**American Society of Landscape Architects, Virginia Chapter**

**Executive Committee Meeting   
Blacksburg, VA and by Conference Call**

**10:00 a.m. on February 16, 2018**

A meeting of the Virginia Chapter ASLA Executive Committee (ExCom) was held by in person and conference call on Friday, February 16, 2018 at 10:00 a.m. The following members, guests and staff participated in the meeting:

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| **Office** | **Name** | **Present** | **Absent** |
| President | Mike Fox | X |  |
| Past President | Walter Cole |  | X |
| President-Elect | C.L. Bohannon | X |  |
| Secretary | Erin Horton | X (phone) |  |
| Treasurer | Chris Hale | X (phone) |  |
| Trustee | LuGay Lanier, FASLA | X (phone) |  |
| Member At Large | Jarrod Katzer | X |  |
| Fellow Nominating Committee | Walt Cole |  | X |
| Education Committee | Jason Thomas | X (phone) |  |
| Emerging Professional Committee | Laura Sokol | X (phone) |  |
| Legislative Committee | Billy Almond, FASLA |  | X |
| Awards Committee | Terry Clements, FASLA | X |  |
| Public Affairs and Communications Committee | Jenn Hare |  | X |
| HALS Liaison | Liz Sargent |  | X |
| Guest | Lynn Crump | X |  |
| Staff | Kevin Bayes | X |  |

***Call to Order***

Mike Fox called the meeting to order at 10:02 a.m. Role was taken. A quorum was present. Mike thanked Terry Clements, FASLA and C.L. Bohannon for hosting the meeting at their offices at Virginia Tech as part of LA Week. Terry thanked the chapter for their participation in the events.

***Approval of the December 2017 and January 2018 Minutes***

The minutes from the December and January meetings were sent to the ExComm in advance of the meeting.

Motion: C.L. Bohannon moved to approve the December 2017 and January 2018 minutes as presented. Erin Horton seconded the motion. The minutes were approved.

***Trustee’s Report***

LuGay Lanier, FASLA sent her report out in advance of the meeting. She reported applications for the 2017 ASLA Advocacy Awards are due by February 28th. The Chapter of the Year Award is to recognize chapters who accomplished important advocacy goals in 2017. The ExComm believes the VA ASLA Government Affairs and Advocacy Committee (Billy Almond, FASLA; Rob McGinnis, FASLA; and Ti Johnson ASLA) should be nominated for their efforts to prevent HB 555 from getting through the Virginia Legislature. Mike said he will submit the nomination form before the deadline. LuGay reminded everyone that ASLA Advocacy Day will be Thursday, April 26th in Washington, DC.

***Treasurer’s Report***

Kevin Bayes presented the report on behalf of Chris Hale, Treasurer. The reporting documentation was uploaded to the VA ASLA DropBox account by Chris. Kevin asked if there were any questions about the financial reports. There were none.

The Balance Sheet showed a balance of $74,130.80, which included checking and savings. Kevin mentioned that the Advocacy Fund savings account had been set up. Chris joined the conference call at this time. He asked the ExComm to discuss the 2018 Budget (in draft format and provided to the ExComm in advance of the meeting) at this time.

Chris reviewed the budget and pointed out that the 2018 budget was more balanced that 2017’s budget. He mentioned the new line items and the increase/decrease to existing line items. Chris asked if any ExComm members wanted to make any changes to the draft. Erin Horton said she felt the chapter should help cover part of the national dues for some emerging professionals in Virginia. The ExComm felt this was a good way for the chapter to support the state’s emerging professionals. A new line item will be added to the budget to help cover these costs.

***Motion:*** C.L. Bohannon moved to approve the 2018 VA ASLA budget as amended to reflect the addition of the funds to help cover the cost of ASLA membership for emerging professionals who are eligible; Jarrod Katzer seconded the motion. The motion passed and the 2018 VA ASLA Budget was approved.

***Executive Director’s Report***

Kevin submitted his report in advance of the meeting and it was included in the resource packet sent to ExComm before the meeting. He reported on the current membership numbers: 265 members, 14 student members, and 11members due to renew in February. Two members who were due to renew as of November 2017 did not renew.

Two people have made donations to the Advocacy Fund, Chris Kennedy made a donation of $50 and William Mechnick made a donation of $500. Kevin mentioned that all chapter emails going to membership will include the “Donate to Advocacy Fund” text. Thank you cards will be sent to both contributors.

***COMMITTEE REPORTS***

**Audit – Chris Hale**Chris said the audit will be complete by the end of February.

**Awards – Erin Horton**

Erin, Terry Clements (Chair), and Kevin will have a call in a couple of weeks to discuss the 2018 Professional and Student Awards program format and process. Kevin will send a doodle poll request to Erin and Terry to determine date and time.

