



**Executive Committee Meeting
Saturday October 25th, 2008
Savannah, Georgia
MEETING MINUTES**

- Executive Board
 - Trustee - Ed Czynson – absent
 - Chapter President – Jamie Csizmadia - present
 - President-Elect – Adam Ragsdale - present
 - Past-President – Dale Hall - present
 - Secretary – Tanya Mandel - absent
 - Treasurer – Scott Tanner - present
 - Treasurer-Elect – Scott Douglas – present
 - Member-at-large – Gregg Hudspeth - present
- Chairs
 - Atlanta Section – Brandon White – present
 - Northeast Section – vacant
 - Savannah Section – Charles Anderson – present
 - Middle Georgia Section – Zan Thompson – present
 - Member Services Chair - Vacant
 - UGA Chapter President – Kevan Williams - absent

CALL TO ORDER 8:00 AM

Roll Call, Introductions

Discussion/Approval of Minutes

Motion to forget September meeting minutes and start over this year (Motion **Brandon**,
Second: Adam R.) **Approved**

GAASLA Orientation/Overview

C.O.W. (Chapter Operations Workbook): Review of info available online at:
www.asla.org/operationsworkbook.aspx)

C.A.L.F. (Chapter Activities & Logistics Framework) Goals Review:

- Challenge 'Get one person involved in one event'
- Make excom meeting minutes available on website
- Invite people to come to excom meetings

Meeting Schedule Review: Face to face meetings in Macon to minimize drive for everyone.

Discussion of Section Map: Possible connection to RDC (Regional Development Centers). Will be updated and sent out.

Unfinished/New Business

Trustee's Report: Ed C.

- National Total Membership and Revenue have dropped.
- Budget Reduced by two million dollars (2.3%).

- Predicting a 10% drop in membership.

President's Report – Jamie C.

- Chapter Presidents Council Annual Meeting
 - Fellows Nominations Due in March.
 - PR: Advertise Events
 - K-12: Getting Kids Involved: ASLA has developed workshop templates that are available on C.O.W
 - Advocacy Day (formerly Lobby Day) is in February. Meet with Representatives and Senators of the State, training webinars for volunteers.
 - Student Chapter Outreach: Pizza Party in November
 - Constitutions and Bylaws: New template coming out, will be compared to ours.
- SSI (Sustainable Sites Initiative): New draft in November for review. Needs to be promoted to the Chapter.
 - Tie to Green Cuisine.
 - Teach to UGA, Georgia Tech, SCAD Students?
- USGBC (United States Green Building Council): Savannah and Atlanta merging to a GA Chapter. We should collaborate with them. Meeting on November 4th. GAASLA asking them to partner with us on annual meeting (SSI Focus)
- Jury for Downstate NY Awards: Architects, Civil Engineers, Landscape Architects to make up a 5-6 person jury in Savannah on November 7th.
- Pizza Party: To take place on November 14th at UGA.
 - Raffle?
 - How to get students involved?

Secretary's Report – Jamie C. (Tanya absent)

- Meeting minutes
 - Due within 48 hours of meeting.
 - Excom Comments due within 5 days then minutes to be updated and reissued
 - * Suggestion: Changes within minutes to be highlighted by secretary when reissued.
 - Final draft due within 7 days of next meeting
- Dates: Should dates be adjusted to allow for early bird registration.
 - Issue call for nominees in April.
 - *Question: Can we change the voting system to eliminate the chance of duplicate votes by one person? Dale and Scott to look into.
- CVENT: +/- \$6,000.00 per year for 2 years.
 - In trying times, should we do it?
 - Could we spend part of this amount and upgrade our website to do registration?
 - Regarding web design: Should we continue with current administrator or hire a local professional? Brandon can suggest two people – to send contacts to Tanya.
- Constant Contact: Email distribution system, something to look into.

President-Elect's Report – Adam R.

- Budget
 - National said to cut 20% - suggest travel and CIP.
 - Chapters want to send President, President Elect and **just elected President Elect**
 - **FLO** Luncheon and Truby cut from budget
 - Will finalize budget for discussion at November Executive Committee Meeting
- Accountant: need to select one.
- Legal Defense Fund: Needs to be moved out of the income account.
- How to give money to student group?

- Send student President to National?
- Pay for them to go to LA Bash?
- Travel to LA Bash?

Past President's Report – Dale H.

- Year End Report
 - Has not been done for several years
 - Would like to make it a releasable report to be sent to entire chapter
- Grad Assistant
 - Money from LARE goes to next year's Grad Assistant picked by **LaHaie?**
 - Should money from Golf Tournament be donated to UGA for scholarship?
 - Should we hire a Grad Assistant for all ASLA work for 15 hours/week?
- UGA Endowment
 - \$5,000.00 per year for 5 years (defined in endowment)
 - Changes to verbage
 1. Membership for one year
 2. Document involvement in an essay
 3. Dale to mark up in red and distribute to everyone.

