



Idaho-Montana Chapter
of
American Society of Landscape Architects

Executive Committee Meeting Minutes
December 6, 2006 @ 1:00 MST, 12:00 PST

Teleconference Attendees:

1) **Call to Order:**

- A. **Present:** Keith Dixon, Molly Shanahan, Bill LaRue, Jolene Rieck, Jon Mueller, Kent Watson, Eirik Heikes
Absent: Jim Mihan, Fred Ogram
- B. **Approval Prior Meeting Minutes** – Motion made by Eirik and second by Jon to approve October and November meeting minutes.

2) **President's Report** – Keith Dixon

- A) Chapter membership status:
1. Current chapter membership: 104
 2. New Members:
 3. Lapsed Members:

Trustee Report - Jon Mueller: ExCom meets next week and will approve slate of vice president candidates.

4) **Treasurer's Report** – Bill LaRue: \$14,719.18

- a. Investment Account status: To be reviewed at a later date.
- b. Financial Report: Distributed separately. Bill would like to get the report updated with Rendezvous expenses and chapter expenses before the end of the year to have an accurate budget for next year. Kent to review rendezvous budget numbers and Jolene to review award budget amount.

5) **Section Activity Reports**

- a. Northern Lights – Fred Ogram;
- School educational project: Discussions will continue over the next couple of months to set curriculum for dog park design. They are currently looking for a site.
- b. Olmsted Group – Jim Mihan; Mary McGown and Christine Whittaker to Co-Chair group. Group compiling information for kick off January meeting.
- c. Western Montana – Kent Watson; Rendezvous moving ahead. Further discussion below.

d. Eastern Montana – Eirik Heikes; No report.

6) **Liaison Officer's Reports:**

- a. Idaho Board: Keith; no report.
- b. Montana Board: Jolene: Meeting with Julia Lent went very well. There were 10 people present and some new faces. They decided to put out an RFQ for a lobbyist. Julia will put together a landscape architect fact sheet and postcard with talking points to send to legislatures. If anyone is interested in helping write the RFQ please contact Jolene.
- c. QBS: Jim Mihan; no report.
- d. Idaho Forestry Council: Doug Russell; no report
- e. Idaho Smart Growth: Jon Breckon has filled position.
- f. Historic American Landscapes (HALS): Kent Watson – MT, Jim Mihan – ID; Jim has made contact with Steve. Kent and Jim to get information on HALS for website.
- g. Surface Transportation Partnership Program: Eirik & Jim; final report and web links have been forwarded to Keith for placement on the web site. Jim will write a one-page summary for the package.

7) **Old Business:**

- a. News Letter – Keith; Keith would like to offer an incentive such as a stipend or paid ASLA membership option for someone to take over newsletter role. Keith will send out to membership the position of newsletter editor.
- b. Web site update – Keith; Please forward content to Keith. Keith would like the following to post on the site: Rendezvous Summary, list of past award winners, past newsletters. Once all the bugs are worked out between Keith and Jenny on the web site, the webmaster role will be passed over to Steve Davidson.
- c. Student Chapter – Keith/Molly; Keith will upload info and photos of the students portfolio workshop to the web.
- d. Committees:
 - Sponsorship (Eirik): Eirik will send out a finalized sponsorship letter by the end of the week which will include a rendezvous summary, letter from Eirik and sponsorship levels.
 - Communications (open): no report.
 - Membership (Molly and each section leader): Keith requested Molly develop a membership recruitment letter for review by Keith. A welcome letter will also be developed for the new members.

Awards (Jolene): The awards form has been finalized. Hard copy distribution to occur this month.

Rendezvous – Kent & Keith: Kent and Keith have narrowed down a room at the Holiday Inn hotel to meet our chapter needs. Kent to send Bill credit application for Holiday Inn. Kent has submitted a request to the mayor to kick off the rendezvous Saturday morning and has been in contact with the student drama group to open ceremony. Jon and Keith to discuss idea of inviting Secretary of the Interior to give speech at rendezvous. Kent is still trying to get more information on Stephanie Bothwell and her availability for a rendezvous speech. Perry Howard, president elect, had confirmed his presence at the rendezvous, both at the chapter meeting in the morning and at the Saturday lunch. There will be a self-guided tour of downtown Missoula and a tour at the Mill Town Dam site.

Keith's input is to plan events Friday with a strong draw and program to get people there. Keith would like to see everything narrowed down by mid-January.

Jolene's insurance company Western States Insurance is interested in giving a presentation at the rendezvous on liability issues, contracts, and business related topics.

If you have any presentation ideas or topics you'd like to hear more on please contact Kent or Keith.

- e. Legislative (Stan, Jon Breckon): No report.
- f. Rendezvous (April 13-14th) - Kent Update. No report.
- h. Membership survey: Surveys will be distributed at the Rendezvous.
- i. The traveling display/Power Point needs to be updated. PowerPoint to be updated after website is updated. Keith would like to see firm information posted on the web site with project examples from member firms made public for state legislatures to see and get an idea of what we do. Jolene has possession of the traveling display.

8) New Business:

- b. New teleconference provider: Bill to look into new providers that may be less expensive. Status?
- c. Keith asked Molly to work on membership recruitment by identifying and contacting licensed professionals in the area that are not members through a recruitment letter/welcome letter that touches on benefits of membership.
- d. ASLA Advocacy Network: No discussion.
- e. Any opinions or comments, suggestions please send to Keith

9) Adjournment: 2:15 MST/ 1:15 PST

10) **Next Meeting: January 10, 2006 @ 1:00 MST and 12:00 PST**