting members of the Executive Committee shall meet in executive session at its winter meeting and prepare the appropriate modifications/adjustments to the contract, including salary adjustments. The recommendation of the Executive Committee shall be presented to the executive vice president verbally at the winter Executive Committee meeting and in writing within fifteen (15) days of the conclusion of the winter meeting.

Both the salary recommendation and executive vice president’s evaluation shall be done on a calendar year basis and the salary adjustment (if any) shall be effective on January 1 of each year.

Each year, at the conclusion of the review process, the immediate past president shall provide the voting members of the Board of Trustees with a general overview of the executive vice president’s annual evaluation for their information.

ASLA Administrative Policy: 1998
Administrative Policy: Executive Sessions

Board of Trustees

An executive session of the Board of Trustees may be called by the president if needed to discuss sensitive business issues or other issues that require confidentiality. Executive sessions of the Board are limited to the voting members of the Board and the executive vice president; legal counsel and/or additional members of the staff or third parties may be invited to participate in executive sessions as appropriate, as agreed by the president and the executive vice president.

Executive Committee

An executive session of the Executive Committee may be called by the president: 1) for the purpose of reviewing the performance of the executive vice president; or 2) to discuss sensitive business issues or other issues that require confidentiality. Executive sessions of the Executive Committee are limited to the voting members of the Committee and the executive vice president. Legal counsel and/or additional members of the staff or third parties may be invited to participate in executive sessions as appropriate, as agreed by the president and the executive vice president. The Committee may meet in executive session without the executive vice president when conducting the executive vice president’s performance review, as determined by the president.

Executive sessions may be called only for the following purposes: personnel matters; pending or threatened legal action; and purchase of real property where discussion in an open meeting might compromise negotiations.

To conduct an executive session, a member of the Executive Committee shall make a motion to go into executive session and state the purpose for the executive session, which must be one of the reasons listed above. The motion must be seconded and approved by a majority of the Executive Committee members present and voting.

Policies Applicable to Both

During the executive session of the Board or the Executive Committee, only topics within the purpose for which the session was called may be discussed. Discussion and/or motions that include other issues shall be ruled out of order, by the chair. Any multi-topic motions offered shall be divided so that the resulting motion to be discussed in the executive session contains only topics within the purpose for which the session was called. Any other components of a multi-topic motion shall be tabled until an open session is convened.

At the completion of the discussion and any action taken during executive session, the executive session shall be concluded with a motion to reconvene in open session. During the open session, any action that was taken in executive session shall be reported for the record. If no action was taken, then the report shall reflect that no action was taken.

Any action that is taken during an executive session will be recorded in confidential minutes. No record of the discussion and no attribution of specific comments to particular participants shall be made. Members of the Board and the Executive Committee, both past and present, shall not discuss personnel and other
issues deliberated in executive session with non-Executive Committee members, including members of
the Board of Trustees, individuals who were not part of the executive session. At the outset of the
session, and at the conclusion of the session, the chairperson shall advise the attendees of the
foregoing confidentiality obligations, and the minutes shall reflect the same.

ASLA Administrative Policy: 1997
Administrative Policy: Federal Government Affairs Priorities

Procedure

ASLA federal government affairs priorities should reflect the practice needs and advocacy concerns of ASLA members. To that end, the federal affairs priorities will be developed through the following process:

In even-numbered years preceding a new congress, ASLA will survey its members to determine member interests and priorities. Member input and potential priority issues will be analyzed by the government affairs staff and Government Affairs Advisory Committee and set of recommended priorities will be developed using the following filters:

- **Landscape Architecture Expertise** – Landscape architects have specific expertise that will allow ASLA and its members to play a leadership role on the issue or otherwise bring technical expertise to influence the public policy.

- **Member Relevance** – Issues must be relevant and important to a broad segment of the ASLA membership. An issue could be relevant because it relates to fundamental principles or beliefs held by the majority of members or because it has an economic impact on ASLA members.

- **Federal Nexus** – The issue must be one over which the Congress or a federal department/agency has jurisdiction.

- **Timeliness** – The issue will be or is likely to be on the congressional or administrative agenda in the next two years.

The recommended priorities will be presented to the Executive Committee at its summer meeting and to the Board of Trustees at its fall meeting for discussion and input. Input from the Executive Committee and Board will be reviewed by the government affairs staff and GAAC and the recommended priorities will be revised as appropriate. A final set of federal priorities will be presented to the Executive Committee for endorsement prior to the year-end.

To ensure that the Government Affairs Department is addressing the advocacy needs of ASLA members, the following procedure should be used to facilitate the formulation of ASLA's government affairs priorities:

1. Members' needs and advocacy concerns must be assessed. While this does not necessarily need to happen every year, the Government Affairs Advisory Committee and staff must have a basic understanding of where the primary interests of our members lie. This can be done using a specific government affairs survey sent to members, or as part of the biannual ASLA membership surveys. Upon receiving and compiling information from such a survey, the Government Affairs Advisory Committee and staff will work together to determine the most frequently cited issues and concerns of members.

2. The input of the Board of Trustees—as represented by ASLA's approved policies—will then be paired with the above information/concerns to assist the Government Affairs Advisory Committee and staff in determining the three to four government affairs priorities for each pending Congress. Other criteria impacting the choice of priorities include: political climate (i.e., Executive Branch priorities, composition of House and Senate); ASLA financial and staff resources; timing of major reauthorization bills that could...
demand the Government Affairs Department’s full attention; and opportunities to tie legislative/regulatory priorities into an overarching ASLA campaign.

3. Priorities selected by the Government Affairs Advisory Committee and staff will then be presented to the Executive Committee for endorsement, as well as to the Board of Trustees for review.

**Commentary**

Staff lobbying efforts, bill endorsements, written testimony, congressional correspondence, and distribution of the department’s government affairs resources will be made within the context of these priorities. However, ASLA will continue to endorse, as necessary and appropriate, other legislative initiatives consistent with Society policies.

Federal government affairs priorities will be re-evaluated as needed to ensure appropriate allocation of resources and to respond to changes in the political environment.

A specific deadline is not set (i.e., Board of Trustees or Executive Committee meetings) for consideration of government affairs priorities by the Executive Committee and the Board of Trustees, as the ability of the Government Affairs Advisory Committee and staff to fully and carefully determine priorities may be contingent on legislative schedules. Whenever possible, consideration at venues should occur, but conference calls or email should serve as backup venues for reviewing government affairs priorities.

Although Congress operates on a two-year cycle, ASLA government affairs priorities will be re-evaluated on an annual basis. This will allow the Society to determine if its government affairs resources are being allocated appropriately, or need to be re-thought due to unforeseen external circumstances.

Staff lobbying efforts, bill endorsements, written testimony, congressional correspondence, and distribution of the department’s government affairs resources will be made within the context of these priorities. However, ASLA will continue to endorse, as necessary and appropriate, other legislative initiatives consistent with Society policies.

It should also be understood that the priorities being developed under this protocol are in addition to licensure, which ASLA has already determined to be a priority.

ASLA Administrative Policy: 2001
Administrative Policy: Federal Government Affairs Priorities

ASLA federal government affairs priorities should reflect the practice needs and advocacy concerns of ASLA members. To that end, the federal affairs priorities will be developed through the following process:

In even-numbered years preceding a new congress, ASLA will survey its members to determine member interests and priorities. Member input and potential priority issues will be analyzed by the government affairs staff and Government Affairs Advisory Committee and set of recommended priorities will be developed using the following filters:

- **Landscape Architecture Expertise** – Landscape architects have specific expertise that will allow ASLA and its members to play a leadership role on the issue or otherwise bring technical expertise to influence the public policy.

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Staff lobbying efforts, bill endorsements, written testimony, congressional correspondence, and allocation of the department’s government affairs resources will be made within the context of these priorities. However, ASLA will continue to endorse, as necessary and appropriate, other legislative initiatives consistent with Society policies.

Federal government affairs priorities will be re-evaluated as needed to ensure appropriate allocation of resources and to respond to changes in the political environment.

ASLA Administrative Policy: 2001
Administrative Policy: Finance and Investments

Program Planning and Budget Development Calendar

<table>
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<tr>
<th>Planning</th>
<th>Drafting</th>
<th>Operating</th>
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<tr>
<td>Current Year +2</td>
<td>Current Year +12</td>
<td>Current Year @ 0 months</td>
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<tr>
<td><strong>1st Qtr</strong></td>
<td><strong>2nd Qtr</strong></td>
<td><strong>3rd Qtr</strong></td>
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<tr>
<td>Winter ExCom Meeting</td>
<td>Midyear BOT Meeting</td>
<td>Summer ExCom Meeting</td>
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<td>Current year +24 months: Begin program and budget planning cycle in light of current priorities and new ideas and give direction to staff for initial budget draft.</td>
<td>Current year +21 months: Conduct strategic review and evaluation of current priorities and programs and give policy direction to ExCom and staff.</td>
<td>Current year +18 months: Consider initial budget in light of midyear meeting review and any new program proposals and give priority direction to staff.</td>
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<td>Current year +12 months: Review final budget draft in light of previous year-end projections and possible contingencies and adjust accordingly.</td>
<td>Current year +9 months: Review final budget draft, provide any additional direction to ExCom staff for fine-tuning, and give preliminary approval.</td>
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<td>Current year @ 3 months: Monitor performance and adjust based on previous year-end actuals and any new developments.</td>
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Financial Management and Oversight

The Board of Trustees and ASLA management work together to ensure effective use of ASLA resources in support of the Society’s mission and vision. In accordance with Section 801 of the ASLA Bylaws, the Board of Trustees is charged with financial oversight of the Society: establishing and prioritizing strategic goals and objectives; adopting annual operating plans and budgets; allocating funds to reserves and approving disbursements of reserves funds; and reviewing and accepting the annual audit of the
accounts of the Society. ASLA management is responsible for ongoing financial management and administrative oversight.

**Budget Development and Approval**

The annual program and budget of the Society is developed by ASLA management based on Board-identified strategic objectives and priorities, and a strategic planning process that emphasizes: clear identification of goals and objectives; regular performance monitoring and evaluation of results; and internal and external environmental scans. To maintain flexibility and the ability to respond to opportunities and changing conditions, development of the annual program and budget is done on a one- to two-year horizon. At the fall meeting, the Board adopts the Annual Operating Plan (AOP) and the corresponding operating and capital budgets for the upcoming fiscal year. A draft budget for the following year is also presented for Board approval at that time.

**Funding Requests**

Requests for new or significant additional funding shall be identified as such and incorporated in the Society’s regular program and budget planning process, in accordance with the Program Planning and Budget Development Calendar. Such requests will be evaluated in the overall context of the Society’s strategic objectives and program priorities as approved by the Board of Trustees. (See Appendix: Guidelines for Funding Requests.) Requests for short-term, contingency funding shall be submitted in writing to the president and executive vice president with information and review copies provided for the finance vice president and chief financial officer. Such requests will be evaluated in the context of current budget, program, and staffing constraints as well as the Society’s overall strategic objectives and program priorities as approved by the Board of Trustees. Requests will then be forwarded to the Executive Committee.

**Budget Adjustments**

The ASLA Executive Committee may adjust the adopted budget. Budget adjustments adopted by the Executive Committee shall not exceed seven (7) percent of the total annual budget of the Society and the actual adjustments adopted by the Executive Committee shall be reported to the Board of Trustees. New initiatives not related to core programs shall go through the new program funding request process.

**Deferred Expenses**

Expenses to be deferred shall be reviewed prior to the end of each fiscal year. Expenses may be deferred only if they adhere to generally accepted accounting principles and generally accepted auditing standards as determined by an independent auditor. Expenses may be deferred only if they directly relate to future revenue and/or profits. In no case shall deferrals extend beyond the real life of a member benefit or the useful life of a product. Expenses may be deferred only if they adhere to generally accepted accounting principles and generally accepted auditing standards as determined by an independent auditor.

**Funds of the Society**
In addition to the funds/accounts that finance the day-to-day operations of the Society in accordance with the Board-adopted AOP and budgets, the Society shall maintain a long-term reserve. The Society shall have an operating fund and a reserve fund.

**Operations Fund**: All accounts other than the long-term reserve. The operating fund shall finance the day-to-day operations of the Society as established in the annual operating budget by the Board of Trustees. Interest earned on the operating fund shall be ordinary income, and shall be credited to the fund.

**Long-Term Reserve Fund**: The Society’s objective shall be to achieve a reserve of fifty (50) percent of annual operating expenses by the year 2020. The reserve fund shall be equal to, or greater than, a fixed percentage of the annual operating budget as established by the Board of Trustees. The long-term reserve fund shall be cash and investments designated as reserves. The purposes of the long-term reserve fund shall be:

- To sustain operations and member services during a period of economic downturn.
- To manage the cash flow requirements of proven fee-for-service activities, e.g., the annual meeting or Landscape Architecture magazine.
- To fund capital expenditures beyond anticipated annual capital expenses.
- To meet financial obligations under emergency circumstances, i.e., one-time, episodic, unanticipated situations.
- To fund development of new, or enhancement of existing programs, products, or services.

Interest earned on the long-term reserve fund shall be credited to the fund. Disbursements shall be restricted to the purposes outlined above and shall require advance approval by an affirmative vote by two-thirds (2/3) of the voting membership of the Board of Trustees present at a meeting. The prescribed size and purposes of the fund shall be reviewed at least every three (3) years by the Finance and Investments Committee and changes shall be recommended to the Board of Trustees by the committee as necessary and appropriate.

The Society’s objective shall be to achieve a reserve of fifty (50) percent of annual operating expenses by the year 2020. Annual contributions to the long-term reserve funds shall be three (3) percent of budgeted annual operating expenses. (For this purpose, the term “annual operating expenses” does not include estimated tax payments and planned annual reserve contributions.) The Society’s progress toward this objective shall be assessed annually by the Chief Financial Officer and the Finance and Investments Committee and reported to the Board of Trustees as part of the budget approval process.

**Financial Reporting**

Program and budget information shall be available to the ASLA Executive Committee, Board of Trustees, Audit Committee, and Finance and Investments Committee and other committees and members as appropriate. Such information shall be confidential and not for public distribution or dissemination unless specifically approved by the Executive Committee.

Members of the senior staff shall receive the income and expense detail by program following each month-end closing and shall, in turn, make this information available to the respective program officers in a manner and as frequently as the individual vice president deems appropriate.
The Board of Trustees shall receive quarterly reports on income and expense. Members of the Board of Trustees shall receive the income and expense reports as compared to the approved budget semiannually in conjunction with the midyear and annual meetings of the board. The Board of Trustees shall also receive the annual independent auditor’s report and a written opinion and recommendation on acceptance from the Audit Committee.

The Executive Committee shall receive monthly reports on income and expense as compared to the approved budget.

The finance vice president and chairs of the Finance and Investments Committee and Audit Committee shall receive monthly reports on income and expense as compared to the approved budget and any additional any and all financial reports as requested as frequently and as deemed necessary.

