

**IDAHO-MONTANA ASLA RETREAT
NOVEMBER 5, 2005 MEETING MINUTES**

Begin 10:30 am

1) Roll Call

ATTENDEES:

Jim Mihan- Immediate Past President
Bill Larue –Treasurer
Jon Mueller- Trustee
Joleen Reicks- Montana President
Angie Feser- Montana Vice President
Molly Shanahan- Secretary
Keith Dixon- President
Absent: Fred Ogram- Vice President

2). Review and Approval of Meeting Minutes

3). Treasurers Report

- a). Jim and Bill need to transfer cards and go through transfer of checks and bank info.
- b). Funding for student rep housing at nationals
Have not received invoices for reimbursement- but will get to Bill- coordinating with Don Brigham in getting invoice. Jim voiced the need to continue working with the University of Idaho, and students to keep sending them to the ASLA Nationals and local/regional events.
- c). Funding for matching design/cm fees for Meridian Police Dept.
Funding discussed to help establish a working dog park and facility. At the present they do not have support from a majority of the valley leaders and organizations so this funding has been put on hold.
- d). Jim will send out reimbursement form for use of this weekends retreat and for future use. Please submit these completed forms to Bill.

Our group is in a \$25,000 tax exemption group. Hence we do not need to file taxes. However, we will begin to file taxes this year even if we owe nothing. Nationals has advised new financial procedures and advised that we begin filing taxes. New topics regarding our chapters taxes include: (

- We need to look into being incorporated with Montana. How do two state chapters do it?
- Auditing?
- Filing Taxes?

Bill will look into these topics and report back to us

4). Sections Reports

-*Olmstead Group (Boise)*: meeting in December to elect a new president and get the club going. We need to incorporate the Olmstead Group. They need to be audited by us, managed by us, and we are financially in charge of them now that we are going to file with the IRS.

-*Northern Lights group (Northern Idaho)*: no report

-*West Montana group*

-East Montana group

5). Trustee Report (by Jon Mueller)

-Board of Trustees meeting in Ft. Lauderdale was successful and worthwhile, and Jon would like to find a way to present the information (possibility through e-express). They then had some break out sessions to discuss what we can do as individuals and chapters to help in worldwide issues (rainforest destruction, ecosystems worldwide, involvement in LEED, outlook of the nation, green fill development.) Our challenge as a chapter and landscape professionals could be to present these issues at the Rendezvous. Jon stated the importance that being in the forefront of these issues is important as a chapter. No resolution was made by ASLA as how to deal with all the issues discussed. The debate is still on as to where we're headed. Another issue raised was the education policy. It needs to be a policy by the ASLA. Jon looks at the initiatives of ASLA as almost always involving licensed professionals and because of this we lose sight of the numbers of registered landscape architects. What are we doing for students as emerging professionals? Jon showed how our small business institute is an important part of the overall profession and stated that 71 percent of ASLA organization was from the Private sector.

To think about:

-Do we want to donate money to The Green Roof?

6). Liaison Officers Reports:

No reports were made but the names of organizers for each group are given below:

- a). Idaho Board- Dave Koga
- b). Montana Board- Shelly Engler
- c). QBS- Jim Mihan
- d). Idaho Forestry Council- Doug Russell
- e). Idaho Smart Growth (non-liaison position) currently- Debowden and Jim Mihan

7). Old Business

8). New business

- a). *Montana Licensure Conference Call*: (please see notes below)
- b). *Annual Report*: headed up by Jim Mihan to be completed by the beginning of the year. An example of the report is given in the packet handed out.
- c). *Event Calendar for 2006-2007*:
- d). *Newsletter*: need to get newsletter out. Toby Norton has some information together and overall goal is to get this out next month. We need to figure out potential open positions in chapter and possibly open up the newsletter position to other motivated people out there. At current, Toby is still in position and ready to continue the position. We also need to find a way to present awards. By next month we need to be reviewing and sending out the newsletter. We also need to use the web site. Steve Davidson, with Hatch Mueller, is the current web master.

Break for Lunch 1:30 pm.

Montana Report:

History of Information on the Montana Board of Landscape Architects

Joleen:

Thinks we're getting the short end of the stick because the new administrator is catching up for 5 years of work he has taken over and because there was no stable legislation they are where they're at. If they are going to use FTE they need to make it an average.

