



**Pennsylvania / Delaware Chapter of ASLA
Minutes of Executive Committee Conference Call**

Meeting Date: January 13, 2010

Attendees:

Present:

President: Rich Rauso (RPR)
 President-Elect: Adam Supplee (AS)
 Vice President:
 Treasurer: Tom McLane (TM)
 Trustee: Lisa Kunst Vavro (LV)
 Secretary:
 Member-at-Large: Carl Kelemen (CK)
 Assoc. Member-at-Large: Gwendolyn Johnson (GJ)

Absent:

David Goldberg (DG)

 Hugh Cadzow (HC)

 Joyce Gerhart (JG)
 Rachel Sclan Vahey (RV)

Section Chairs:

Delaware: Rodney Robinson (RR)
 Central: Randy Wright (RW)

 Eastern:
 Western: Michael Davis (MD)
 Tom Swisher (TS)
 Aaron Richardson (AR)

Communications Chair:

Rachelle Wolfe (RW)

LA Schools:

Claudia Phillips, Phila Univ.
 Kelleann Foster, Penn State
 Karen McCloskey, Penn
 Sandy Kime (SRK)

Awards / Gov't Affairs Comm.:

Executive Director – Wanner Associates:

Beverly Hendry (BH)
 Kimberly Cossar (KC)

Call Commenced at 12:00 PM.

Description	Action By:
<u>11:01 SECRETARY'S REPORT</u>	
RPR reviewed the November 2010 face to face and December	
Pennsylvania / Delaware Chapter ASLA	
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2010 conference call.

Motion: Tom McLane
Second: Rodney Robinson
To approve the November 2010 and December 2010 Minutes. This motion was approved.

11:02 TREASURER'S REPORT

TM reported and KC assisted. This is the year-end report although there are still invoices outstanding. Much discussion on the numbers. It appears that we lost money (\$10,000.00±) but it isn't as bad as it looks. There are year-end monies carried over so numbers are confusing.

RPR asked if there were any lessons learned from the 2010 budget. TM said there were many. He will prepare a comprehensive list to discuss at the Retreat.

Motion: Rodney Robinson
Second: Lisa Kunst Vavro
To approve the January 2011 Treasurer's Report. This motion was approved.

KC noted the "Rainy Day Fund" charged us a \$95.00 fee for the first time. Wanner wants to know if we should move the money to another account. TM asked KC to prepare a report for the retreat so we can discuss then.

KC to put the Sponsorship Matrix on the website.

Exec Comm members to send KC any vendor contacts.

TM to prepare a "lessons learned" list for the retreat.

KC to prepare a report on the "Rainy Day Fund" for the retreat.

11:03 TRUSTEE'S REPORT

LV reported. Her emails from national are being blocked by the PSU server so she has no report.

11:04 LA SCHOOL'S REPORT

Penn State – No report.

Temple – Diana [redacted] reported. They are continuing their lecture series. They are starting a scholarship and are looking for ways to raise money. Also looking to raise money for the trip to LABASH at Purdue and a restoration project. Both KC and MD told her to send them information so they can pass the word to those that can help.

Penn – No report.

Philadelphia University- CK reported. Students doing a batch of

<p>service project. Have received grants for greenways and entrance plans. Also going to New York and to Eastern Section's "Happy Hour" function.</p> <p>Chatham – No report.</p> <p>Delaware Valley – No report.</p>	<p>RPR to contact National to see if the issue with Delaware Valley students is resolved.</p>
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11:05 COMMITTEE REPORTS

<p><u>Awards and Scholarships</u></p> <p>RPR reported. SRK is contacting Upstate NY Chapter to jury our awards that are due February 1. KC to send out reminder to all to members to submit their projects.</p> <p>KC noted that we have received three (3) scholarship applications from Penn and two (2) from Penn State. Currently pulling together a jury for this. RPR noted that the Committee should be doing that. TM asked if we have the new criteria established and KC said based on DG email today we do. RPR noted that at least we had more applications this year but from only two schools is less than hoped. LV asked about the new criteria. To get schools involved she asked if they can help us set up the scholarship criteria. RPR noted we still can have them do it. LV to keep it on the Educational Summit agenda.</p>	<p>Awards and Scholarship Committee to review "rollover issue" with scholarship awards.</p> <p>DG to get notification of the Scholarship Program out to all Chapter universities as early as possible next month.</p> <p>DG to prepare an outline of the new scholarship program for review at the November meeting.</p>
<p><u>Communication / Public Relations / Website Committee</u></p> <p>KC noted that Beverly is updating the website. DG trained her and JG to do it.</p> <p>KC will be sending out 2011 deadlines to all for E-PLAN and will be asking us for subject matter. We are getting plenty of advertising action thanks to the Matrix so our concerns from last year won't occur this year.</p> <p>RPR asked when the last E-PLAN was posted. KC said Dec 30 and the next will be out mid-February.</p>	<p>KC and DG to check email addresses.</p> <p>Communication Committee to review the use of Facebook and/or Twitter for Chapter communications.</p> <p>Exec Comm to decide whether we are to use Chapter email accounts.</p> <p>KC to check why there was duplicates on the PLAN addresses.</p> <p>RPR to talk to TM to find out dates for 2011 Chapter Awards.</p>
<p><u>Historic Preservation Committee</u></p> <p>RR reported. He went down to Washington DC on January 11 with Nancy Minnich and Chad Nelson to meet with Paul Delinsky and Chris Stevens at the National Park Service about</p>	