The Board of Trustees shall receive the annual independent auditor’s report and a written opinion and recommendation on acceptance from the Audit Committee.

Financial Disclosure
Detailed program and budget information shall be available to the ASLA Executive Committee, Board of Trustees, Audit Committee, and Finance and Investments Committee and other committees and members as appropriate. Such information shall be confidential and not for public distribution or dissemination unless specifically approved by the Executive Committee. After approval by the Board of Trustees, general program and budget information, showing allocation of funds by major program area and relating expenditures to board- and member-identified priorities, shall be made available, reported to ASLA members and included in the executive vice president’s annual report to the members. This information shall be suitable for dissemination to the media and others outside ASLA on request. On acceptance of the annual audit by the Board of Trustees, the executive vice president shall prepare and distribute a report to ASLA members summarizing the previous year’s financial performance by major program area.

The goals of this policy are to ensure that: the Board of Trustees and Executive Committee have the financial and programmatic information needed to provide appropriate oversight and direction; ASLA fulfills its responsibility to report to its members on the financial condition of the Society and how Society funds are spent; and, as defined in the paragraph above, only the appropriate summary information is provided to the media and others outside ASLA.

Mandated Biannual Review of Membership Dues

The Finance and Investments Committee in conjunction with the Member Services Committee shall review ASLA membership dues and make a recommendation to the Board of Trustees based on: the most recent CPI (Consumer Price Index); cost of programs and services as determined by the Board of Trustees; and dues as a percentage of total revenues. This review shall be performed, with the recommendation presented to the Board of Trustees at its midyear meeting, every even numbered year for implementation in the next odd numbered year.

Expense Reimbursement

All requests for reimbursement should be sent to headquarters on the appropriate forms within two (2) weeks of the meeting conclusion.

Original receipts are required for all expenditures over twenty-five ($25) dollars.
Mileage will be reimbursed at the current IRS (Internal Revenue Service) recommended rate per mile.

All volunteers are expected to make air travel reservations at the most economical fare practicable.

Transportation to meetings includes a reasonable, economical means of travel available to and from the airport.

Lodging means hotel room and tax charges only; it does not include meals and incidentals.

Sharing accommodations is encouraged whenever possible.

Chapters are encouraged to reimburse chapter trustee and chapter president expenses not covered by ASLA.

The following items that may be associated with business travel will not be reimbursed by ASLA:

- Meal expenses, except as specified below. If meal, break, and beverage services are provided by ASLA in conjunction with meetings and events, reimbursement for meals taken elsewhere and other food items and beverages may not be claimed.
- Alcoholic beverages.
- Faxes, photocopies, downloading/printing of meeting materials, postage, office supplies, Internet charges, data ports, and telephone calls.
- Valet (laundry, dry cleaning, steam/press, sewing/repair) services, barbers/hairdressers, shoe shines/repair, and other personal grooming items.
- Entertainment expenses, including in-flight movies and headsets, hotel pay-per-view movies, social activities and related costs: newspapers, magazines, and books.
- Costs incurred by failure to cancel travel or hotel reservations in a timely manner.
- Airline upgrades and airline tickets purchased with frequent flyer miles.
- Baggage lost by transporter; loss/theft of personal funds or property; optional business travel or baggage insurance; personal accident insurance; personal property insurance.
- Personal credit card annual fees and finance charges.
- Incremental costs for travel, lodging, meals, event, or other expenses for spouses and other family members or guests, unless the individual has a bona fide purpose for engaging in the travel or attending the event.
- Childcare, babysitting, house-sitting, pet-sitting/kennel charges.

Executive Committee members will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with all Executive Committee meetings, the midyear and annual meetings of the Board of Trustees, and the annual meeting of the Society. (Registration fees and ticketed events for the annual meeting of the Society are covered only to the extent specified below.) Travel for chapter visitations and allied professional and other meetings must be authorized by the Executive Vice President within approved budget parameters; members will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day.

Vice presidents will be extended complimentary annual meeting registration for the individual officer and one (1) complimentary ticket for the annual meeting gala and closing dinner.

The president, president-elect, and immediate past president will be extended complimentary annual meeting registration for the individual officer and his or her spouse or guest and two (2) complimentary tickets for the annual meeting gala and closing dinner.

Past presidents will be extended lifetime complimentary membership in the Society and lifetime complimentary annual meeting registration for the individual past president and his or her spouse or guest and two (2) complimentary tickets for the annual meeting gala and closing dinner.
Candidates for president-elect will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with the winter meeting of the Executive Committee and the midyear meetings of the Executive Committee, Board of Trustees, and Chapter Presidents Council. Candidates for vice president will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with the winter meeting of the Executive Committee and the midyear meetings of the Executive Committee, Board of Trustees, and Chapter Presidents Council.

The president-elect designate and vice presidents-elect will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with the summer meeting of the Executive Committee and the annual meetings of the Executive Committee, Board of Trustees, and the Society at which they assume office.

The parliamentarian will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with the midyear and annual meetings of the Executive Committee and the Board of Trustees.

Council, committee, task force, and jury chairs and members and official delegates and representatives will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with meetings authorized by the Executive Vice President within approved budget parameters.

Chapter trustees will be reimbursed for travel and lodging expenses (based on ½ the double occupancy rate) over the standard deduction of two hundred ($200) dollars for the midyear and annual meetings of the Board of Trustees. (Registration fees and lodging for the annual meeting of the Society are not covered.)

Chapter trustees-elect will be reimbursed for travel and lodging expenses (based on ½ the double occupancy rate) over the standard deduction of two hundred ($200) dollars for the annual meeting of the Board of Trustees occurring immediately prior to their assuming office. (Registration fees and lodging for the annual meeting of the Society are not covered.)

Chapter presidents and presidents-elect (or equivalent chapter officer) will be reimbursed for travel and lodging expenses (based on ½ the double occupancy rate) over the standard deduction of two hundred ($200) dollars for the midyear and annual meetings of the Chapter Presidents Council. (Registration fees and lodging for the annual meeting of the Society are not covered.)

Chapter Loan Policy:

The ASLA Executive Committee may consider granting loans to ASLA chapters on a case-by-case basis. Such loans shall be subject to the following conditions:

- Loans may be made for the purpose of (a) supporting chapter initiatives to obtain or defend licensure laws; providing a chapter with assistance in obtaining title and/or practice legislation or (b) helping a chapter defeat legislative or regulatory attempts to eliminate licensure by sunsetting the pertinent legislation or regulation in the event of an emergency situation.
- Loans shall be repaid within one (1) year of the time they are made at a rate of interest one (1) percent above the prime lending rate as reported by The Wall Street Journal at the time the loan is made. Loan repayment extensions shall be requested by the chapter and approved by the Executive Committee.
- Loans shall be made in increments of two thousand five hundred ($2,500) dollars up to a maximum of ten thousand ($10,000) dollars per individual chapter.
- An ASLA chapter shall qualify for a loan as described above no more than once every three (3) years.
• Total loans extended by ASLA in any one (1) year shall not exceed twenty-five thousand ($25,000) dollars.
  ▲ Loans will be extended on a first-come, first-serve basis.

Chapter Dues Rebates

Chapter dues shall be collected by national headquarters and rebated to the chapter in accordance with Article 6, Section 606604, of the ASLA Bylaws. Rebates will be mailed provided monthly and will include all dues received in the prior month.

Investments

Operating Fund

The fund’s objectives shall be preservation of capital and liquidity and shall be invested as follows:

▲ Federally insured certificates of deposit not to exceed one hundred thousand ($100,000) dollars per institution.
▲ Money market funds.
▲ Checking accounts in federally insured banks and savings and loans.
▲ Direct obligations of the US Government, its agencies, and instrumentalities.
▲ Agency discount notes.
▲ Repurchase agreements.
▲ Commercial paper rated A1/P1.
▲ The maturity of investments for the operating fund shall be limited to one (1) year or less.

Reserve Fund

The fund’s objective shall be long-term capital growth. It is understood that fluctuating rates of return are to be expected in the securities markets. These funds shall be invested in a manner consistent with ERISA guidelines for diversification and risk. Accordingly, the expectations for the account’s performance over a five (5) year period shall be to achieve the following:

▲ The account's total return should equal or exceed the performance of the S&P 500 Index, EAFE Index, and the Shearson Lehman Intermediate Bond Index.
▲ The portfolio should be invested to minimize the likelihood of low negative total returns defined as a negative return greater than ten (10) percent in a calendar year or three (3) consecutive negative quarters.

Investment Guidelines

The Finance and Investments Committee in consultation with the investment advisor shall have broad latitude in selecting suitable assets to invest these funds properly. This policy allows substantial discretion in asset allocation for the purpose of increasing investment returns or reducing risk exposure. A registered investment advisor shall professionally manage the funds using recognized principles of asset management to meet long-term growth objectives. The investment advisor shall be free to select securities for investment of these assets that he or she deems appropriate using commonly accepted methods of security analysis with the following classes of investments specifically disallowed:

▲ Private placements.
▲ Lettered stock.
▲ Commodity and futures trading.
▲ Short selling.
▲ Margin transactions.
▲ Gems.
▲ Objects of art.
Investment Reporting

The investment consultant shall prepare a report at least quarterly for the ASLA chief financial officer and Finance and Investments Committee. The report shall include a schedule of investments including investment returns to date and any other pertinent information necessary to evaluate adherence to these investment objectives and guidelines.

Appendix

Guidelines for Funding Requests

The purpose of these guidelines is to facilitate the evaluation of requests for significant additional funding of programs that are currently identified in the budget and requests for funding of programs that are not currently identified in the budget.

ASLA members, committee chairs, chapter presidents, members of the Board of Trustees, and staff may put forward funding requests in the following manner:

- Member to Committee to > Committee chair to Sr staff/VP of responsibility to
- Member to Chapter president to > Chapter trustee to Sr staff/VP of responsibility to
- Chapter president to > Committee chair to Sr staff/VP of responsibility to
- Chapter president to > Chapter trustee to Sr staff/VP of responsibility to
- Chapter trustee to Sr staff/VP of responsibility to
- Sr staff/VP of responsibility to Sr staff/VP of responsibility to
- Sr staff/VP of responsibility to Sr staff/VP of responsibility to
- Sr staff/VP of responsibility to Sr staff/VP of responsibility to

Funding requests shall include to the greatest extent possible answers to the following questions:

- What is the perceived outcome/benefit of this request?
- Is this a one-time request or an annual request?
- What is the anticipated cost of this request, including all direct expenses for development, production, meetings, and travel? What amount of staff support will be needed for this request?
- How might these costs be reduced?
- What is the anticipated revenue of this request and is it self-supporting?
- If this request is not anticipated to be self-supporting, can changes be made to make it self-supporting?
- Will implementation of this request allow costs for other programs to be reduced?
- What are some other potential sources of funding for this request?
- Where does this fall in terms of the Society’s overall strategic objectives and program priorities?
- Does this request represent a higher priority than something currently funded? Are there other programs or activities that could be cut to pay for this?

The program area vice presidents and senior staff shall be responsible for ensuring that the above questions are addressed in all requests for significant additional funding of existing programs and requests for funding of new programs. This shall be done through and with the assistance of the ASLA executive vice president and chief financial officer. An informational copy of all requests shall be provided to the finance vice president.

ASLA Administrative Policy: 1994; R2002; R2004; R2007; R2008; R2009
Administrative Policy: Finance

Financial Management and Oversight

The Board of Trustees and ASLA management work together to ensure effective use of ASLA resources in support of the Society’s mission and vision. In accordance with Section 801 of the ASLA Bylaws, the Board of Trustees is charged with financial oversight of the Society: establishing and prioritizing strategic goals and objectives; adopting annual operating plans and budgets; allocating funds to reserves and approving disbursements of reserves funds; and reviewing and accepting the annual audit of the accounts of the Society. ASLA management is responsible for ongoing financial management and administrative oversight.

Budget Development and Approval

The annual program and budget of the Society is developed by ASLA management based on Board-identified strategic objectives and priorities, and a strategic planning process that emphasizes: clear identification of goals and objectives; regular performance monitoring and evaluation of results; and internal and external environmental scans. To maintain flexibility and the ability to respond to opportunities and changing conditions, development of the annual program and budget is done on a one-to two-year horizon. At the fall meeting, the Board adopts the Annual Operating Plan (AOP) and the corresponding operating and capital budgets for the upcoming fiscal year. A draft budget for the following year is also presented for Board approval at that time.

Budget Adjustments

The ASLA Executive Committee may adjust the adopted budget. Budget adjustments adopted by the Executive Committee shall not exceed seven (7) percent of the total annual budget of the Society and the actual adjustments adopted by the Executive Committee shall be reported to the Board of Trustees.

Deferred Expenses

Expenses may be deferred only if they adhere to generally accepted accounting principles. In no case shall deferrals extend beyond the real life of a member benefit or the useful life of a product.

Funds of the Society

In addition to the funds/accounts that finance the day-to-day operations of the Society in accordance with the Board-adopted AOP and budgets, the Society shall maintain a long-term reserve. The long-term reserve shall be cash and investments designated as reserves. The purposes of the long-term reserve shall be:

- To sustain operations and member services during a period of economic downturn.
- To manage the cash flow requirements of proven fee-for-service activities, e.g., the annual meeting or Landscape Architecture magazine.
- To fund capital expenditures beyond anticipated annual capital expenses.
- To meet financial obligations under emergency circumstances, i.e., one-time, episodic, unanticipated situations.
- To fund development of new, or enhancement of existing programs, products, or services.
Interest earned on the long-term reserve shall be retained in the long-term reserve. Disbursements shall be restricted to the purposes outlined above and shall require advance approval by an affirmative vote by two-thirds (2/3) of the voting membership of the Board of Trustees present at a meeting. The prescribed size and purposes of the fund shall be reviewed at least every three (3) years by the Finance and Investments Committee and changes shall be recommended to the Board of Trustees by the committee as necessary and appropriate.

The Society’s objective shall be to achieve a reserve of fifty (50) percent of annual operating expenses by the year 2020. Annual contributions to the long-term reserve shall be three (3) percent of budgeted annual operating expenses. (For this purpose, the term “annual operating expenses” does not include estimated tax payments and planned annual reserve contributions.) The Society’s progress toward this objective shall be assessed annually by the Chief Financial Officer and the Finance and Investments Committee and reported to the Board of Trustees as part of the budget approval process.

Financial Reporting

Program and budget information shall be available to the ASLA Executive Committee, Board of Trustees, Audit Committee, and Finance and Investments Committee and other committees and members as appropriate. Such information shall be confidential and not for public distribution or dissemination unless specifically approved by the Executive Committee.

- The Board of Trustees shall receive quarterly reports on income and expense as compared to the approved budget. The Board of Trustees shall also receive the annual independent auditor’s report and written opinion, and recommendation on acceptance from the Audit Committee.
- The Executive Committee shall receive monthly reports on income and expense as compared to the approved budget.
- The finance vice president and chairs of the Finance and Investments Committee and Audit Committee shall receive monthly reports on income and expense as compared to the approved budget and any additional financial reports as requested and as deemed necessary.

