



Idaho-Montana Chapter
of
American Society of Landscape Architects

Executive Committee Meeting Minutes
May 13, 2009 @ 1:00 MST, 12:00 PST
Please call into 1-800-591-2259, then enter the pass
code 668759

- 1) **Call to Order:**
 - A. **Present:** Jolene Rieck, Jon Breckon, Jim Mihan, Neil Kiner, Kent Watson
Absent: Keith Dixon, Bill LaRue, Toby Norton, Molly Teal
 - B. **Excom Vote to Accept Jon and Molly.** Motion made by Jim and seconded by Neil to approve Jon and Molly for the positions of President-Elect and Secretary.
 - C. **Approval Prior Meeting Minutes** – Motion made by Jim and second by Jon to approve the April meeting minutes.
- 2) **President's Report** – Jolene Rieck
 - A. **Chapter membership status:**
 1. Current chapter membership: 116
 2. New Members: 5: Bert A. Heidelberg, Jr., (Eagle); Tim Patton, Back to Nature (Naples); Pat Purdy, Precision Pumping Systems (Boise); Kathy Robert (Boise); Benjamin Rodes (Garden Valley).
 3. Lapsed Members: 2: Mark Dooley (The Land Group) & Kyle Wilbert (Engineering Inc.)
 - B. **Council of Fellows**
 1. Nomination process – Steve Drown indicated an interest.
 - C. **Constant Contact**
 1. April email update obtained an opening rate of 53.9%.
 2. 7.9% of people clicked on a link for additional information. The most common click-through was the New West Conference.
 - D. **Advocacy Day on the Hill**
 1. Advocacy Day: Reports from participants. In Montana, Senator Baucus' aid was less than personable. Senator Tester's aid is very interested in a bicycle bill to sponsor. Congressman Rehberg appreciates with LA's do. As a Republican, wasn't willing to cosponsor the bills. Idaho Report: Jim & Jon met with Sen. Crapo, Simpsons Staff & Sen. Minek. Some challenges were the legislation that we were advocating for was tough for the conservative legislators. Complete Streets was good with Crapo & Simpson's office.
 - E. **CPC Mid-year Meeting**
 1. Executive Director: Provide 8-10/week on Chapter activities; usually pay about \$10-\$15K per year.
 2. Sponsorships: Good ideas presented, need to incorporate into Rendezvous.
 3. Membership: Big push to reach out to students and unemployed members.

4. Chapter Finances: Discussed IRS issues, including sales from sponsorships. Lobbying expenses over \$2K needs to be disclosed to the membership. Bill does a good job.
- F. **2009 Licensure Summit:** Alexandria, VA; August 7-9. One person from each from Montana & Idaho can attend. Jon Breckon is interested in attending for Idaho. Neil Kiner for Montana?
- 3) **Trustee Report** – Jim Mihan:
- A. The BOT was modifying this year's and next year's ASLA budget due to the economic conditions. The Association is receiving about \$1 Million less in revenue and were able to modify the budget without cutting essential programs and staff. Staff were authorized to look into a revolving line of credit. The outlook for the Chicago meeting is pretty good for projections for exhibitors. They are not sure on the attendees.
- No programs were introduced; they are still proceeding with the Sustainable Site Initiative as well as the LEED revisions. Jon Mueller presented his Presidential speech. If you are interested in the details, please contact Jim for more information.
- 4) **Treasurer's Report** – Bill LaRue: Balances:
- A. Investment Account:
- B. Taxes: Tax deadline is in May.
- C. Budget Report: See attached budget versus actual for 2008
- 5) **Section Activity Reports**
- A. Northern Lights –Keith Dixon; No report.
- B. Olmsted Group – Jim Mihan; May 19th will be a luncheon at the Red Lion Downtown 11:30 AM to 12:30 PM. Agenda topic will be the Rendezvous. Ada County right to practice and Boise landscape ordinance.
- C. Western Montana – Kent Watson; Missoula is going through a landscape ordinance re-write, which was done by a zoning consultant out of Chicago. Local members provided some feedback and want to get licensed LA's to prepare a landscape plan.
- D. Eastern Montana – Neil Kiner; No report.
- 6) **Liaison Officer's Reports:**
- A. Idaho Board: Jim Thomas;
- B. Montana Board: Shelly Engler;
- C. QBS: Jim Mihan; No report.
- D. Idaho Forestry Council: Doug Russell;
- E. Idaho Smart Growth: Jon Breckon; No report.
- F. Historic American Landscapes (HALS): Kent Watson – MT, (Vacant) – ID; No report.