**Constitution/Bylaws – Jarrod Katzer**

No Update.

**Education – Jason Thomas**

Jason said he was looking into new events for 2018 and there may be another Victor Stanley factory tour for later in the year. Anova is sponsoring an educational opportunity in March at Alice Ferguson Foundation in Acockeek, Maryland. Jason will be in touch with Matt Alcide (Anova rep) to see how many people are registered. Jason mentioned he has been in touch with the USGBC Greater Richmond about co-hosting another event in Richmond in April. Jason said he would like to consider holding another Therapeutic Landscape session in 2018 with a possible topic of Hospital Landscape. Mike Fox mentioned that we may want to reach out to Eagle Bay Paving to see if they would like to host a factory tour. Other options may be Brock Environmental Center. Jason asked Kevin to include a call for topics when the next email broadcast goes out to members.

**Emerging Professionals (EP) – Erin Horton**

Erin introduced Laura Sokol, a 2012 graduate of Virginia Tech, as the new chair of the committee. Erin and Laura have talked about developing committee goals and guidelines. They will develop guidelines for EPs who want to participate in the membership dues pilot project. C.L. Bohannon thought this would be a good opportunity to get future leaders involved like a mentorship program.

**Events – Walt Cole**

Kevin reported on behalf of Walt Cole. See notes on 2017 and 2018 Annual Conference under Old Business.

**Fellows – Walt Cole**

Mike Fox presented on behalf of Walt Cole. Two nominations, Brian Katen and Doug Mettler, were submitted to ASLA.

**Government Affairs – Billy Almond, FASLA**

Mike Fox reported on behalf of Billy Almond, Committee Chair. The meeting between the VA ASLA Government Affairs Committee, the VA ASLA Lobbyist (Jeff Palmore) and Delegate Freitas went very well. The group was able to enlighten Delegate Freitas about the importance of licensure for landscape architects. The Virginia Home Builders Association also had a representative at the meeting which was a great addition. Mike is going to send out thank you notes to all of the parties involved. Mike also mentioned that Ann Stokes, ASLA will now be serving on the Virginia DPOR. Mike will send Ann a letter of congratulations but also ask her to keep the VA ASLA legislative issues in mind while serving on the board.

**Public Relations/Communications – Kevin Bayes**

Jenn Hare sent a committee update in advance of the meeting. She reported she would be taking part in a webinar for ASLA PR representatives regarding this year’s World Landscape Architecture Month (WLAM) as well as an update in the re-branding efforts by ASLA.

**Sponsorships – Kevin Bayes**

No report.

**Tellers – Erin Horton**

No report.

**VT LA Enrollment Task Force – C.L. Bohannon**

C.L. Bohannon is going to put together an announcement about the task force and send it to Kevin who will include it in an upcoming email broadcast to the members to get more volunteers.

**OLD BUSINESS**

**Legislative Issues/Concerns Wrap Up**See notes under Government Affairs

**2017 Annual Conference Wrap Up**

Kevin reported that Walt, Missy, and he had a call with the AIA-VA staff to wrap up the 2017 Conference. We did recognize some income from the conference and we didn’t close the door on doing future events (social events or lunch and learns) with them.

**2018 Annual Conference Discussion**

Kevin reported that prior to the ExComm meeting he visited several venues he thought would be good to host the 2018 Conference. He visited the Stonewall Jackson Hotel in Staunton; Natural Bridge Hotel at Natural Bridge State Park, the Hotel Roanoke, and was going to the Inn at Virginia Tech after the meeting. Kevin received pricing from all of venues. Based on price and the space available, he has recommended the venue at Natural Bridge. After discussion it was decided that the Conference Committee move forward with Natural Bridge as the location. Kevin said his contact there had given several dates in August and September. The ExComm felt the weekend of August 24th and 25th be a good time since it would be before schools begin. Kevin will talk with Walt Cole about starting the process and he will contact Natural Bridge and get a contract.

**Chapter Sponsorship of Reception at Virginia Tech**

C.L. Bohannon and Terry Clements, FASLA thanked the chapter for their support. The chapter has been provided the paperwork to issue the payment for the reception which was scheduled to happen later in that day.

**NEW BUSINESS**

**2018 Budget**

See notes in Treasurer’s Report.

**Upcoming ExCom Meeting**

The next ExComm meeting will be held as a conference call. Kevin will send out a survey to the ExComm to find out which day(s) and time(s) work best for everyone.

***Adjournment***

There being no further business, Mike adjourned the meeting at 12:05 p.m.

Respectfully submitted,

Kevin Bayes

Executive Director

Virginia Chapter of ASLA