General program and budget information, showing allocation of funds by major program area and relating expenditures to board-identified priorities, shall be made available to ASLA members and included in the executive vice president’s annual report to the members. This information shall be suitable for dissemination to the media and others outside ASLA on request.

The goals of this policy are to ensure that: the Board of Trustees and Executive Committee have the financial and programmatic information needed to provide appropriate oversight and direction; ASLA fulfills its responsibility to report to its members on the financial condition of the Society and how Society funds are spent; and, as defined in the paragraph above, only the appropriate summary information is provided to the media and others outside ASLA.

Biannual Review of Membership Dues

The Finance and Investments Committee in conjunction with the Member Services Committee shall review ASLA membership dues and make a recommendation to the Board of Trustees based on: the
most recent CPI (Consumer Price Index); cost of programs and services as determined by the Board of Trustees; and dues as a percentage of total revenues. This review shall be performed, with the recommendation presented to the Board of Trustees at its midyear meeting, every even numbered year for implementation in the next odd numbered year.

Chapter Loan Policy

The ASLA Executive Committee may consider granting loans to ASLA chapters on a case-by-case basis. Such loans shall be subject to the following conditions:

- Loans may be made for the purpose of (a) supporting chapter initiatives to obtain or defend licensure laws; or (b) in the event of an emergency situation.
- Loans shall be repaid within one (1) year of the time they are made at a rate of interest one (1) percent above the prime lending rate as reported by The Wall Street Journal at the time the loan is made. Loan repayment extensions shall be requested by the chapter and approved by the Executive Committee.
- Loans shall be made in increments of two thousand five hundred ($2,500) dollars up to a maximum of ten thousand ($10,000) dollars per individual chapter.
- An ASLA chapter shall qualify for a loan as described above no more than once every three (3) years.
- Total loans extended by ASLA in any one (1) year shall not exceed twenty-five thousand ($25,000) dollars.

Chapter Dues Rebates

Chapter dues shall be collected by national headquarters and rebated to the chapter in accordance with Article 6, Section 604, of the ASLA Bylaws. Rebates will be provided monthly and will include all dues received in the prior month.
Administrative Policy:  on Investments

Investments

Operating Fund

The fund’s objectives shall be preservation of capital and liquidity and shall be invested as follows:

- Federally insured certificates of deposit not to exceed one hundred thousand ($100,000) dollars per institution.
- Money market funds.
- Checking accounts in federally insured banks and savings and loans.
- Direct obligations of the US Government, its agencies, and instrumentalities.
- Agency discount notes.
- Repurchase agreements.
- Commercial paper rated A1/P1.
- The maturity of investments for the operating fund shall be limited to one (1) year or less.

Reserve Fund

The fund’s objective shall be long-term capital growth. It is understood that fluctuating rates of return are to be expected in the securities markets. These funds shall be invested in a manner consistent with ERISA guidelines for diversification and risk. Accordingly, the expectations for the account’s performance over a five (5) year period shall be to achieve the following:

- The account’s total return should equal or exceed the performance of the S&P 500 Index, EAFE Index, and the Shearson Lehman Intermediate Bond Index.
- The portfolio should be invested to minimize the likelihood of low negative total returns defined as a negative return greater than ten (10) percent in a calendar year or three (3) consecutive negative quarters.

Investment Guidelines

The Finance and Investments Committee in consultation with the investment advisor shall have broad latitude in selecting suitable assets to invest these funds properly. This policy allows substantial discretion in asset allocation for the purpose of increasing investment returns or reducing risk exposure. A registered investment advisor shall professionally manage the funds using recognized principles of asset management to meet long-term growth objectives. The investment advisor shall be free to select securities for investment of these assets that he or she deems appropriate using commonly accepted methods of security analysis with the following classes of investments specifically disallowed:

- Private placements.
- Lettered stock.
- Commodity and futures trading.
- Short selling.
- Margin transactions.
- Gems.
- Objects of art.
- Stocks with a share price of less than five ($5) dollars.
- Equity or index options.
Speculative derivatives.

**Investment Reporting**

The investment consultant shall prepare a report at least quarterly for the ASLA chief financial officer and Finance and Investments Committee. The report shall include a schedule of investments including investment returns to date and any other pertinent information necessary to evaluate adherence to these investment objectives and guidelines.
Successful magazines are the product of a collaborative and collegial relationship between editorial and publishing. The following policies frame the responsibilities of each party.

Note: In the construction of this document, the term “should” is used to express what is expected, i.e., goals the parties must strive to meet, and the term “shall” is used to express what is mandatory, i.e., goals the parties are required to meet.

1. Defining the editorial sections of the magazine

The editor in chief shall be responsible for and hold final authority over the content and layout of the editorial sections of Landscape Architecture Magazine (hereinafter referred to as “LAM” or the “magazine” or the “publication”). The editorial sections of the magazine shall include: the cover, the spine, the table of contents, letters, departments, feature articles, book reviews, product profiles, critical commentary, and any other areas written or edited by editorial staff or not explicitly labeled as advertising.

1.1 LAM editorial content online

The editor in chief shall control all online editorial content, including the website, blogs, and digital issues of the magazine. Hypertext links that appear within editorial content, including graphics, shall do so at the sole discretion of the editor in chief.

1.2 Relationship to ASLA (American Society of Landscape Architects) public policy

LAM editorial positions shall not be in opposition to ASLA public policy. Individual articles and letters to the editor may contain opposing points of view and the editor in chief may raise issues of interest to the profession at large.

1.3 Editorial transparency

Contributing writers who are current members of the LAM Editorial Advisory Committee shall be identified as such in their author bios.

1.4 Covering ASLA

ASLA news and information shall be covered by the magazine when considered relevant to readers by the editor in chief. ASLA shall be identified as the owner and publisher of LAM the first time it is mentioned in an editorial piece.

1.5 Sharing article content

To maintain the objectivity, editorial staff and contributing writers shall not share articles with the subjects of those articles or others who might have a stake in the subject. However, writers shall call sources to check facts and quotes verbally to ensure correctness.
1.6 Stakeholders as writers

Articles about projects written by the landscape architect or someone else directly involved in the project shall not be accepted for publication. Exceptions to this rule may be made by the editor in chief in cases where the experiences of the landscape architect or other directly involved individual are part of the story.

1.7 Site visits

Writers of feature articles about built works shall visit the featured site and consider the context of the landscape within the greater region; writers should visit the site with its landscape architect to get the most complete view of the project.

1.8 Letters to the editor

The editor in chief shall select letters for publication. Published letters may be subject to abridgment due to space limitations. The editor in chief should use discretion in publishing multiple letters from the same writer within a calendar year.

1.9 Corrections

Corrections, clarifications, and retractions should be printed in the next available issue and in a regular, consistent space close to the front of the publication that is easy for readers to find.

2. Defining the boundary between editorial and publishing

General information about article topics shall be provided to the publisher and advertising staff prior to publication; however, no specific information about the content or slant of the articles shall be shared with the publisher or advertising staff. Layouts, tables of contents, and article text shall not be shared with advertisers prior to publication, and editorial staff should be blind to advertisements that will appear adjacent to articles until the proof stage.

2.1 Editorial calendar

The editor in chief shall provide the publisher with an annual editorial calendar that gives an overview of the types of articles expected to be published in the coming year. More complete lists of articles shall be provided to the publisher and advertising staff closer to the dates of publication.

2.2 Editorial/advertising ratio

The magazine should maintain a ratio of 55 percent editorial to 45 percent advertising. [PROPOSED ADDITION:] For the purpose of determining this ratio, “advertising” refers to all regular paid advertising pages or partial pages and does not include Product Directory pages in the December Annual Product Directory. Multi-page advertorial inserts or multi-page continuing education inserts paid for by parties other than ASLA would count as a maximum two advertising pages in determining the ratio.
2.3 Relationship with advertisers
Advertisers and potential advertisers shall not receive favorable editorial treatment because of their economic value to the magazine or to ASLA; nor shall non-advertisers receive unfavorable treatment or be excluded from articles because they do not advertise.

2.4 Cover
The front cover of the magazine and the spine shall not be used to promote ASLA programs or magazine advertisers. Separate bands or pull-away covers that can be removed without damaging the main cover may be used, and extra copies with a revised cover, e.g., to hand out during National Landscape Architecture Month, may be printed.

2.5 Logos
Advertiser logos shall appear only within advertisements and not within editorial sections of the magazine. The magazine’s logo shall appear only in house advertisements that promote the magazine and its programs, and may be used by advertisers only for the purpose of publicizing awards conferred by LAM.

2.6 Product placement/integration
Paid product placement or product placement in return for advertising shall be strictly prohibited.

2.7 Avoiding adjacencies that could damage editorial integrity
Advertisements shall not be placed within articles that discuss, show, or promote the advertised products; appear immediately before or after such articles; or be placed in the first two spreads of articles that talk about the advertised products in generic terms.

2.8 Avoiding adjacencies that may be embarrassing to the advertiser
The editor in chief shall identify advertisements that do not correspond well with callouts or titles on adjacent pages for relocation by the production manager.

2.9 Graphic distinction between advertisements and editorial content
A clear graphic distinction shall be drawn between advertisements and editorial sections of the magazine. A narrow rule shall separate editorial content from advertisements on the same page. Paid content that might be confused with editorial content should be labeled “Special Advertising Section” at the top of every page in type that is as prominent as the magazine’s normal body type. The layout, design, and typeface of special advertising sections shall be distinctly different from those of the publication itself.

2.10 Special advertising sections and directories
No reference shall be made to special advertising sections or directories within editorial sections of the magazine. However, house advertisements may be used to call attention to such sections.
2.11 Sponsorships

Sponsorship language, such as “sponsored by” or “presented by,” shall not appear in connection with regularly occurring editorial features. It may be included in inserts, special sections, contest announcements, and other specific cases provided the narrative content does not endorse the sponsor’s products and the graphic presentation is clearly differentiated from editorial content. (For more information on sponsorships, refer to the American Society of Magazine Editors “Guidelines for Editors and Publishers.”)

2.12 Shades of gray

In situations where there are differences in interpretation or application of these policies between editorial and publishing or where an issue is not covered herein, the circumstances shall be brought to the attention of the executive vice president by the Editor-in-Chief and/or the Publisher and discussed with the ASLA Executive Committee to resolve the issue.

3. Conformance with ASLA corporate policy

LAM editorial and publishing staff, freelance writers, Editorial Advisory Committee members, and other volunteer leaders associated with the magazine are subject to the ASLA Administrative Policy on Antitrust and Restraint of Trade and the ASLA Administrative Policy on Conflict of Interest.

3.1 Antitrust and Restraint of Trade

Any discussions, actions, understandings, or arrangements (either express or implied) among staff, writers, and/or volunteer leaders that may have the effect of improperly restraining trade and competition in the marketplace shall be strictly prohibited.

3.2 Conflicts of interest

Staff, writers, and volunteer leaders shall not use their positions to gain personal or commercial favor for themselves, their immediate families, or friends. Staff shall not endorse products or publications other than LAM. Writers shall identify any conflicts of interest prior to working on a topic and within an article itself. The editor in chief shall decide whether such conflicts of interest hold the potential to affect a writer’s ability to address a topic without bias.

Gifts: and travel: Staff, writers, and volunteer leaders shall not accept gifts, entertainment, or any other item of gratuity in excess of one hundred and fifty ($150) dollars in value. Travel and lodging expenses incurred by editorial staff may be reimbursed by outside organizations for appropriate speaking opportunities or jury service that advance the goals of the magazine and the Society, and shall not accept payment of travel and hotel expenses incurred in the course of performing their duties from any source other than ASLA/LAM.

Outside activities: Editorial staff shall not accept freelance work from individuals, companies, associations, or any other entity they cover. Editorial staff shall receive approval from the editor in chief and the ASLA executive vice president before accepting freelance work such as writing articles or editing a book.
Administrative Policy: Member Information Disclosure

ASLA should strive to maintain the personal and professional privacy of its members. At the same time, ASLA staff need access to member information for internal operating purposes, and ASLA may also need to respond to reasonable requests for information from other members, professional colleagues, ASLA staff, chapters, governmental authorities and the public. The confidentiality and disclosure policies below seek to balance the needs of everyone involved. Nothing in this policy shall limit the Society's ability to disclose member information to the extent required by law, court order, or legal process.

Public Membership Information

General membership information is considered non-confidential and can be disclosed to a general inquiry. General membership information consists of: member type (Non-confidential information, or information that an ASLA member can reasonably expect to be considered non-confidential, can be disclosed to a general inquiry. This would include Member Type (Full, Fellow, Associate, etc.), Category (Full, Emeritus, Associate Level, etc.), and Status (Active, Inactive). Additional information such as duration of membership; changes in membership type, category or status; and dues payment information will only be released to ASLA national and subject-member-relevant chapter officers; and national and chapter staff; and to the subject member personally.

Requests for written confirmation will be handled in the same manner as general, oral inquiries.

Restricted Member Information

Access to and dissemination of member information beyond member type, category, and status is restricted as follows:

Member Number: Member identification numbers will only be released to: ASLA national and subject-member-relevant chapter officers; and national and chapter staff; and to the subject member personally. Affiliate organizations, continuing education providers, and representatives of the subject member's firm will be provided with the subject's member number if the subject member gives personal prior authorization.

Addresses: Business addresses will be released to a general inquiry. Home addresses, used as a member's secondary or primary address will be released to ASLA national and subject-member-relevant chapter officers; and national and chapter staff; and to the subject member personally. ASLA member mailing lists are available only to corporate members and select affinity partners, with use limited to three times annually. These mailing lists do not include any member who has previously requested an “Exclude from Mail List” block.

Phone Numbers: Business telephone numbers will be released to a general inquiry. Home phone numbers will be released to ASLA national and subject-member-relevant chapter officers; and national and chapter staff; and to the subject member personally. ASLA will neither sell nor trade either business or home telephone numbers.
Fax Numbers: Business fax telephone numbers will be released to a general inquiry. Home fax numbers will be released to ASLA national and subject-member-relevant chapter officers, and national and chapter staff, and to the subject member personally. ASLA will neither sell nor trade either business or home fax telephone numbers.

Email Addresses: In order to facilitate communication between members, individual email addresses will be released to inquiry for made available to ASLA members only, with clear instructions that no solicitation is permitted. Email addresses will only be released to ASLA national and subject-member-relevant chapter officers, and national and chapter staff, and to the subject member personally. Affiliate organizations, continuing education providers, and representatives of the subject member’s firm will be provided with the subject’s email address if the subject member gives personal prior authorization. Email addresses will be used only for ASLA business purposes and will not be sold or traded for solicitation purposes.