- G. Surface Transportation Partnership Program: Jim;
 - H. Webmaster: Steve Davidson steve@thelandgroupinc.com;
 - I. Idaho Board Liaison (Vacant):
 - J. Student Chapter UILA – Keith Dixon & Nicole Helbing;
 - K. Student Affiliate Chapter at MSU – Yousef Zadegan; Kent Watson reported that the Dean of Agriculture is going to find better studio space. They interviewed 3 candidates for the opening left by Bill Pond. A decision should be made by next week.
- 7) **Old Business:**
- A. **Standing Committees:**
 - a. Sponsorship (_____):
 - b. Communications (Toby Norton):
 - c. Membership (Molly?):
- 8) **New Business:**
- A. Rendezvous 2009 Update (Jim and Toby):
 - a. **Schedule:**
 - i. Save the Date Cards, call for speakers & sponsorship & vendor request sent out: Jim is meeting with the graphics person tomorrow. We have U of ID commitment on the Charette for an environmental design center in Caldwell. They want to do a presentation on their work in Cascade and a presentation on the Department. They are bringing ~60 students. We will set up a portfolio review.
 - ii. ASLA will be sending President Gary Scott, Director of the West Des Moines Parks Department.
 - iii. We have an informal commitment with President Angela Dye, who wants to attend. She is an advocate for transit, multi-modal planning.
 - iv. Initial program ready for EXCOM review:
 - v. Registration form sent out:
 - b. **Graphics:**
 - i. Ben Upchurch of BenGen, who will be paid \$1200 to \$1600 for his work.
 - ii. Posters
 - iii. Save the Date Cards
 - iv. Programs
 - v. Sponsorship commitments
 - c. **Public Relations:**
 - i. Who is in charge of press releases? Robin Demmer
 - ii. Chamber of Commerce coordination – Toby Norton w/Red Lion Hotel
 - iii. ASLA National Member visits – Confirmation?
 - iv. Coordination with Steve Davidson (web)
 - d. **Sponsorship/Vendor Coordinator**
 - i. Who? Jolene Rieck & Jim Mihan will develop a plan at the CPC Meeting – this didn't happen.
 - ii. Collection of funds: Bill needs to work with Jim and Olmsted Group
 - iii. Update letter:
 - iv. Collection of Logos/Information:
 - e. **Program Development:**
 - i. Speaker request forms:

- ii. Session abstracts:
- iii. The committee is working with the allied professional organizations.
- iv. Registration:
 - 1. Form – part of brochure
 - 2. On-site packet, including badges – Jim says he has a checklist.

f. Accommodations: Toby Norton

- i. Hotel contract – Toby has signed the contract & did some great negotiating with the hotel.
- ii. Catering – Toby has set this up.
- iii. Room reservations
- iv. Guests

g. Budget: Toby Norton

- i. Budget will continue to be refined as the planning progresses.
- ii. Uncertainty for travel discounts
- iii. Need to add in costs for consultants
- iv. In-kind compensation for committee members

h. Students:

- i. Coordination with U of ID – Jim Mihan is coordinating with Steve Drown
- ii. Coordination with MSU – Need to coordinate with Yousef Zadegan
- iii. Charette: Greg & Tolena of The Land Group are coordinating for this event

i. Awards: Jolene Rieck

- i. Call for Awards: Issued May 20
- ii. Find a Jury: Jolene will approach Alaska
- iii. Deadline: July 8
- iv. Categories: Excom: review the attachment are there any changes, additions or deletions?
- v. Entry fee: \$100
- vi. Changes: no longer accepting 35 mm slides, power point only.

9) **Adjournment:** 2:08 MST/ 1:08 PST

10) **Next Meeting: Wednesday, June 10, 2009 at 1:00 PM MDT/12:00 PM PDT**