Motion to use \$5,000.00 to fund to the endowment for the **2007-2008** session.
(Motion: Brandon, Second: Zan) **Approved.**

Motion to fund the endowment with \$3,000.00 from the golf tourney and \$2,000.00 from profit **instead of using the \$5,000.00 from the tourney for a separate donation.**
(Motion: Brandon, Second: Zan) **Not Approved**

Motion to use the first \$1,000.00 from the **2009** golf tourney profit to fund a **GAASLA donation to UGA CED** for the **2009-2010** session and the remainder will be contributed to the \$5,000.00 endowment.(Motion: Zan, Second: Brandon) **Approved**

- Archives
 - Scan and sort documents, file on CED server
 - Could be completed by a grad assistant in 1 semester.

Treasurer's Report– Scott T.

- Budget: Jamie and Adam working on
- Quarterly Report: Due December
- Credit Cards:
 - Held by Jamie, Adam and Scott T. Section Chairs can call Scott T. if they need the number for the primary card for deposits.
- CPA: Hancock being released, need to hire a new one.
- Quarterly Books: Scott has hired Sheryl Piccini to review
- Contact: Please call Scott on his cell if needed.

- AMEX Cards: Should Section Chairs have them? Let Scott know if you need it.
- Committee Budgets: Please submit a budget if your committee needs funds.
- Atlanta PO Box: Receives mainly junk mail, will be kept for now. (\$70.00 per year)

Member at Large – Gregg H.

- President's Write Ups: Write ups from Past Presidents will be added each year, have the first draft ready.

Reports Section Chairs

- **Atlanta – Brandon W**
 - Holiday party will be December 16th at Sweetwater Brewery
 - Planned Winter Program in March: Dark Skies
 - Summer Event: Rafting?
 - LA Month Merit Badge Course / School Presentations
 - Would like to get section based email list / event posters to firms
 - Working to have GAASLA representative at local firms to encourage and advertise events to non-members which typically do not receive notices.
- **Northeast – Vacant (Dale H.)**
 - Looking for UGA Staff Member to hold position
- **Savannah – Charles A.**
 - Continuing established events
 - Might change scenery/move outdoors
 - Bigger meeting being planned in April for National LA Month
 - Savannah Section Calendar to go online
- **Middle Georgia – Zan T.**
 - Monthly Calendar passed out.
 - Boy Scout Merit Badge for Landscape Architecture
 - Store Front Painting with Kids
 - Socials
 - Bed Race
- **Member Services Chair - Vacant (Jamie C.)**
 - Tracking Members
 - Contacting Lapsing Members
 - Getting Section Member Lists Together

Committee Reports

- **Nominating – Dale H.**
 - Find two people better than you
- **Government Affairs – Jamie C.**
 - In-District Advocacy Day – February 18th
 - Identify Member Participants and notify ASLA by Dec. 11th, 2008.
- **Events**
 - GAASLA Awards Banquet – Charles A.
 1. Looking at several possible locations
 2. Needs to coordinate with annual meeting July 16-18, proposed date July 18th.

- GAASLA Annual Meeting Subcommittee – Jamie C. and Adam R.
 1. Proposed Dates July 16-18
 2. Invite FL and SC members
 3. Have to get FL credits approved
 - * University Staff want a book of papers of presentations so they get publication credit.
- GAASLA Golf Tournament – Brandon W.
 1. Trophy Club of Atlanta (same as last year) on Monday, September 14th at 1PM.
 2. Goal to keep fees where they were last year.
- **Green Cuisine – Stella W.**
 - 8 months proposed
 - Trying to drop cost (possible change of venue)
- **Public Relations – Adam R.**
 - New Excom Media Blast
 - Also to be included in 411
 - Doing a paid article/advertisement in a magazine or paper (Georgia Trends?)
- **Honors/Awards – Zan T.**
 - Working on Schedule
 - Add color to the presentation
 - Printingforless.com suggested
- **Sponsorship – Gregg H.**
 - Preparing sponsorship packages
 - Excom to review and prepare comments
- **Communications –**
 - Newsletter Subcommittee – Scott D.
 1. Newsletter Due Dates
 2. Quarterly Newsletter Schedule
 3. Excom Member Responsibilities
 - Website Subcommittee – Tanya M (Absent)
 1. Send your company logo to Tanya
- **Fellows Nominating – Ed C.**
 - List of potential nominees
 - Due for review by GAASLA Excom Nov. 26th, 2008
 - Due to National by March 27th, 2009
 - Eligible people will be notified that they are eligible by email from Ed.
- **Announcements/Reminders**
 - It's all about customer service
 - GAASLA Recruitment Challenge
 - Replace Yourself

Next Ex. Com. meeting November 14, 2008 in Athens, 3:00 to 7:00 PM.

Motion to use adjourn meeting. (Motion: unknown, Second: unknown) **Approved.**

Meeting Adjourned at 3:35.