Birth Date: Birth dates will only be released to ASLA national and subject-member-relevant chapter officers, and national and chapter staff, and, for the limited purpose described below, to Affinity Partners offering insurance products, and to the subject member personally. Affiliate organizations, continuing education providers, and representatives of the subject member’s firm will be provided with the subject’s birth date if the subject member gives personal prior authorization.

Gender/Ethnicity: A member’s gender and/or ethnicity will only be released to ASLA national and subject-member-relevant chapter officers, and national and chapter staff, and to the subject member personally. Affiliate organizations, continuing education providers, and representatives of the subject member’s firm will be provided with the subject’s gender/ethnicity information if the subject member gives personal prior authorization.

Licensure/CLARB Certification: State license and CLARB certification information will only be released to ASLA national and subject-member-relevant chapter officers, and national and chapter staff, and to the subject member personally. Affiliate organizations, continuing education providers, and representatives of the subject member’s firm will be provided with the subject’s state license and CLARB certification information if the subject member gives personal prior authorization. ASLA may refer individuals with inquiries regarding licensee status to the appropriate state licensing board.

Ethics Complaints/Resolutions: All ASLA ethics complaints and investigations and other actions taken in response to those complaints, are generally considered confidential and will be handled confidentially consistent with the ASLA Code of Professional Ethics and the ASLA policy on Rules of Procedure. In the event that any such investigation results in a final ASLA decision regarding the censure, probationary suspension, or expulsion of a member, such action will be published in accordance with the ASLA Code of Professional Ethics.

ASLA Affinity Program Partners: ASLA may release member names, addresses, and membership type and status information to companies that offer ASLA-sanctioned products and services to ASLA members. The information may include names, addresses, and membership type and status. Member numbers may also be provided to facilitate database updates. In the case of companies that offer insurance products, ASLA may release birth dates, in addition to the information above, for insurance underwriting purposes.

Commented [LJ2]: This conforms to current policy regarding the member directory, chapter leaders, and PPN information. There is currently a “no solicitation” disclaimer on the member directory, but we are exploring more prominent “no solicitation” options.

Commented [APH3]: I would suggest identifying the Ethics Committee guidelines here. I am not sure of the exact title.
Event Sponsors: ASLA may provide event sponsors with registered attendee (member and non-member) names and mailing addresses as a sponsor benefit. Event sponsors will be provided with attendee email address only if personal prior authorization is given.

Administrative Policy: Nominating Committee Guidelines

As described in ASLA Bylaws Sections 818-822, and as directed in the committee charge established by the Board of Trustees, the Nominating Committee is charged with preparing a slate of two (2) nominees for each national office to be filled by election each year. In order to ensure the highest quality of leadership for the Society and to obtain the best pairing of the two (2) nominees for each national office, the following policies shall guide the Nominating Committee in its selection of candidates:

a. The membership of the Society and the Nominating Committee shall keep in mind the Society’s commitment to diversity and providing equal opportunities for all qualified individuals, regardless of race, ethnicity, gender, religion, national origin, or other protected class, strive to present a ballot of national leadership that represents a balance of gender, ethnicity, and professional diversity.

b. To reflect the views, needs, and composition of the membership, a reasonable balance shall be sought over the years among private practitioners, educators, and public employees.

c. The Nominating Committee shall strive to obtain the best pair of nominees for each office. The pool of potential nominees for vice president shall include all Full Members of the Society qualified and willing to serve in this office and shall not be limited to sitting or past members of the Board of Trustees.

d. Nominees for president-elect shall have served as a vice president or trustee of the Society. Sitting vice presidents or first-term trustees shall have completed their term in office prior to installation as president-elect.

e. Vice presidents may be re-nominated to succeed themselves in the same office, but only for a second consecutive term. Officers may not be nominated to succeed themselves in the same office.

fe. Nominees for vice president of finance shall be skilled in business and financial management. Nominees for the other vice presidential offices should possess experience and expertise in the goal areas of their concern. Nominees for an office should possess the knowledge, skills, and abilities appropriate to that office.

gf. To obtain wide geographical representation, nominees shall be selected in such a way that no more than two (2) officers shall serve concurrently from any one chapter.

hi. Chapter trustees, if elected to national office, shall resign as chapter trustee upon assuming the national office.

jh. Members of the Nominating Committee shall not be nominated for national office while serving on the committee.

ji. To assist the Nominating Committee with its use in identifying and evaluating and selecting qualified nominees for national office, the Corporate Secretary Nominating Committee shall solicit suggestions of potential nominees from the Board of Trustees, national ASLA volunteer and staff leadership, chapter Presidents, and the membership at large. Individuals suggested for vice presidential office will be asked if they would be willing to run if selected, and, if willing to run, to provide a statement of interest and summary of relevant experience. The committee shall review and
evaluate the suggestions and compile, maintain, and annually augment a roster of potential nominees for president-elect and a roster of potential nominees for vice president. The rosters shall be transmitted to each succeeding committee by the chair. Information supplied by potential candidates shall be kept confidential and submitted to and reviewed only by the Nominating Committee.

The work of the Nominating Committee shall be kept strictly confidential, including all preparatory correspondence, actual committee deliberations, and any post-meeting activities or adjustments to the slate. Members of the committee may not discuss its work with anyone outside the committee regarding any individual proposed for office or under consideration as a potential nominee.

ASLA Administrative Policy: 2003
Administrative Policy: Expense Reimbursements

Expense Reimbursement

- All requests for reimbursement should be sent to headquarters on the appropriate forms within two (2) weeks of the meeting conclusion.

- Original receipts should be provided for all expenses and are required for all expenditures over twenty-five ($25) dollars.

- Mileage will be reimbursed at the current IRS (Internal Revenue Service) recommended rate per mile.

- All volunteers are expected to make air travel reservations at the most economical fare practicable.

- Transportation to meetings includes a reasonable, economical means of travel available to and from the airport.

- Lodging means hotel room and tax charges only; it does not include meals and incidentals.

- Sharing accommodations is encouraged whenever possible.

- Chapters are encouraged to reimburse expenses not covered by ASLA for chapter trustees, trustee-elects, presidents, and president-elects, chapter trustee and chapter president expenses not covered by ASLA.

The following items that may be associated with business travel will not be reimbursed by ASLA:

- Meal expenses, except as specified below. If meal, break, and beverage services are provided by ASLA in conjunction with meetings and events, reimbursement for meals taken elsewhere and other food items and beverages may not be claimed.

- Alcoholic beverages.

- Faxes, photocopies, downloading/printing of meeting materials, postage, office supplies, Internet charges, data ports, and telephone calls.

- Valet (laundry, dry cleaning, steam/press, sewing/repair) services, barbers/hairdressers, shoe shines/repair, and other personal grooming items.

- Entertainment expenses, including in-flight movies and headsets; hotel pay-per-view movies; social activities and related costs; newspapers, magazines, and books.

- Costs incurred by failure to purchase or cancel travel or hotel reservations in a timely manner.

- Airline upgrades and airline tickets purchased with frequent flyer miles.

- Baggage lost by transporter; loss/theft of personal funds or property; optional business travel or baggage insurance; personal accident insurance; personal property insurance.

- Personal credit card annual fees and finance charges.

- Incremental costs for travel, lodging, meals, event, or other expenses for spouses and other family members or guests, unless the individual has a bona fide purpose for engaging in the travel or attending the event.

- Childcare, babysitting, house-sitting, pet-sitting/kennel charges.

Executive Committee members will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with all Executive Committee meetings, the midyear and annual meetings of the Board of Trustees, and the annual meeting of the Society. (Registration fees and ticketed events for the annual meeting of the Society are covered only to the extent specified below.) Travel for chapter visitations and allied professional and other meetings must be
authorized by the Executive Vice President within approved budget parameters; members will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day.

Vice presidents will be extended complimentary annual meeting registration for the individual officer and one (1) complimentary ticket for the annual meeting gala and closing dinner. The president, president-elect, and immediate past president will be extended complimentary annual meeting registration for the individual officer and his or her spouse or guest and two (2) complimentary tickets for the annual meeting gala and closing dinner.

Past presidents will be extended lifetime complimentary membership in the Society and lifetime complimentary annual meeting registration for the individual past president and his or her spouse or guest and two (2) complimentary tickets for the annual meeting gala and closing dinner.

Candidates for president-elect will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with the winter meeting of the Executive Committee and the midyear meetings of the Executive Committee, Board of Trustees, and Chapter Presidents Council. Candidates for vice president will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with the midyear meeting of the Board of Trustees.

Candidates for president-elect will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with the midyear meeting of the Executive Committee and the annual meetings of the Executive Committee, Board of Trustees, and the Society at which they assume office.

Past presidents will be extended lifetime complimentary membership in the Society and lifetime complimentary annual meeting registration for the individual past president and his or her spouse or guest and two (2) complimentary tickets for the annual meeting gala and closing dinner.

The president-elect designate and vice presidents-elect will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with meetings authorized by the Executive Vice President within approved budget parameters.

Chapter trustees will be reimbursed for travel and lodging expenses (based on ½ the double occupancy rate) over the standard deduction of two hundred ($200) dollars for the midyear and annual meetings of the Board of Trustees. (Registration fees and lodging for the annual meeting of the Society are not covered.)

Chapter trustees-elect will be reimbursed for travel and lodging expenses (based on ½ the double occupancy rate) over the standard deduction of two hundred ($200) dollars for the annual meeting of the Board of Trustees occurring immediately prior to their assuming office. (Registration fees and lodging for the annual meeting of the Society are not covered.)

Chapter presidents and presidents-elect (or equivalent chapter officer) will be reimbursed for travel and lodging expenses (based on ½ the double occupancy rate) over the standard deduction of two
hundred ($200) dollars for the midyear and annual meetings of the Chapter Presidents Council. (Registration fees and lodging for the annual meeting of the Society are not covered.)

The student and associate representatives to the Board will be reimbursed for travel and lodging expenses, and meal expenses to a maximum of fifty ($50) dollars per day, incurred in connection with the midyear and annual meetings of the Board of Trustees.
Administrative Policy: Staff Compensation

The American Society of Landscape Architects (ASLA) wishes to maintain a staff that serves its members, advances the profession of landscape architecture, and is competent and efficient in the management of the Society’s operations and accomplishment of its goals and objectives. In order to achieve this end, ASLA shall endeavor to maintain a salary and benefits package that is competitive in the market from which employees are recruited.

Salaries

Employee salaries shall fall within ranges based on qualifications, responsibilities, and position level within the organization. Position levels shall be determined by the following classification factors: level of independence (in setting one’s work agenda); responsibility and authority; level of interaction (as a representative of the Society); and education and experience.

Salary ranges for position levels and positions within levels shall be based on compensation survey data for comparable work in like-sized, national associations in the Greater Washington Metropolitan Area.

Salaries shall be established for all employees at the time of hire, reconsidered at the time of any significant change in responsibilities and/or qualifications and/or position level, and thereafter reviewed at the end of each calendar year as a part of the performance evaluation progress review process.

The executive vice president, in consultation with the chief financial officer and the human resources manager, shall review the advisability of a salary increase and, if appropriate, will propose an average percentage salary increase each year. In setting this percentage, as well as allocating an additional amount to recognize consistently high performance, consideration shall be given to the Society’s program objectives and budget constraints, the cost of living index in the Greater Washington Metropolitan area, and other factors.

The proposed annual salary increase amount (if any) shall be reviewed and revised as necessary as the year of implementation approaches and shall be clearly indicated in each year’s budget, reviewed by the Executive Committee, and approved by the Board of Trustees as part of the Society’s regular budget and program planning process. The total salary expense shall be separated from fringe benefits and the percentage increase for each clearly indicated.

Position Descriptions

Job descriptions shall be established for all positions at the time of hire, revised at the time of any significant change in responsibilities/qualifications and/or position level, and thereafter reviewed at the end of each calendar year as a part of the performance evaluation progress review process.

Performance Evaluations Progress Reviews

Employee progress reviews shall be conducted at least twice during the year along with departmental progress reviews: at the end of each calendar year and midway through the year. Performance shall be evaluated at the conclusion of an initial, ninety-(90)-day introductory period and thereafter at the end of each calendar year. Annual performance-based salary adjustments shall be determined at the end of each calendar year based on the year-end progress reviews and the Board-approved salary budget and shall be effective on January 1 of the following new year. Completion of departmental progress reviews and Employee performance evaluations and determination of performance-based salary adjustments for individual employees shall be the responsibility of the executive vice president.

Benefits

ASLA shall endeavor to provide a competitive employee benefits program as part of its overall compensation package that shall include, but not be limited to, annual and sick leave, holiday pay,
comprehensive health insurance, long-term disability insurance, life insurance, and a 401(k) retirement plan. Benefits shall also include staff wellness programs and incentives that support employee well-being and work-life balance. Merit bonus and awards and recognitions opportunities shall also be provided. All benefits will be subject to change.

Reporting

At its annual meeting Each year, the executive vice president shall provide the Executive Committee with a summary report on ASLA’s employee compensation and benefits package, including the number and average percentage increase in salaries planned for the upcoming year and an overview of fringe benefits.
Administrative Policy: Standards of Conduct

ASLA promotes a working environment that values respect, fairness, and integrity. As representatives of ASLA, members of the Board of Trustees, ASLA committees and other volunteer groups, and professional staff, shall act with honesty, integrity, and openness in all their dealings. It is the duty of each such individual to:

1. Maintain the highest standards of personal conduct.
2. Actively promote and encourage the highest level of ethics within the industries and professions that ASLA represents.
3. Act in the best interests of ASLA.
4. Act openly, fairly, and in good faith towards ASLA.
5. Maintain loyalty to ASLA and pursue its objectives in ways that are consistent with the public interest.
6. Communicate ASLA's statements, to do so in a truthful and accurate manner.
7. Recognize and discharge his/her personal responsibility to uphold all laws and regulations relating to ASLA's policies and activities.
8. Perform his/her responsibilities diligently and strive for excellence in all aspects of the management of ASLA.
9. Use only legal and ethical means in all ASLA activities.
10. Serve all members of ASLA impartially and provide no special privilege for any individual member.
11. Comply with all ASLA bylaws, rules, and policies, including without limitation, those policies pertaining to disclosure of conflicts of interest and improper acceptance of gratuities.
12. Maintain the confidentiality of privileged or non-public information entrusted or known to him/her by virtue of his/her position in accordance with ASLA’s policies regarding confidentiality, and act reasonably to protect the integrity of data and information used by ASLA.
13. Refrain from engaging in activities for personal gain at the expense of ASLA or its industry or profession.
14. Refrain from using his/her position with ASLA to advance an outside interest to the detriment of ASLA.
15. Refrain from engaging in discrimination or harassment on the basis of age, color, disability, gender, marital status, national origin, race, religion, sexual orientation, veteran status, or any other protected class.
15. Communicate ASLA’s statements in a truthful and accurate manner, and act reasonably to protect the integrity of data and information used by ASLA.

