



**Idaho-Montana Chapter**  
*of*  
**American Society of Landscape Architects**

Executive Committee Meeting Minutes  
December 7, 2005 @ 5:00 MST, 4:00 PST

Teleconference Attendees:

1) **Call to Order:**

Present: Keith Dixon, Jim Mihan, Jon Mueller, Fred Ogram, Jolene Reick,  
Molly Shanahan  
Absent: Bill Larue, Angie Feser

2) **Approval Prior Meeting Minutes** – November 4, 2005 ExCom Retreat meeting;  
approved without comment

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

- A) Keith Dixon stated that there is a learning curve getting documentation down but he is getting there; please bear with him.
- B) Chapter membership status: Our current chapter membership is right around 99-100, give or take one or two. Our newest member is Angie Feser.

4) **Trustee Report** - Jon Mueller; no report.

5) **Treasurer's Report** – Bill LaRue; Keith filled in for Bill

- A) Excel files received from Jim? Complete.
- B) Transfer of signature cards for checking account to Keith and Bill? Complete.
- C) Reimbursement for travel to Retreat? Angie Feser has not received reimbursement.
- D) Tax Form? Jim indicated that the chapter is under the IRS's \$25,000 filing limit, but that it would be good to talk to an accountant, and/or begin an auditing service. The chapter should develop some basic financial guidelines for reporting and tracking income/expenditures. The plan is to keep the accountant and tax filing where the treasurer is.
- E) Account Balance: Bank balance right around \$15,800, although the ledger indicates \$16,832. Jim believes some checks have not cleared. Bill should have web access to the account in the basic package of information Jim gave to Bill or it can be received when he does the signature cards at the bank. Keith and Bill will monitor the account regularly online.

6) **Section Activity Reports**

- A) Northern Lights – Fred Ogram; no report.
- B) Olmstead Group – Jim Mihan; no report.
- C) Western Montana – Kent Watson; no report.
- D) Eastern Montana – Jolene; no report.

7) **Liaison Officer's Reports**

- A) Idaho Board: Keith will take over for Dave Koga
  - B) Montana Board:
  - C) QBS: Jim Mihan
  - D) Idaho Forestry Council: Doug Russel
  - E) Idaho Smart Growth: open position
- Keith will pursue a liaison for the Smart Growth position

8) **Old Business:**

- A) Montana Licensure Board– From the survey results, many thought continuing ed. was a good idea. The support from architects doesn't sound good from the logical stand point that it will raise their fees. Jolene would be surprised if AIA writes their letters to merge. Legislature up there stepping around trying to get some reports. Sanitarian groups fees went from \$50-\$150 a year. Triple the cost. Another plan of attack may be to start rallying other boards that are getting triple fees under the same budget situation and see if they can makes waves going that way.
- B) Annual Report to National – Jim will do this- he has all the information he needs he thinks to put it together.

9) **New Business**

- A) Chapter Newsletter – Toby Norton is editor. Keith will coordinate with for issue in January. Toby number: 208-859-4337
- B) Event calendar for 2006-07: Keith would like a calendar placed on with web site for chapter and national events.
- C) Web Site Update: Keith met with Steve Davidson our webmaster on substantial renovations to the web site. He would like to see the home page graphically upgraded and more content from the firms within the chapter. Also, he would like to try to incorporate chapter history – Jim has the hard copy folder containing the chapters history, more info on ID/MT firms, update old info, include session on chapter history, post newsletters on web, include member section, have Ex-Com meeting minutes posted monthly, E-Express from nationals, and something for students to get them involved. Ultimately, try to get more content for members, update awards section.

- D) Thanks Jolene for Excom Leader update on letter heads!
- E) Coordination with Student Chapter: Keith to start coordination with Steve Drown and University.
- F) Accreditation team visitation at U of I this week: Kent Watson represented the private firms.
- G). Funding prioritization: We need to decide if we want to spend it, or leave it?
- H) Donate to National's Green Roof Project? Keith indicated he would like to see the Chapter donate money to National for their green roof project. No chapter has been posted as having donated. Might start a snowball effect. Jon suggested \$1,000 if we thought we could swing it. Jim stated that we definitely had the funding. Keith asked for a motion from the committee members. Jon made motion to donate a \$1,000. Jim seconded the motion. Keith asked for further discussion. "Holy smokes" from Jolene. Fred would feel better about it if we're spending \$1,000 or more, he'd like to have a current budget in front of him and look at big picture to be able to prioritize what we want as a chapter. Jolene suggested the chapter match member donations. Keith indicated this would require a long timeframe and would likely have less impact. Jon shared that they are trying to raise \$350,000 towards the green roof- Jon indicated national was challenging manufacturers and suppliers of materials, contractors, staff and officers and giving discounts- Keith asked if there were any legal or tax issues related to donating to National. Jim indicated there were none. Keith asked for a voice vote and the donation was unanimously approved.
- I) Committees: Keith would like to develop committees for fund raising/sponsorship, communications and awards. More information will follow as these committees take shape. Please let Keith know if you may have recommendation on these committees
- J) Jim indicated a budget will need to be developed in January.
- K) Other: As a side note: Karina Dobal (treasurer of Olmstead Group), Jim Mihan, and Keith need to get together to bring the Olmsted money back into the overall chapter. Olmsted has \$3,508.

Any opinions or comments, suggestions send to Keith

**10. Adjournment: 6:00 MST, 5:00 PST!**

**11. Next Meeting: January 11, 2006 @ 5:00 MST and 4:00 PST**