<p>the HALS survey. Very enlightening meeting. The team will pull notes together to relay to the Exec Comm. RR said we should consider having Section representatives to spread out the HALS workload. He will discuss this at the retreat. The meeting notes will go into E-PLAN and project links added to the website. The property surveys are “open-ended” and can be added to. Large scale photos must be provided; digital photos can’t be archived. RR asked if the Chapter will reimburse him, Nancy and Chad for travel expenses. TM said to send in a reimbursement request. He may want to see if the Sections can handle this in the future.</p>	<p>TM suggested that we discuss Section covering HALS cost at the retreat</p>
<p><u>Government Affairs Committee</u></p> <p>No report.</p>	
<p><u>University Liaison Committee</u></p> <p>LV still has not heard from Chatham. She asked RPR to assist in the matter. Having the Summit on Saturday of our Annual Meeting is working out well.</p>	<p>Exec Comm. must agree on establishing a standard date for the Educational Summit.</p>
<p><u>Education / Professional Development Committee & CIP</u></p> <p>AS reported. No real updates. Nicole is still updating projects before emails go out.</p>	<p>AS to check if hits can be tracked on the CIP website.</p>
<p><u>Membership Committee</u></p> <p>RPR is sending out a blast e-mail to the Chapter to have a volunteer be the PR representative with National. If no one steps up then a volunteer will be sought.</p>	<p>Section Chairs should send welcome emails to new members to get them involved.</p>
<p><u>Financial Planning Committee</u></p> <p>No Report.</p>	
<p>11:06 OLD BUSINESS</p>	

- 2011 Annual Meeting Update

TM and KC reported. The major issues discussed were:

- Speakers are set.
- Most everything falling in place with Chesapeake Bay general sessions. Looks like a high quality session.
- Thanked GJ for pulling together the educational seminars.
- 34 total submissions made for sessions and 24 selected.
- Trying to maximize times with exhibitors.

KC noted we sold 15 booths so far. AS asked if sponsorship opportunities are on the website. KC will check.

RPR asked if we are setting up a session with the exhibitors to see how we are doing. TM thinks we are doing that over breakfast on Saturday.

- February Retreat Update

KC reported. Reviewed attendees and schedule. She is pulling together meeting spaces with Kelleann Foster (KF) at PSU as well as other events. She is sending out an email outlining the events and places.

RPR will get hold of KF and try to get a 15 minute time with students to discuss ASLA.

- Chapter Fellow Nominations

RPR reported. Talked to DG about KF's nomination for Fellow and she is ready to do it this year. David Petroski submitted last year and will be doing it this year. CK noted that Denise Husband is pursuing it as well and Fielding Howe isn't.

- LARE Review Sessions-

RPR reported. Was asked Jerry Hastings about providing LARE Review Sessions. RPR wants to defer it to a retreat item. Many questions about it (where, when and should we offer) so we need to defer to retreat. TM agrees plus we need to coordinate with adjoin chapters.

KC to prepare text for networking sites surveying members about the LARE. Once approved it will be posted.

11:07 NEW BUSINESS

- Affiliated Chapter Approval Request from Delaware Valley College

AS & RPR reported. Reviewed the letter from the Student Chapter and School requesting recognition as a ASLA student chapter. AS has been trying to contact people about it. He believes that they don't have to be an accredited school to do so. AS to follow up with Del Val to point them in the correct direction.
- Maryland CEU Establishment

RPR reported. ASLA chapter there wants help establishing CEU's. HC forwarded this to the Exec Comm. Looks like their representative is at the University of Maryland. We will discuss this at the retreat. AS recommends that we tell them to adopt the LACES system. TM noted that they also need to get their licensing board to move on it.
- ASLA Leader to Annual Meeting

RPR & CK reported. National likes to do this to find out how local chapters are doing. TM asked if they have a format. CK noted that it varies and they can do what we want. TM reviewed possibilities and they thought at awards function. CK suggested Mark Focht and noted that national pays their way. TM listed possible times to RPR to pass on to Barb Drobins.
- Philadelphia School District Proposal

AS reported. The Temple University & CIP proposal was accepted by the School District. Details are being worked on now. RPR requested we ask Temple if the need help and AS said they already have and will continue to do so.
- LAND Chapter Chat Submissions

Let's keep active and send RPR and AS information to post on the chat site.
- LA Month Update – Books for Retreat and Annual Meeting

KC said she will have copies of KF's books at the retreat. Each section will get 25 copies to distribute. Not sure if we will sell it at the Annual Meeting or not.
- FaceBook/Twitter Update

Only KC and RPR have joined the site. Some members don't want to do it. RPR says it can be voluntary.

- Benefits Matrix Update

KC reported. This must be put up on the website. So far we have 1 bronze and 2 silver sponsors. TM suggests that we discuss this at the retreat.

- Retreat Items

RPR says so far our subjects are: Chapter Tagline, Long Range Planning, Social Networking, Awards and Scholarships. If you have any others please e-mail him or KC.

Motion to adjourn by Carl Kelemen; seconded by Tom McLane

The call adjourned at 1:12 p.m.

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