ASLA Administrative Policy: 2006
**Agenda Item #5: Public Policy: National Parks, Public Lands and Open Space**

**Purpose:** To review and approve the proposed changes to the public policies on National Parks, Public Lands, and Open Space and to review and provide feedback on the climate change matrix.

**History and Background:**

With 2016 being the centennial celebration of the National Park Service (NPS), over the past several months the ASLA Policy Committee has reviewed and discussed ASLA policy statements and rationales related to the NPS including Open Space, Public Lands, and National Parks. The following proposed changes reflect the current and long-term needs as related to ASLA and the profession. The policies are presented to the Executive Committee for review and approval to forward to the Board of Trustees for action in New Orleans.

Additionally, the Policy Committee determined that, in lieu of creating a standalone public policy on climate change, a climate change matrix should be developed identifying existing ASLA policy statements that already address climate change impacts. The committee recently concluded its work on the attached matrix and is submitting it for your information and feedback.

**Governing Rules/Procedures:** ASLA Bylaws, Section 802: Adoption, amendment, or repeal of public policies on matters of professional interest or concern shall require an affirmative vote by two-thirds (2/3) of the entire voting membership of the Board of Trustees.

**Action Requested:** Review and approval of the policy revisions for BOT consideration at the New Orleans meeting. Review and feedback on the climate change matrix.

**Staff Contact:** Elizabeth Hebron
September 7, 2016

American Society of Landscape Architects
Executive Committee

RE: Policy Committee Request for Consideration

On behalf of the 2016 Policy Committee we respectfully request your consideration of the modifications and updates to the three attached ASLA Policy Statements. Over the past several months the Policy committee has been focused on the review and discussion of the National Parks, Open Space and Public Lands policy statements. The committee feels that the attached edits and recommendations reflect the current and long term needs as relates to our society and profession in these three areas. Therefore, we ask for your consideration of the revised policy statements to be moved forward to the Board of Trustees.

In addition to these three policies we have concluded our work on the Climate Change matrix, discussion led by Greg Miller of the Policy committee and submit this work for your consideration as well. The committee has been looking at the climate change discussion for some time and determined it would be better to develop a matrix identifying how climate change impacts are addressed in various existing ASLA Policy Statements.

Respectfully Submitted,

Keven Graham, FASLA, PLA
Chair/ Policy Committee
Policy Statement
The American Society of Landscape Architects believes that public lands are irreplaceable ecological reserves of biological diversity and can contain cultural and historical resources that enhance the public’s quality of life.

The primary purpose of public lands is the protection and enhancement of the quality of life of the public through stewardship of multiple uses of the land. These lands are designated for, and held by the people, and managed by the government. Careful resource management consistent with long-term ecosystem stewardship and biodiversity sustainability, while accommodating multiple uses of the land. This will ensure the greatest benefit to the present generation while sustaining the potential of public lands to meet the needs and aspirations of future generations.

Proper stewardship of the public trust requires careful assessment to determine uses that are consistent with long-term sustainability. These assessments shall require both broad public participation, cultural understanding, and scientific knowledge in guiding public policy, in efforts to balance these multiple uses within their relative ecosystems over the short and long-term. The continual assessment of the health of public lands, and investment in the care of these lands existing ecosystems is necessary to determine those that are in need of restoration, propose change in usage policy, and will also identify special lands of cultural or resource value that merit protection.

Rationale
Public land management has traditionally served multiple uses, though consumptive and resource extractive activities seem to have been favored over other interests. Mining, livestock grazing, forest harvesting, motorized recreation, intensive public use, and other damaging activities have resulted in adverse affects, such as excessive soil and stream flow depletion, watershed and wetland destruction, and fragmentation of habitat. As a result, extensive damage to essential ecosystems, and the loss of indigenous species -- both plant and animal-- in some of these lands have occurred. In order to continue to provide benefits to the public, retention of public ownership and proper management of resources is crucial.

This extensive damage has resulted in the need for holistic, sustainable practices, addressing the land’s cultural history, geology, hydrology, habitats, and species populations within and beyond the public land boundaries as well as methodologies to provide for the sustained public use and value. This is necessary because the boundaries between public and private lands rarely coincide with those of their inherent ecosystems. Because natural systems are not bound by traverse property lines, the policies of both public and private land management must be considered to work in tandem to affect positive results.

Land management should utilize a full range of tools to enact ecosystem-based management of public lands. The use of land trades, conservation easements upon, or acquisition of private lands can work to protect, enhance, and consolidate public lands and their ecosystems. Protection of lands with unique value can be achieved with special land
designations, such as those within the National Monument or Wilderness Area classifications. The development of cost sharing and grant programs can work to fulfill needed enhancements and education programs. Implementing educational programs as a part of the increasing recreational opportunities these lands offer will garner a greater awareness of their value.
### Policy - Agriculture

**Policy Statement**

The American Society of Landscape Architects places high value on farms at all scales and their important role in providing us with food, fiber, fuel, and plant-based products. ASLA believes that our nation's farms are a national resource and we support sustainable practices in agriculture, silviculture, and animal husbandry that: protect air and water quality; promote biodiversity; and balance the conservation of soil, native habitats and wetlands with the provision of fresh, healthy food and other agricultural products. ASLA supports policies that promote sustainable agricultural practices, support agrarian communities and economies, and protect agricultural areas from incompatible or encroaching development.

**Relevancies to Climate Change**

The waste from the animals is stored in lagoons or pits and can be used as fertilizer, but the decay of manure produces dangerous gases. To better help protect public health, the Environmental Protection Agency (EPA) works with the agricultural industry to develop standards such as regulations for air emissions and nutrient (manure) management plans for AFOs.

Nitrogen synthetic fertilizers can cause leaching and runoff that impact freshwater habitats and wells. They are also a major contributor to increased N2O emissions. By contrast, organic farming methods use natural fertilizers, like compost and animal manure, that recycle the nitrogen already in the soil rather than adding more, which reduces both pollution and N2O emissions.

For animal husbandry related to fiber production, manure generated from livestock has significantly contributed to the increase in atmospheric greenhouse gases over the last 250 years. In that time, the concentration of methane emissions has increased by more than 130 percent in the United States.

Active management of planted or natural forests is implied for the practice of silviculture. That management generally falls in the areas of regenerating, tending and harvesting techniques. Forest regeneration involves renewing the tree cover by planting and establishing seedlings, usually after the previous stand or forest has been removed or harvested.
Policy Statement
The American Society of Landscape Architects (ASLA) believes that good air quality is essential to the public health, safety, and welfare as well as important for the use, quality, and vitality of the environment. ASLA supports policies and regulations that will enhance air quality such as multi-modal transportation facilities and measures to reduce fugitive dust, greenhouse gas emissions, and volatile organic compounds. ASLA believes that communities also have the opportunity and responsibility to improve air quality on the local scale through best practices of planning, design, and construction.

Relevancies to Climate Change

Air quality is a local, regional, national, and global issue. Smog, hazardous air pollutants, and particulate generation are local and regional issues. While many impacts to air quality are from transportation, energy generation, industrial applications, and surface disturbance, there are several methods and practices that can be implemented to reduce emissions and/or improve air quality.

Climate change and greenhouse gas emissions are global issues that are influenced by cumulative emissions and ozone generation.

While the EPA and state environmental agencies regulate large emitters, such as power plants and industrial facilities, cumulative emissions from transportation sources such as vehicles, and use of inefficient motors, are moderately regulated and impact air quality.

Communities have the opportunity to reduce adverse impacts to air quality on the local scale through the planning, design, construction, and management of projects.
The American Society of Landscape Architects believes that preservation, development and use of the coastal zone and its resources should be carefully planned, regulated and managed. Where significant natural, cultural, recreational and scenic coastal resources exist, both public and private efforts should be directed at protecting them and guaranteeing their integrity. Where commercial interests and economic potential exist, only that development or use that allows the primary ecosystems to remain fully functional, or otherwise provides proper mitigation, should be allowed. Such development or use should be consistent with sound wetland ecosystem management practices and should recognize the extremely dynamic biological and geomorphological processes that shape and influence the local and regional areas.

**Relevancies to Climate Change**

The Millennium Ecosystem Assessment (MA) reports that coastal wetlands play a critical role in human health and well being through actions such as water purification and detoxifications of wastes; erosion control; buffering flooding consequences of storms and sea level changes; improved water supply; providing recreational, aesthetic, educational, tourism and water dependant commercial benefit; and habitat diversity. The MA has affirmed that coastal ecosystems are among the most threatened in the world.

Degradation and loss of coastal wetlands threaten the flora, fauna, human health and quality of life for residents and visitors alike.

States should develop policies regulating rebuilding in coastal areas after major storm damage.
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<th>Policy - Environmental Education</th>
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The American Society of Landscape Architects believes that the health of the Earth’s environment depends upon humanity’s awareness and understanding of the role ecosystems play and our actions to support and enhance the quality of all life. The Society supports development and use of varied educational efforts that promote an understanding of the interdependence between natural and built environments. The highest priority programs should focus on the young, policymakers and on environmental resource managers.

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<th>Relevancies to Climate Change</th>
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Key lessons to convey also include understanding the interrelationships between natural systems (such as climatology, geology, hydrology, and all plant and life) and human health, safety and welfare. The environmental education process presents a means of direct action by connecting individual efforts to a global context.
ASLA believes that all persons have the right to equitable access to environmental and community benefits in order to have a healthy environment in which to live, work, and learn. No group of people should bear a disproportionate share of the negative consequences resulting from public or private development, operations, or policies. Planning and design decision-making processes should provide for fair and meaningful public participation opportunities for all communities and interests. Environmental and community planning and design should equitably assess and balance the socioeconomic impacts of proposed environmental and land-use decisions. Moreover, ASLA encourages policies and practices that proactively recognize the presence and needs of vulnerable populations and ensure that their concerns and constraints are equitably addressed.

**Relevancies to Climate Change**

Historically, poor or minority communities and disenfranchised groups have been disproportionately exposed to environmental hazards and harmful environmental conditions. Numerous case studies have shown that neighborhoods with lower income and education levels are likely to have greater air pollution exposure.
Policy - Environmental Sustainability

Policy Statement
The American Society of Landscape Architects believes that both human civilizations and the natural ecosystems represent integral parts of our environment, and therefore must be protected, restored, and perpetuated. In order to provide a healthy, productive, and socially enriching life for all, the Society urges public and private decision makers to employ sustainable design policies and practices, minimize environmental degradation, avoid excessive consumption, and respect the needs of future generations.

Relevancies to Climate Change
Preserving the integrity of ecological subsystems, respecting the global interdependence, and pursuing environmental stewardship.
The goals associated with creating a sustainable environment include: Reducing pollution and avoiding waste; Avoiding, minimizing, and/or mitigating human impacts on the environment; Protecting and conserving all natural ecosystems; Promoting more efficient energy use and production.

Landscape architects, as planners, designers and managers, should share knowledge and encourage communication between colleagues, professionals from other disciplines and fields, public officials and community leaders, clients, developers, contractors, manufacturers and suppliers to: Enhance the understanding of and strengthen the integral relationship between natural processes and human activity and how the concept of sustainable design fits into everyday life. Examine policies, regulations, and standards in industry and government to identify barriers to the implementation of the principles of sustainable development. Improve policies, practices, processes, procedures, products, and services that link long-term sustainable considerations and development. Encourage community and business leaders to bring the existing built and natural environments up to sustainable development standards and to reflect the philosophy of sustainability in the design, planning, and management of their communities.
The American Society of Landscape Architects believes that people should have adequate and affordable housing choices in livable communities. Housing should be sited and designed optimizing natural light, fresh air, and energy efficiency in communities that foster a sense of belonging and are integral to the overall public health, safety, and welfare. Proximity to open space and vegetation is important for residents’ mental and physical health. These can be provided in private yards, shared community gardens, public parks, and natural areas. A community’s residential choices should be built and sited sustainably, incorporate universal design, and have access to transportation options. The Society further believes that residential developments should include a mix of land uses to support the residents; take advantage of infill and redevelopment opportunities; and minimize suburban sprawl and environmental impacts.

Landscape architects minimize the impact of housing on the environment, provide “green streets,” use innovative stormwater management techniques and assure the integration of open space throughout the project.

Landscape architects contribute to climate modification and energy efficiency through design that provides shade, wind blocks, solar access and planting for water conservation.

Landscape architects provide environmental awareness through sustainable design and education.
Policy - Human Health and Well Being

Policy Statement

The American Society of Landscape Architects believes that the planning and design of our communities and landscapes have a significant impact on human health and well-being. The physical layout and the materials used in our environment can enhance physical and mental health by promoting active lifestyles, mitigating the impacts of environmental stressors such as air pollution and heat, and providing a diversity of public spaces that foster social interaction and contact with nature. ASLA advocates for individuals and community leaders to incorporate the best practices and knowledge from both the design and health fields with the goal of improving human health and well-being through sound and creative planning, design, and management of our communities and built environment. ASLA urges the employment of a broad range of policies, practices, and development incentives that will encourage the creation of communities that are safe, affordable, lively and healthy. ASLA encourages increased research and collaboration between the design professions and health professions to advance our understanding and ability to create environments that enhance human health and well-being.

Relevancies to Climate Change

Air pollution, extreme temperatures, and mismanagement of water resources all have adverse impacts on human health and wellbeing. Additional impervious surfaces intensify the health and safety risks from increased temperatures and stormwater runoff. The integration of open space and green infrastructure helps moderate the negative impacts. Green infrastructure techniques such as green roofs, permeable pavement, bioswales and increased urban tree canopy use vegetation, soils and natural processes to manage water, moderate temperatures and remove pollutants from the air, thus creating healthier urban environments.

Advanced planning is critical to creating communities that are better prepared to withstand physical, social and economic impacts of these events. Neighborhood and regional planning best practices safeguard critical infrastructure, recognize high-risk sites, and protect natural systems that mitigate the intensity of disasters.
Policy - Livable Communities

Policy Statement
The American Society of Landscape Architects believes that communities are more livable when they respect ecological and cultural systems, promote economic development, strive for social equity, and provide places for positive social interaction. As they plan for growth and change, all communities should endeavor to be more sustainable and resource-efficient and to provide more options for housing, employment, and recreation. ASLA calls upon both individuals and community leaders to work collaboratively with the goal of improving quality of life through sound and creative planning, design, and management of the natural and built environment. Furthermore, ASLA urges the employment of a broad range of policies, practices, and development incentives that will encourage the creation of more ecologically sustainable and economically vibrant communities.

Relevancies to Climate Change
In concert with these losses is the decline of inner city economies and air and water quality, and increased traffic congestion and dependence upon the automobile.
ASLA believes that offices, manufacturing facilities, institutions and other places of employment should be appropriately located to reduce travel distances and times between work, home, shopping, personal services, entertainment and other activities. Places of employment should be designed to enhance energy conservation, and to support ecological and human health.

