



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

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

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**Teleconference Attendees:**

1) **Call to Order:**

- A. **Present:** Keith Dixon, Molly Shanahan, Jim Mihan, Fred Ogram, Jolene Reick, Kent Watson  
**Absent:** Jon Mueller, Angie Feser, Bill Larue
- B. **Approval Prior Meeting Minutes** – prior meeting minutes approved.

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

- A) HALS Idaho: Keith current leader filling in until position filled.  
B) ASLA Mid-year meeting
- C) Chapter membership status:
1. Current chapter membership: 98
  2. New Members: 1 Full (Walt Hadley)
  3. Expired Members: 0

- 3) **Trustee Report** - Jon Mueller: The BOT approved a dues increase of \$10 to be initiated with the next renewal cycle for all members. This was the recommendation of both the Membership Committee and the Finance Committee. Jon spoke against the increase in Finance Committee discussion as I felt that ASLA is doing really well right now, financially, and it might be better to hold the line for another cycle (2 yrs). The consensus was that \$10 was justified based on CPI data and that it is better to do the small increases rather than large ones every 5 or 6 years. There was not a lot of discussion on this.

There was a lot of good will expressed toward the chapter for challenging other chapters with the donation to the green roof. Ultimately, 29 chapters all donated an average of \$1,000.00 each to the cause.

Both House and Senate are in the process of confirming Land and Water Conservation Funding. You (we) may want to send out an alert to all members to contact the delegations to encourage them to preserve or increase stateside funding. Sounds like Larry Craig in Idaho, is in a key position on the Energy Committee to help. He supports stateside funding, but is not really hot on the federal component. The markup hearing will be in July so we have some time to rally support.

- 4) **Treasurer's Report** – Bill LaRue:
- a. Fred asked about putting money not required for our annual budget being placed in an investment account. Bill has done some research through Wells Fargo and will try to get this information out for review this week.
  - b. Account Balance: \$ 15,184

5) **Section Activity Reports**

- a. Northern Lights – Fred Ogram; Arbor Day event at Cherry Hill Park
- b. Olmsted Group – Jim Mihan; no report.
- c. Western Montana – Kent Watson; trying to get locals organized to get the rendezvous up and running. Kent is interested in a line-item needs form from previous rendezvous planner to further his research into finding a location.
- d. Eastern Montana – Jolene;
  - i. The chapter agreed to provide up to \$200 to reimburse Erik Heikes for publicity about ASLA for his project during LAM. This was accomplished with photos and story in the Billings Gazette. National also recognized his project out of 11 in the nation for LAM to receive a recognition award for the chapter.

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

- a. Idaho Board: Keith; An opening on the state licensing board for Mary McGown's position. Jim Mihan nominated Jim Thomas for this position, however, he is not an ASLA member. Fred stated his interest in filling the position if Jim Thomas did not follow through with becoming an ASLA member.
- b. Montana Board: (Angie Absent) Jolene's Report: SABRUS numbers for state showed that staff time distribution (split between two people): 31% of time spent on exams, 25% spent on communications (phone calls, e-mails, web site ) 13% financial documents, 11% processing renewals, 10% renewing statutes and rules, 7% board meeting attendance and follow ups, and 3% applicant review and processing. Jolene would like to ask the following questions to the committee:
  - 1. Staff time is audited annually for purposes in calculating the recharges?
  - 2. If time was tracked annually, was time tracked from 5-1-05 to 6-30-06 applied to last years budget or new fiscal year budget?
  - 3. Explanation on direct staff time spent on items that could be done by recharge staff?
  - 4. If renewing membership online, credit card processing fee not applied. The board picks up this convenience fee. Why?

We are requesting that the Idaho/Montana chapter be part of the legislation review.

- c. QBS: Jim Mihan; no report.
- d. Idaho Forestry Council: Doug Russell; no report.
- e. Idaho Smart Growth: Keith, no report.
- f. Historic American Landscapes (HALS): Kent Watson: trying to get information together so that Kent can meet and present information to local office of Conrad Burns who has key position to financing HALS.

**7) Old Business:**

- a. Montana Licensure Board Status – Angie; see Montana Board section above.
- b. Annual Report to National – Jim; in progress.
- c. News Letter – Keith; newsletter sent out in May. Keith would like to put together e-mail newsletter (1-2 pages) with various discussion points/topics relatively standardized and sent out bi- monthly. Chapter decided on idea to release quarterly newsletter with chapter information and a rate sheet. Jim to find old vendor sheets and bring to next meeting. Each section in charge of identifying top 15 sponsors in region and create mailing list. Toby to be put on notice that the newsletter format will be changing and give him notice that we'll be looking for a new newsletter editor.
- d. Web site update – Keith; if you'd like to see any particular features of the web site let me know. Motion made to hire Jenny Gibson with initial budget of \$1,500 and passed.
- e. Student Chapter coordination – Keith
  - i. Student Awards Jury. Jim, Keith, and John Rotors attended April 22<sup>nd</sup> in Moscow, ID.
- f. 2006 Budget and Funding priorities – Budget is under continuous review. Discussions should continue within ExCom. Keith to make adjustments as needed. Bill to send out updated budget.
- g. Committees – Sponsorship, Communications, Membership, Awards, Rendezvous – Keith;
- h. Olmsted Group funds joined with the chapter funds. – Jim/Keith/Bill; need to continue correspondence and roll the section into chapter accounts.
- i. LAM Summary:
  - i. Eric Hiekes project: Hillner Park in Montana
  - ii. Arbor Day: April 29<sup>th</sup>, Cherry Hill Park in Coeur d'Alene

8)

**New Business:**

- a) Rendezvous- Formal Committee: Bo Nielson, Jenny M, Kent Watson. Kent would like to get all useful information from last rendezvous so that he can meet with committee.
- b) Surface Transportation Policy Project in Denver- Keith would like to see newsletter quality report, photos, and web site coordination from Erik and Jim before reimbursement. Currently a matter of disseminating information between Erik and Jim.
- c) Licensure Summit. Kent Watson and Stan Griswold represented our chapter. Kent stated very helpful and informative.
- d) Membership survey: Keith and Bill to look into. Jim would like to see this sent out during elections. This survey could be catalyst to get licensed, non ASLA members to join.
- e) 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.
- f) CIP Grant – Budget for next year. Be thinking of ideas for the grant.
- g) Landscape Architect of the year Award discussed as public marketing but idea thrown out. Identifying projects/developers/agencies/firms in each section and promote with the newspaper to get public notice another idea. Be thinking if this is something you'd like to see or not.
- h) Any opinions or comments, suggestions send to Keith

9)

**Action Items:**

10)

**Adjournment:** 3:00 MST/ 2:00 PST

11)

**Next Meeting:** July 12, 2006 @ 1:00 MST and 12:00 PST