How they are moving ahead, they figured there are three avenues to pursue:

- 1). Department Accountability- state staff says they have money and return six months later to say they're \$20,000 in the hole
- 2). Merging Board with Board of Architects- your professions are accounted for separately in this however. There is some efficiency in sharing legal staff however the architect's fees would go up.
- 3). Work with CLARB. Working with CLARB verses the state of Montana draws them away from their state and state help.

Angie: The architects entertained the idea of merging with landscape architects and there is the feeling that they won't do it because of all the downfalls for them. Some legislatures feel there should be no boards whatsoever in the state. They are just trying to figure out their best strategy. Of the 40 in the state, there are only 10 picking up the phones to figure this out and work through it.

1. Need to find out from Montana folks about the merge. A survey of the merge needs to be done to see where people stand.
 - Jon suggested using the ASLA letterhead to conduct a survey and target in state and out of state licensees. Do audit of the charges, or merge with architects and make it work. In Jon's mind, survival is more important here. Argument to architects is: if they can do it to us, they can do it to you.
 - Keith advised sidestepping staff
 - Jim: Consider paying for lobbyist to lobby for them. Find out how the legislature works and get their timeline. Find out who has the most impact with this subject
2. How do we negotiate with the state staff without making it a board meeting?

Other Questions:

1. Has anyone in the legislation given thought to why their overhead rates are so high?
2. Can we get information from Idaho board to demonstrate financially sound boards?
3. Can they contract out exam to another source verses having the state administer the exam?
4. Instate rates verses out of state rates for test?

10) Retreat Agenda

A). Constitution describes what we are as an organization, how to be a member, voting right, how to create sections, student chapters, officers, how we disperse funds, create by-laws, creating of committees, agenda. Generally the constitution will almost never be touched. Everything else is changed by the by-laws. By laws is where everything happens. When we make a change we need to get it changed and reprint it. Bi-laws should be reviewed at least every election cycle.

Some things to change:

1. Executive committee member at large is something we've never used.
2. Recruit affiliate members and give them advantage for being an affiliate member.
3. Americus status for retired members (free membership)

4. Committee structures: standing committees are always going and we kind of forget about them. In every agenda we should it least have a line item saying inactive at this time. We can continue to ignore these or just add line item saying no activity at this time.
5. Every 6 week meeting? Verse monthly?
6. Funds (operating, reserve)

B) Officer Position and Duties

Read Constitution to see what your role entails.

C). Review history-

D). Financial Status- just around \$20,000 (\$16,000 us/ \$4,000 Olmsted)

E). Review Chapter Membership status: around 102 members

F). Review Committee structures, liaison officers, and current activities
- need to look at Idaho legislative issues

G). Review legislative status for each state

H). Create 2005-2007 chapter activities calendar

(Excom Year	Oct. 5, 2005 – October 2007
Financial Year	January 1- December 31)

NLAM (National Landscape Architecture Month	April 2006
Chapter Presidents Council Meeting	Mid May
Chapter Initiatives Grant Program deadline	June 30, 2006
Legislative Funding Program deadline	August 30, 2006
Call for Fellows Nominations Close	February 17, 2006

I). Develop chapter goals and objectives

J). Develop chapter budget to support goals and objectives (review budget in constitution)

Officer Travel	\$2400
Ex-Com Meeting (50)	\$600
Ex-Com Retreat	\$1000
Officer Travel (Sections)	\$400
Bank Expenses	\$24
Election Expenses	\$90
Annual Report	\$150
QBS	\$137
Misc.	\$50
Website	\$300
<u>Membership Recruitment</u>	<u>\$150</u>
TOTAL	\$5301

-Jon brought up the idea of reserving \$7500 as a policy, and spend the rest on marketing, student services, and community services. Idea accepted and by-law to be created for change.

Numbers to be recalculated and brought to next meeting.

K). Develop action items and preliminary agenda for next meeting

L). Set up standard schedule for future meetings- discuss going to 6 week schedule

M). Set date for next meeting with outlined goals for each officers.

Next meeting: December 7th

4 pm (North Idaho)

5 pm (Boise, Montana)

N). Adjourn