The design and management of each community should advance energy conservation, healthy air and clean water, and minimize noise pollution.
ASLA supports the planning, development and maintenance of cohesive, multimodal communities.
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<th>Policy - National Parks</th>
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<td>The American Society of Landscape Architects believes that National Parks are critical ecological reserves of biological diversity. As scenic landscape, National Parks provide for restoration of mind and body, serve as models of environmental quality, and preserve a significant natural and cultural heritage. These sites serve as environmental barometers and laboratories for scientific inquiry, which provide educational experiences contributing to an environmentally literate population. National Parks are a source of national pride and identity; therefore, expansion and professional management of the National Park System is critical to the well being of the nation.</td>
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<td>Air and water pollutants originating outside national parks are fouling park environments and invasions of exotic plants threaten native plant communities. National parks should be comprehensively planned using multi-disciplinary teams, an ecosystems and sustainable approach, user involvement and assessment of resource suitabilities and limitations.</td>
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<tr>
<td>Policy - Non-Native Invasive Species</td>
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<td>The American Society of Landscape Architects recognizes that non-native invasive species are adversely impacting the ecological function of natural systems worldwide. These invasive species include plants, animals, and insects that naturalize and disrupt native ecosystems. Landscape architects are encouraged to use responsible design practices that sustain the local, regional ecosystem without introducing non-native invasive plant species.</td>
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<td>Certain species when introduced to new locations without native range control factors, such as seasonal weather, diseases, or natural predators, multiply and reproduce, thus outcompeting and displacing native plants. This reduces biodiversity, adversely impacts wildlife, and alters natural processes.</td>
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</tbody>
</table>
The American Society of Landscape Architects believes that the current growth and development, whether in urban, suburban, or rural landscapes, create increased pressures on remaining open space. It is imperative that the leadership at the national, state and local level develop appropriate policy, strategies, and criteria for the preservation and protection of land and water for use as open space. Dedicated open space should be required as a component of all public and private development from small site-specific projects to regional land use plans. Each community should contain ample and ecologically diverse open spaces to meet the range of human and environmental needs and to sustain interconnected natural systems in perpetuity.

Depending on scale, open space provides multiple benefits which may include enhanced water and air quality, improved habitat, decreased stormwater run-off and the desirable aesthetics of natural surroundings. These areas may contain resources that benefit the public health, safety and welfare, as well as provide increased biological diversity and other natural functions and values.
<table>
<thead>
<tr>
<th>Policy Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>The American Society of Landscape Architects believes that outdoor lighting plays an important role in placemaking, way finding, safety, security, and the use and enjoyment of the natural and built environment. Improperly designed lighting can cause light pollution or a negative effect on humans, plants, and animals. Lighting should be regulated in land use plans and ordinances, which should reflect best practices that increase efficiency, reduce energy consumption, and improve aesthetics.</td>
</tr>
</tbody>
</table>
The American Society of Landscape Architects believes preservation and protection of nationally, regionally and locally significant historic properties, buildings, structures, districts, cultural landscapes, archeological remains and objects, both designed and vernacular, are critical to maintaining the continuum of land use and history across generations. Protection of these cultural resources offers inspirational values and an appreciation of past ingenuity, accomplishments, hardships and hopes, as well as insight into future land use and design solutions. The interpretation and public use of the historic properties and cultural landscapes should be viewed as an integral part of their preservation.
Policy - Public Lands

Policy Statement
The American Society of Landscape Architects believes that the primary purpose of public lands is ecosystem stewardship and biodiversity, while accommodating multiple uses of the land. This will ensure the greatest benefit to the present generation while sustaining the potential of public lands to meet the needs and aspirations of future generations. Stewardship of the public trust requires careful assessment to determine uses that are consistent with long-term sustainability. These assessments shall require both broad public participation and scientific knowledge in guiding public policy, in efforts to balance these multiple uses within their relative ecosystems over the short and long-term. The continual assessment of existing ecosystems is necessary to determine those that are in need of restoration and will also identify special lands of cultural or resource value that merit protection.

Relevances to Climate Change
As a result, extensive damage to essential ecosystems, and the loss of indigenous species -- both plant and animal-- in these lands have occurred. Acknowledgment of this extensive damage has resulted in the need for holistic, sustainable practices, addressing the land’s geology, hydrology, habitats, and species populations within and beyond the public land boundaries. Implementing educational programs as a part of the increasing recreational opportunities these lands offer will garner a greater awareness of their value.
The American Society of Landscape Architects believes that an open, participatory design process can create better communities and a healthier environment. Public involvement will help identify the issues important to the community and develop the most appropriate planning, design, and management solutions. The quality of a community's culture, buildings, monuments, infrastructure, and parks reflects on its civic pride and values. Projects that contribute to the public realm should have a lasting positive effect on both the community and the environment. Therefore, ASLA supports the engagement of the public and stakeholders in all phases of the process.
<table>
<thead>
<tr>
<th>Policy - Rural Landscapes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy Statement</strong></td>
</tr>
<tr>
<td>The American Society of Landscape Architects urges that the unique qualities of rural landscapes and communities be protected, even as competing needs of a growing population and vibrant economies are met. The rural landscape, whether forest, field, farm, or village contains vital ecological, economic and cultural qualities that are a finite and dwindling resource. Their protection, conservation, and preservation are important to the well being of the nation. Saving these assets for the benefit of future generations can only be achieved through the application of the sound principles, policies and practices including wise land use planning, design and management.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Relevancies to Climate Change</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The rural landscape provides natural resources, food and fiber, wildlife habitat and inspiration. It supports the diversity of organisms that make human life possible in the nation’s complex ecology.</td>
</tr>
</tbody>
</table>

Sprawl, resource exploitation, unwise agricultural practices, infrastructure, and industrial land uses may contribute to the degradation or loss of the special qualities of the rural landscape.
Policy Statement

The American Society of Landscape Architects believes that every state, regional and local government should continue to build on their strong nationwide legacy of parks to preserve lands of significance for future generations. Parks provide safe and healthful outdoor recreational opportunities for all citizens, while conserving landscape character and environmental, historical and cultural resources. As urbanization continues, communities should plan for and develop park systems as an integral part of the urban fabric. Efforts should be continued to set aside areas of special natural, scenic and cultural significance and rehabilitate the green infrastructure of existing parks and to protect the vanishing landscape in rural areas.

Relevancies to Climate Change

Parks make an important contribution to the quality of life in the places where we live by providing opportunities for recreation, aesthetic and spiritual benefits, social interaction, psychological renewal, environmental education and environmental benefits. Managers should identify more efficient ways to do business and optimize resources without resorting to unwise solutions that provide only short-term benefits.
Policy - Transgenic Plants and the Environment

Policy Statement
The American Society of Landscape Architects supports establishing and applying environmentally respectful criteria in the oversight, development, and use of genetically modified plants in the landscape. ASLA further endorses the overall regulation of transgenic plants through interagency governing cooperation of the various relevant regulatory agencies. ASLA endorses the use of long-term empirical studies to assess the potential environmental effects resulting from the development and use of genetically modified plants. ASLA’s concern regarding genetically modified plants does not lie with any one company, product, university, or government agency. Rather, ASLA is concerned about the larger issue of how genetically modified plants are approved for distribution and application by each of the three relevant regulatory agencies, USDA, EPA, FDA, and if the consequences of their introduction to the environment are being adequately explored and weighed against their short and long term benefits.

Relevancies to Climate Change
Ongoing empirical research is needed to evaluate the outside environmental influences on as well as impacts of human controlled modifications to genes across species.
Policy Statement
The American Society of Landscape Architects believes that transportation corridors and facilities are major components of the nation’s landscape and public realm. Integrating comprehensive transportation planning with natural systems analysis and land use planning is essential for creating livable communities in sustainable environments. The alignment, scale, and character of our thoroughfares play an integral role in determining urban form, development patterns, and a sense of place. ASLA supports the design, construction, and management of streets and highways that enhance interconnected transportation options, particularly for pedestrians, bicyclists, transit riders, and people with disabilities. All multimodal transportation systems should be safe, efficient, convenient, and beautiful.

Relevancies to Climate Change
Communities should have well-connected, easily accessible transportation networks that provide attractive, safe, comfortable, and cost-effective access; improve mobility; and support economic vitality in conjunction with environmental quality.
The impacts of paving on stormwater quality and quantity should be minimized by providing facilities such as vegetated swales that filter pollution and help recharge groundwater. Appropriate vegetation can reduce air, light, and noise pollution, avoid soil erosion, and provide shade to mitigate the effects of the urban heat island.
Policy Statement

The American Society of Landscape Architects advocates the sustainable development of our urban environments through responsible social, economic, and ecological practices. Development should be guided by a comprehensive planning and management vision for interconnected green space, a multi-modal transportation system, and mixed-use development. ASLA urges public and private collaboration to create livable communities that protect historic, cultural, and environmental resources. ASLA supports sustainable site planning and construction techniques that reduce pollution and enhance balance between built and natural systems. Development patterns that result in sprawl are not in the long-term interest of our cities, small towns, rural communities, and agricultural lands. As communities plan for growth and change, ASLA encourages in-fill and redevelopment utilizing existing infrastructure. Public agencies should promote and facilitate processes for remediation of urban sites to relieve pressure to develop at the urban fringe. ASLA believes that plans should identify open lands that can be sustainably developed if the need for growth cannot be met by in-fill and redevelopment.

Relevancies to Climate Change

Communities should also move toward energy conservation and non-oil based alternatives, such as solar, wind, thermal, and biomass, which are targeted at reducing dependency on non-renewable resources as well as minimizing air, water, and thermal pollution. Proper placement and design of buildings, the use of green roofs, accommodating urban agriculture, decreasing impervious areas, providing abundant (usable) interconnected greenways and open space, implementing innovative stormwater techniques, and planting or preserving vegetation will help offset some of the contributing factors of global climate change while enhancing or protecting the health, safety, and welfare of its residents.
<table>
<thead>
<tr>
<th>Policy Statement</th>
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</thead>
<tbody>
<tr>
<td>The American Society of Landscape Architects believes that the appropriate use of vegetation in the built environment is a major influence on the quality of human life and in creating a healthy environment. Trees, shrubs, herbaceous, and aquatic plants filter pollutants in the air and water, mitigate wind and reduce solar heat gain, and stabilize soil to prevent or reduce erosion. These plants also create animal habitat, help filter and absorb stormwater runoff, and may help mitigate carbon emissions. Efficient use of plants can reduce energy needs. Plants provide an effective counterpoint to the built environment and create places of beauty. The cumulative effects of these attributes are essential to balancing the effects of humans on the land. Furthermore, the native plant communities of a region provide some of the strongest cues to the unique identity of a place and generally require less maintenance and irrigation. The collaboration of design and science is critical to the creation of a healthy growing environment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relevancies to Climate Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued research on the ability of plants to help mitigate impacts of global climate change and reducing atmospheric concentrations of carbon emissions. Emphasis on the importance of vegetation in the built environment and the beneficial effects of plants on the environment.</td>
</tr>
</tbody>
</table>
Policy - Water Quality and Conservation

Policy Statement

The American Society of Landscape Architects urges efficient use of available water supplies, equitable allocation of water resources, and the provision of safe drinking water. ASLA encourages land use practices that conserve and protect water resources and related ecosystems and eliminate all forms of water pollution. The Society urges multi-functional integration of water resource facilities with natural ecosystems and human communities.

Relevancies to Climate Change

Water is a finite and valuable resource that is shared among human beings, and between human beings and ecosystems.
Maintenance of the nation’s economy and lifestyle will depend partly upon our ability to conserve water, avoid water-borne diseases, reduce pollution and use land appropriately.

Excess urban runoff can be directed through soil and vegetation to recharge ground water, filter through natural cleansing systems and maintain the base flows of streams.
The American Society of Landscape Architects believes waterways are vital corridors of natural and cultural value, comprised of and sustained by diverse biological resources of terrestrial and aquatic origin. In addition, they also contain compelling elements of our heritage while providing recreational potential. The Society supports the protection, enhancement and/or rehabilitation of waterways and their corridors through wise planning and use of best management practices. In addition, the designation of national, state and local river systems and greenways ensures their integrity and function as well as use by all citizens for present and future generations.

Planning for an entire watershed, designation of appropriate land uses near waterways and management of upland vegetation as well as riparian buffers to protect stream-bank erosion and filter adjacent agricultural runoff is required to protect water resources. These also aid in better regulating runoff and flooding, enhancing base flow, limiting nutrient loading from point and non-point sources and enhancing recharge of affected aquifers.
<table>
<thead>
<tr>
<th>Policy - Wetlands</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy Statement</strong></td>
</tr>
<tr>
<td>The American Society of Landscape Architects recognizes the critical and functional role of wetlands as essential to the quality of life and the well being of the earth's ecological systems. The Society supports the immediate protection, conservation, rehabilitation and enhancement of wetland resources, and accordingly, the Society supports governmental policies, strategies, and interventions that promote the wise use of wetlands. As development pressure on wetlands continues to increase, the Society encourages careful and site-specific development and management efforts that allow for compatible land uses while preserving the ongoing function of wetland resources.</td>
</tr>
</tbody>
</table>

| **Relevances to Climate Change** |
| The Millennium Ecosystem Assessment reports that wetlands deliver a wide range of ecosystem services that contribute to human well-being, such as fish and fiber, water supply, water purification, climate regulation, flood regulation, erosion control, coastal protection, recreational opportunities, and, increasingly, tourism. |
| The degradation and loss of wetlands is more rapid than that of other ecosystems. Global climate change is expected to exacerbate the loss and degradation of many wetlands and the loss or decline of their species and to increase the incidence of vector-borne and waterborne diseases in many regions. |
| Further, wetlands are not always wet. Many ecologically important wetlands contain water for as little as seven consecutive days in a year. |
Policy - Wildlife and Wildlife Habitat

Policy Statement
The American Society of Landscape Architects supports the protection of wildlife and wildlife habitats. Stewardship of the land through the integration of the principles of land use planning and design with the principles of wildlife and wildlife habitat protection promotes ecosystem biodiversity. Landscape architecture, allied design professions and wildlife management apply similar principles to planning for the beneficial use of the land and support an awareness of and appreciation for wildlife, wildlife habitat and their value to the planet. The Society therefore urges the identification and application of planning and design principles that promote the enhancement, protection and management of landscapes that support wildlife.

Relevancies to Climate Change
The future of wildlife and wildlife habitat in wild, rural, suburban and urban settings depends upon an environmentally responsible strategy of land management and land development that emphasizes a mix of human spaces and healthy wildlife populations across the landscape.

Habitat modification leads to changes in diversity with most ecosystems.
NATIONAL PARKS

Policy Statement
The American Society of Landscape Architects believes that National Parks are critical ecological reserves of biological diversity and serve as touchstones of our cultural and historical heritage. As scenic landscapes, National Parks provide for restoration of mind and body, uniquely serve as models of environmental quality, and preserve a significant natural and cultural heritage. These sites provide environmental baselines and serve as indicators and laboratories for scientific inquiry. In addition to providing which provide educational opportunities that contribute experiences contributing to an environmentally literate population. The National Park System is a source of national pride and identity. Management of the National Park System and its professional management of the National Park System is critical to the well-being of the nation.

Rationale
National parks had their origin when Yellowstone National Park was authorized by the Congress in 1872. By this action, the people of the United States established the idea of setting aside national and cultural areas of national significance for the benefit of future generations which "...preserve unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations." The concept grew into the National Park System we have today. ASLA supports the mission of the National Park Service, including significant sites important to our cultural heritage.

Population pressures are increasing and threatening a wide range of park resources. Air and water pollutants originating outside national parks are fouling park environments and invasions of exotic plant species threaten native plant communities. The greatest threats to national parks are external, requiring that park authorities implement more aggressive external public relations efforts, conservation education, and regional planning programs. Merely setting aside large areas as national parks is not sufficient to protect these resources, and efforts should be made to buffer our park areas from potential degradation. Where feasible, national parks should encompass viable ecosystems, complete and intact watersheds, and areas that fully protect the resource values of the resources they contain.

The National Park System should be managed so as to protect their resources in perpetuity. Management should be based on the best scientific data, resource inventories, monitoring systems and research on these natural and cultural resources. Enhancing and expanding National Park System assets and visitor experiences should be encouraged through acquisition and partnerships with local governments and private institutions.

As land values spiral and competition for land stiffens, it becomes more difficult to acquire parklands. While acquisition of park lands in fee title may be the most desirable option, less-than-fee options which protect inherent values should be utilized to reduce expenditures and

1 The National Park System is constituted of numerous sites that have designations as National Parks, National Monuments, National Preserves, National Historic Sites, National Historical Park, National Memorials, National Battlefields, National Cemeteries, National Recreation Areas, National Seashores, National Lakeshore, National Rivers, National Parkway, National Trail, and other affiliated areas.
social disruption. Sometimes a particular value, such as pastoral scenery, can best be protected through less-than-fee means or through partnership arrangements with local governments and private institutions. National parks should be comprehensively planned using multi-disciplinary teams, an ecosystems-based and sustainable approach grounded in sustainability, user involvement and assessment of resource suitability and limitations. Visitor and management facilities should be subordinate to resource values and be in character with their landscape and regional setting, and should be of the highest quality design, construction, and maintenance standards. Carrying capacities should be established, with restrictions on visitation where needed, in order to preserve resources and to provide for quality visitor experiences. Alternative transportation systems, which replace private vehicles in the parks and lessen the resource damage caused by excessive traffic and facilities to accommodate that traffic, should be implemented.
OPEN SPACE

Policy Statement
The American Society of Landscape Architects believes that the current growth and development, whether in urban, suburban, or rural landscapes, create increased pressures on remaining open space. It is imperative that the leadership at the national, state and local level develop appropriate policy, strategies, and criteria for the preservation and protection of land and water for use as open space systems, creating a shared community value in perpetuity. Dedicated open space should be required as a component of all public and private development from small site-specific projects to regional land use plans. Each community should contain ample and ecologically diverse open spaces to meet the range of human and environmental needs and to sustain interconnected integrity of natural systems, in perpetuity. Dedicated open space should be required as a component of all public and private development from small site-specific projects to regional land use plans.

Rationale
Open space preservation, creation, promotion, and management is an essential very important component of any responsible development and/or land use strategies. Depending on scale, open space systems provide multiple benefits which may include enhanced water and air quality, improved habitat, decreased stormwater run-off, and the desirable aesthetics of natural surroundings. Open space preservation within public and private developments provides additional opportunities for resource protection and active or passive recreation, complementing local governments’ actions to acquire and maintain parks and natural areas.

Public open spaces may include view corridors; linear greenways along waterways and railroad rights of way; privately owned lands covered by scenic easements; the preservation of rural landscapes that are threatened by development; wetlands; and the preservation of areas of ecological importance. These areas may contain resources that benefit the public health, safety, and welfare, as well as provide increased biological diversity and other natural functions and values. Whenever possible, the natural terrain, soils, hydrology, and vegetation of an area should be preserved with the open spaces creating a rich network of interconnected parks and natural areas, and community gathering spaces.

Open spaces fulfill multiple functions including opportunities for active and passive recreation, environmental education, ecologic data collection, monitoring and analysis, and natural resource protection. Some natural areas should be set aside as open space without physical public access, particularly in sensitive areas such as coastal areas, riparian corridors, steep slopes, canyons and less common and/or intact natural areas.

A variety of mechanisms for acquiring open space (donation, land transfer, purchase) should be explored. Open spaces can also be reclaimed from development or from previous extensive modification, such as mining areas, channelized waterways, or drained wetlands, or landfills. Returning an area to a naturalized condition, even on a small scale, provides benefits to all life. Means for maintenance and/or enhancement of open space areas needs to be properly considered to ensure their long-term value.
Agenda Item #6: ASLA-LAF Memorandum of Understanding

| Purpose: To approve a new Memorandum of Understanding (MOU) with the Landscape Architecture Foundation (LAF). |
| History and Background: The ASLA-LAF MOU approved by the Board in 2015 is expiring at the end of the year and must be renewed. No substantive changes to the MOU are needed/recommended; only the dates for the term of the MOU have been changed in the new MOU (attached below). The new MOU will become effective upon Board approval at midyear and will expire at the end of 2018. |
| Governing Rules/Procedures: The ASLA-LAF Memorandum of Understanding is approved by the Board of Trustees. |
| Action Requested: Review and approve the ASLA-LAF MOU for Board action at the annual meeting. |
| Staff Contact: Somerville |
Memorandum of Understanding

The founding missions of the American Society of Landscape Architects and the Landscape Architecture Foundation reflect the profession’s important role in providing and promoting stewardship of the land and enhancement of the environment. In recognition of their shared goals and to foster their ongoing partnership, ASLA and LAF enter into the following Memorandum of Understanding (MOU).

**ASLA Support of LAF and LAF Recognition of ASLA.** ASLA will provide in-kind promotional and programmatic support and/or direct financial support to LAF with a value of approximately $100,000 annually for the calendar years 2015-2017 and 2016-2018. The value of in-kind support will be determined based on annually adjusted rates. All in-kind support to be provided by ASLA shall be provided in such increments and at such times as may be determined by ASLA in its discretion. Direct financial support, if provided to LAF by ASLA, will be provided in monthly or quarterly installments.

LAF will provide recognition opportunities for ASLA commensurate with the combined total of ASLA’s annual in-kind and direct contributions.

Prior to the beginning of each calendar year, ASLA and LAF will agree on an annual schedule of support and recognition. With input from LAF, ASLA will develop a schedule of planned support activities and their values, as well as direct financial support, if any. With input from ASLA, LAF will develop a list of recognition opportunities and their values corresponding to the LAF programs and events planned for that year.

**Liaison and Communications.** Each organization will appoint a member of its executive committee to serve as a non-voting member of the other organization’s executive committee and board. The ASLA executive vice president (EVP) and LAF executive director (ED) will serve as non-voting members on each other’s boards. The EVP and ED may also be asked to attend and participate in each other’s executive committee meetings as invited guests. Officers and staff of ASLA and LAF will maintain ongoing communications, including sharing programmatic and fund-raising priorities, in order to promote partnering and collaboration.

**Effective Date, Expiration, and Amendments.** This Memorandum of Understanding becomes effective when approved by the ASLA and LAF boards and remains in effect through December 31, 2016-2018. The MOU may be revised at any time with the approval of both boards. Either organization may decide to withdraw from the MOU by vote of its board and with 90-day notice to the other signatory. Upon the effective date of termination, ASLA shall have no further obligation to provide direct financial or in-kind support. The termination of this MOU shall not affect any ongoing rights that either party may have under the other party’s bylaws or constitution to participate as a board or executive committee member.
Approvals. The undersigned certify that this Memorandum of Understanding was adopted by the respective boards of ASLA and LAF on the dates indicated below.

Nancy C. Somerville, Hon. ASLA
Executive Vice President/CEO
American Society of Landscape Architects

Date of Board Approval:

Barbara L. Deutsch, FASLA
Executive Director
Landscape Architecture Foundation

Date of Board Approval:
**Agenda Item #7: Annual Meeting Schedule**

<table>
<thead>
<tr>
<th>Information</th>
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</table>

**Purpose**: To brief the Executive Committee on the New Orleans annual meeting schedule.

**History and Background**: Staff will review the master schedule for the annual meeting with the Executive Committee.

**Governing Rules/Procedures**: N/A

**Action Requested**: N/A

**Staff Contact**: DePass
<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Time</th>
<th>Function</th>
<th>Location</th>
<th>Room</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 18-Oct</td>
<td>6:00pm-8:00pm</td>
<td>ExCom Reception</td>
<td>Hilton</td>
<td>Port/Starboard</td>
<td>Directors/Kelli</td>
</tr>
<tr>
<td>Wed 19-Oct</td>
<td>8:00am-9:00am</td>
<td>Executive Committee Breakfast</td>
<td>Hilton</td>
<td>Bridge Room</td>
<td>Directors/Kelli</td>
</tr>
<tr>
<td>Wed 19-Oct</td>
<td>9:00am-5:00pm</td>
<td>Executive Committee Meeting</td>
<td>Hilton</td>
<td>River Room</td>
<td>Directors/Kelli</td>
</tr>
<tr>
<td>Thurs 20-Oct</td>
<td>6:00am-7:00am</td>
<td>Walk/Run</td>
<td>Hilton</td>
<td>Hotel Lobby</td>
<td>Curt</td>
</tr>
<tr>
<td>Thurs 20-Oct</td>
<td>7:00am-5:00pm</td>
<td>BOT/CPC Website/PR Headshot Photos</td>
<td>Hilton</td>
<td>Melrose</td>
<td>Kelli/Cecilia/Jules</td>
</tr>
<tr>
<td>Thurs 20-Oct</td>
<td>7:00am-6:00pm</td>
<td>Satellite Registration Open</td>
<td>Hilton</td>
<td>3d Floor Registration</td>
<td>Kelli/Cecilia/Experient</td>
</tr>
<tr>
<td>Thurs 20-Oct</td>
<td>7:30am-8:30am</td>
<td>Chapter Presidents Council Breakfast</td>
<td>Hilton</td>
<td>Jefferson Ballroom</td>
<td>Julia/Susanna/Kelli/Cecilia</td>
</tr>
<tr>
<td>Thurs 20-Oct</td>
<td>7:30am-8:30am</td>
<td>Board of Trustees Breakfast</td>
<td>Hilton</td>
<td>Jefferson Ballroom</td>
<td>Curt/Kelli/Cecilia</td>
</tr>
<tr>
<td>Thurs 20-Oct</td>
<td>8:30am-5:30pm</td>
<td>Chapter Presidents Council Meeting</td>
<td>Hilton</td>
<td>Napoleon Ballroom</td>
<td>Julia/Susanna/Kelli/Cecilia</td>
</tr>
<tr>
<td>Thurs 20-Oct</td>
<td>8:30am-5:00pm</td>
<td>Board of Trustees Meeting</td>
<td>Hilton</td>
<td>Versailles Ballroom</td>
<td>Directors/Kelli/Cecilia</td>
</tr>
<tr>
<td>Thurs 20-Oct</td>
<td>4:00pm-5:00pm</td>
<td>Registration</td>
<td>Convention Center</td>
<td>Hall EF Foyer</td>
<td>Joyce/Monica/Angela/Experient</td>
</tr>
<tr>
<td>Thurs 20-Oct</td>
<td>5:30pm-6:00pm</td>
<td>National Leader and Honorary Members Rehearsal</td>
<td>Hilton</td>
<td>River, Port, Starboard</td>
<td>Directors/Carolyn/Kelli/Cecilia</td>
</tr>
<tr>
<td>Thurs 20-Oct</td>
<td>6:00pm-8:00pm</td>
<td>National Leader and Honorary Members Reception</td>
<td>Hilton</td>
<td>River, Port, Starboard</td>
<td>Directors/Carolyn/Kelli/Cecilia/Jules</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>6:00am-7:00am</td>
<td>Yoga</td>
<td>Hilton</td>
<td>Compass</td>
<td>Curt</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>7:00am-5:00pm</td>
<td>Speaker Ready Room</td>
<td>Convention Center</td>
<td>243/244</td>
<td>Emily/Sarah</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>7:00am-5:30pm</td>
<td>Cyber Café</td>
<td>Convention Center</td>
<td>Third Floor</td>
<td>Rich/Experient</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>7:00am-8:00pm</td>
<td>Host Chapter Booth</td>
<td>Convention Center</td>
<td>Hall EF Foyer</td>
<td>Host Chapter</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>7:30am-8:30am</td>
<td>Chapter Presidents Council Breakfast</td>
<td>Hilton</td>
<td>Jefferson Ballroom</td>
<td>TBD/Susanna/Kelli/Cecilia</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>7:00am-10:30pm</td>
<td>First Aid Station</td>
<td>Convention Center</td>
<td>Outside Hall E</td>
<td>Rich</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>7:30am-8:30am</td>
<td>Board of Trustees Breakfast</td>
<td>Hilton</td>
<td>Jefferson Ballroom</td>
<td>Directors/Kelli/Cecilia</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>8:00am-12:00pm</td>
<td>Chapter Presidents Council Meeting</td>
<td>Hilton</td>
<td>Napoleon Ballroom</td>
<td>Julia/Susanna/Kelli/Cecilia</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>8:30am-12:00pm</td>
<td>Board of Trustees Meeting</td>
<td>Hilton</td>
<td>Versailles Ballroom</td>
<td>Directors/Kelli/Cecilia</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>8:45am-9:45am</td>
<td>BOT Breakouts</td>
<td>Hilton</td>
<td>Durnham, Warwick, Newberry, Ascot, Trafalgar, Norwich</td>
<td>Kelli/Cecilia</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>12:00pm-1:00pm</td>
<td>Board of Trustees Boxed Lunch</td>
<td>Hilton</td>
<td>Belle Chasse</td>
<td>Directors/Kelli/Cecilia</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>12:15pm-1:15pm</td>
<td>LA Department Chairs Meeting</td>
<td>Convention Center</td>
<td>263</td>
<td>Susan A/Kris</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>12:30pm-2:30pm</td>
<td>Prof Prac Com/Prof Prac Ac Subcom Mtgs</td>
<td>Convention Center</td>
<td>342</td>
<td>Susan C.</td>
</tr>
<tr>
<td>Day/Date</td>
<td>Time</td>
<td>Function</td>
<td>Location</td>
<td>Room</td>
<td>Staff</td>
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</tr>
<tr>
<td>Fri 21-Oct</td>
<td>12:30pm-4:30pm</td>
<td>FS013 - Reinventing the Crescent</td>
<td>Convention Center</td>
<td>Room 336</td>
<td>Susan A/Emily</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>12:30pm-4:30pm</td>
<td>FS014 - A Model for the Future/Medical District</td>
<td>Convention Center</td>
<td>Room 337</td>
<td>Susan A/Emily</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>1:00pm-4:30pm</td>
<td>FS015 - Private New Orleans Residential Spaces/Garden District</td>
<td>Convention Center</td>
<td>Hall D Departures</td>
<td>Susan A/Emily</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>1:30pm-3:00pm</td>
<td>Education Sessions</td>
<td>Convention Center</td>
<td>356</td>
<td>Logistics Team</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>3:30pm-5:00pm</td>
<td>Education Sessions</td>
<td>Convention Center</td>
<td>356</td>
<td>Logistics Team</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>4:30pm-6:45pm</td>
<td>Opening General Session rehearsals - 4:30-Keynote; 5-6-Chad; 6-6:45-Panel</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>Joyce/Terry/OKC</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>5:30pm-7:30pm</td>
<td>Combined Emerging Professionals/Member Services/Government Affairs Gathering</td>
<td>Calcesiau</td>
<td>TBD</td>
<td>Julia/Susanna/Elizabeth</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>6:00pm-7:00pm</td>
<td>Professional Practice Network Council Meeting</td>
<td>Convention Center</td>
<td>333/334</td>
<td>Shawn/Ali</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>6:00pm-8:00pm</td>
<td>LAM Advertising Awards Reception (LAMMY’s)</td>
<td>Hilton River/Port/Starboard</td>
<td></td>
<td>Brad/Mike/Carolyn/Lauren/Christine/Jules</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>7:00pm-10:30pm</td>
<td>LAF 30th Annual Benefit</td>
<td>TBD</td>
<td>TBD</td>
<td>LAF/Nancy</td>
</tr>
<tr>
<td>Fri 21-Oct</td>
<td>8:00pm-10:00pm</td>
<td>Audit and Finance Committees Joint Happy Hour</td>
<td>TBD</td>
<td>TBD</td>
<td>Mike</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>7:00am-5:00pm</td>
<td>Speaker Ready Room</td>
<td>Convention Center</td>
<td>243/244</td>
<td>Emily/Sarah</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>7:00am-5:30pm</td>
<td>Cyber Café</td>
<td>Convention Center</td>
<td>3rd Floor</td>
<td>Rich/Experient</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>7:00am-6:00pm</td>
<td>Registration/Cyber Café</td>
<td>Convention Center</td>
<td>Hall EF Foyer</td>
<td>Joyce/Monica/Angela/Thida/Experient</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>7:00am-6:30pm</td>
<td>Coat and Baggage Check</td>
<td>Convention Center</td>
<td>Hall E</td>
<td>Rich</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>7:00am-6:30pm</td>
<td>First Aid Station</td>
<td>Convention Center</td>
<td>Outside Hall E</td>
<td>Rich</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>7:30am-8:00am</td>
<td>General Session doors open</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>Joyce/OKC/Kelli/Cecilia/Thida/Logistics Team/</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>7:30am-6:00pm</td>
<td>Host Chapter Booth</td>
<td>Convention Center</td>
<td>Hall EF Foyer</td>
<td>Host Chapter</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>8:00am-9:00am</td>
<td>Opening General Session</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>Nancy/Joyce/Terry/OKC/Kelli/Cecilia/Thida/Logistics Team/Jules</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>8:00am-5:00pm</td>
<td>Press Room</td>
<td>Convention Center</td>
<td>238</td>
<td>Karen</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>9:00am-6:00pm</td>
<td>EXPO</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Mike/Sales/Reps/Christine/Rich/Jules</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>9:00am-6:00pm</td>
<td>ASLA Central</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Lauren, et al</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>9:00am-6:00pm</td>
<td>ASLA Bookstore/Author Booksignings</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Breakpoint Books/Joyce/Rich/Jules</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>9:00am-6:00pm</td>
<td>JobLink and EPC Portfolio Review</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Carolyn/Membership</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>9:00am-6:00pm</td>
<td>TCLF Auction</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>TCLF</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>9:30am-11:00am</td>
<td>Cue to cue - General Session</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>OKC</td>
</tr>
<tr>
<td>Day/Date</td>
<td>Time</td>
<td>Function</td>
<td>Location</td>
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<tr>
<td>Sat 22-Oct</td>
<td>11:00am-12:00pm</td>
<td>Learning Lab 1:</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Lauren</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>11:00am-12:30pm</td>
<td>General Sessions</td>
<td>Convention Center</td>
<td>271</td>
<td>Logistics Team</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td></td>
<td>PPN Meetings: Transportation, Campus Planning Digital Design</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td></td>
<td>PPN Meetings: Historic Preservation; Urban Design</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td></td>
<td>PPN Meeting: Water Conservation</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td></td>
<td>PPN Meeting: Ecology and Restoration</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td></td>
<td>PPN Meetings: Housing and Community Design</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>12:00pm-2:30pm</td>
<td>GS rehearsals (Nancy @ noon, keynote @ 1:30-2:30pm)</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>Nancy/Joyce/Terry/OKC</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>12:15pm-1:15pm</td>
<td>Learning Lab 1:</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Lauren</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>12:30pm-1:00pm</td>
<td>Vaughn Shoots Welcome to LA Message for 2017</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>Terry/OKC</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>12:30pm-2:00pm</td>
<td>Fellows ExCom</td>
<td>Convention Center</td>
<td>TBD</td>
<td>Curt</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>1:30pm-2:30pm</td>
<td>Learning Lab 1:</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Lauren</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>2:30pm-4:00pm</td>
<td>Education Sessions</td>
<td>Convention Center</td>
<td>354</td>
<td>Logistics Team</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>4:00pm-5:00pm</td>
<td>Learning Lab 1:</td>
<td>Convention Center</td>
<td>Halls DEF</td>
<td>Lauren</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>4:30pm-6:00pm</td>
<td>EXPO Reception: Featuring the Alumni Tailgate</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Joyce/Kelli/Angela/Jules/Cecilia/Thida/Staff</td>
</tr>
<tr>
<td>Sat 22-Oct</td>
<td>6:00pm-7:00pm</td>
<td>HALS Subcommittee Meeting</td>
<td>Convention Center</td>
<td>342</td>
<td>Shawn/Ali</td>
</tr>
<tr>
<td>Sun 23-Oct</td>
<td>7:00am-5:00pm</td>
<td>Speaker Ready Room</td>
<td>Convention Center</td>
<td>243/244</td>
<td>Emily/Sarah</td>
</tr>
<tr>
<td>Sun 23-Oct</td>
<td>7:00am-5:30pm</td>
<td>Cyber Lounge</td>
<td>Convention Center</td>
<td>3rd Floor</td>
<td>Rich/Experient</td>
</tr>
<tr>
<td>Sun 23-Oct</td>
<td>7:00am-6:00pm</td>
<td>Registration/Cyber Lounge (Cyber Lounge until 5:30pm)</td>
<td>Convention Center</td>
<td>Hall EF Foyer</td>
<td>Joyce/Monica/Angela/Thida/Experient</td>
</tr>
<tr>
<td>Sun 23-Oct</td>
<td>7:00am-6:30pm</td>
<td>Coat and Baggage Check Open</td>
<td>Convention Center</td>
<td></td>
<td>Rich</td>
</tr>
<tr>
<td>Sun 23-Oct</td>
<td>7:00am-9:00pm</td>
<td>First Aid Station</td>
<td>Convention Center</td>
<td>Outside Hall E</td>
<td>Rich</td>
</tr>
<tr>
<td>Sun 23-Oct</td>
<td>7:30am-6:00pm</td>
<td>Host Chapter Booth</td>
<td>Convention Center</td>
<td>Hall EF Foyer</td>
<td>Host Chapter</td>
</tr>
<tr>
<td>Sun 23-Oct</td>
<td>8:00am-9:00am</td>
<td>General Session</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>Nancy/Joyce/Terry/Kelli/Angela/Cecilia</td>
</tr>
<tr>
<td>Sun 23-Oct</td>
<td>8:00am-5:00pm</td>
<td>Press Room</td>
<td>Convention Center</td>
<td>238</td>
<td>Karen</td>
</tr>
<tr>
<td>Day/Date</td>
<td>Time</td>
<td>Function</td>
<td>Location</td>
<td>Room</td>
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<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>8:00am-6:00pm EXPO Sales Office Open</td>
<td>Convention Center</td>
<td>Halls EF</td>
<td>Mike/Sales Reps/Christine/Rich V</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>9:00am-6:00pm EXPO</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Mike/Sales Reps/Christine/Rich V</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>9:00am-6:00pm ASLA Central</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Lauren, et al.</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>9:00am-6:00pm ASLA Bookstore/Author Booksignings</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Susan/Breakpoint Books</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>9:00am-6:00pm JobLink and EPC Portfolio Review</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Carolyn/Membership</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>9:00am-6:00pm TCLF Auction</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>TCLF</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>9:45am-10:45am Learning Lab 1:</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Lauren</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>9:30am-11:00am Cue to cue - Awards Ceremony</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>Carolyn/Terry</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>11:00am-12:00pm Learning Lab 1:</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Lauren</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>11:00am-12:30pm Education Sessions</td>
<td>Convention Center</td>
<td>356</td>
<td>Logistics Team</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>12:00pm-2:00pm Speaker Rehearsals (as needed)</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>Joyce/Terry/OKC</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>12:30pm-5:00pm Nominating Committee Meeting</td>
<td>Convention Center</td>
<td>351</td>
<td>Curt</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>7:00am-5:30pm PPN Meetings: Land-Use Planning, Parks and Recreation</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>7:00am-5:30pm PPN Meeting: Health Care and Therapeutic Design</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>7:00am-5:30pm PPN Meetings: Women in Landscape Architecture, Environmental Justice</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>7:00am-5:30pm PPN Meetings: Sustainable Design and Development</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>7:00am-5:30pm PPN Meetings: Education and Practice, Residential Landscape Design</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>7:00am-5:30pm PPN Meetings: Planting Design</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>7:00am-5:30pm PPN Meetings: Design Build; International Practice,</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Shawn</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>1:30pm-2:30pm Learning Lab 1:</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Lauren</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>2:30pm-4:00pm Education Sessions</td>
<td>Convention Center</td>
<td>352347</td>
<td>Joyce/Centerplate</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>4:30pm-6:00pm EXPO Reception: Featuring the Professional Practice Networks</td>
<td>Convention Center</td>
<td>Halls EFG</td>
<td>Joyce/Centerplate</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>6:00pm-7:00pm Fellows Dinner Rehearsals</td>
<td>Hilton</td>
<td>Hilton Ballroom CD</td>
<td>Curt/Kelli/Angela</td>
</tr>
<tr>
<td>Sun</td>
<td>23-Oct</td>
<td>7:00pm-10:00pm F01: COF Investiture Dinner</td>
<td>Hilton</td>
<td>Hilton Ballroom CD</td>
<td>Curt/Kelli/Joyce/Monica/Angela/Cecilia/Thida/Jules</td>
</tr>
</tbody>
</table>

**Day/Date** | **Time**        | **Function**                               | **Location**             | **Room**   | **Staff**                     |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Mon 24-Oct</td>
<td>7:00am-8:30am</td>
<td>Women in Landscape Architecture Walk</td>
<td>Convention Center</td>
<td>Host Chapter Booth</td>
<td>Host Chapter</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>7:00am-5:00pm</td>
<td>Speaker Ready Room</td>
<td>Convention Center</td>
<td>243/244</td>
<td>Emily/Sarah</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>7:00am-5:30pm</td>
<td>Coat and Baggage Check Open</td>
<td>Convention Center</td>
<td>Host Chapter</td>
<td>Host Chapter</td>
</tr>
<tr>
<td>Day/Date</td>
<td>Time</td>
<td>Function</td>
<td>Location</td>
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<tr>
<td>Mon 24-Oct</td>
<td>7:00am-5:30pm</td>
<td>Cyber Café</td>
<td>Convention Center</td>
<td>3rd floor</td>
<td>Rich/Experient</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>7:00am-6:30pm</td>
<td>Coat and Baggage Check Open</td>
<td>Convention Center</td>
<td></td>
<td>Rich</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>7:00am-11:00pm</td>
<td>First Aid Station</td>
<td>Convention Center</td>
<td>Outside Hall E</td>
<td>Rich</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>7:30am-3:00pm</td>
<td>Registration/Cyber Lounge (Cyber Lounge until 5:30pm)</td>
<td>Convention Center</td>
<td>Hall EF Foyer</td>
<td>Joyce/Monica/Angela/Thida/Experient</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>7:30am-3:00pm</td>
<td>Host Chapter Booth</td>
<td>Convention Center</td>
<td>Hall EF Foyer</td>
<td>Host Chapter</td>
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<tr>
<td>Mon 24-Oct</td>
<td>8:00am-9:30am</td>
<td>Education Sessions</td>
<td>Convention Center</td>
<td>Hall EF Foyer</td>
<td>Logistics Team</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>8:00am-12:00pm</td>
<td>Press Room</td>
<td>Convention Center</td>
<td>238</td>
<td>Karen</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>8:45am-9:45am</td>
<td>Council of Fellows Business Meeting</td>
<td>Convention Center</td>
<td>333/334</td>
<td>Curt/Kelli/Jules</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>9:00am-11:30am</td>
<td>Awards Rehearsals (Stdnts@10, Prof@10:30)</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>Terry/Carolyn</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>10:00am-11:30am</td>
<td>Education Sessions</td>
<td>Convention Center</td>
<td>266</td>
<td>Logistics Team</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>12:00pm-1:00pm</td>
<td>ASLA Professional and Student Awards Ceremony</td>
<td>Convention Center</td>
<td>Hall D</td>
<td>Nancy/Terry/Carolyn/Joyce/Jules</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>1:30pm-3:00pm</td>
<td>Education Sessions</td>
<td>Convention Center</td>
<td>347</td>
<td>Logistics Team</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>3:30pm-5:00pm</td>
<td>Education Sessions</td>
<td>Convention Center</td>
<td>256</td>
<td>Logistics Team</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>5:30pm-6:30pm</td>
<td>Presidents's Dinner Rehearsals</td>
<td>Hilton</td>
<td>Hilton Ballroom CD</td>
<td>Nancy/Carolyn/Kelli/Cecilia</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>7:00pm-10:00pm</td>
<td>F04:President’s Dinner (7:00 Reception, 7:30 Dinner)</td>
<td>Hilton</td>
<td>Hilton Ballroom CD</td>
<td>Directors/Carolyn/Kelli/Monica/Angela/Cecilia/Thida/Keith/Jules</td>
</tr>
<tr>
<td>Mon 24-Oct</td>
<td>10:00pm-12:00am</td>
<td>Post Dinner Reception</td>
<td>Hilton</td>
<td>Belle Chasse</td>
<td>Directors/Kelli/Jules</td>
</tr>
<tr>
<td>Tues 25-Oct</td>
<td>TBD</td>
<td>SITES AP Exam</td>
<td>Hilton</td>
<td>Depature Area</td>
<td>Linette</td>
</tr>
</tbody>
</table>