

Memo To:

Dave Koga	President
Jim Mikan	P- Elect
Kimberley Warren	V-President
Beth Chandler	Secretary
Deb Bauer	I P-President

From:

Re: Summary of Recent BOT Conference Call
December 13, 2001

Hello All,

I had hoped to get this out before Christmas, but successfully managed to put it off until now. Typical for an organizationally challenged male. (Sorry, guys). One of the things I promised to do was to improve communications with the ex-comm. This represents a first step. Don't know if Don has done this before, but I thought you might like to know what's up with the BOT

The board convened in a 50+ person conference call to take up more unfinished business from Montreal. In spite of the numbers on line, this approach worked very well and business was fairly easy to conduct. The following were the agenda items that the BOT either heard reports on or had to take action on:

Finance & Budget Update

Finance V.P. Curtin and Treasurer Beaulieu gave us an update on the budget ramifications of a cancelled meeting. Staff was asked to examine all areas of the budget for cuts, deferrals and reorganization. Bottom line is with a great effort on the part of staff, the budget has been adjusted, but still remains at a projected \$228,240.00 out of balance. This anticipates some type of insurance settlement.

At this time there is no word on the insurance claim. It is expected to be resolved after the first of the year. The 9-11 attack and the economic downturn have affected income to national in three areas:

1. Ads in LAM
2. Job Link

3. Profile Directory

In addition there also has been a drop in interest income. The revenue squeeze is on from both directions. It should be noted that the insurance policy was written as income guarantee.

A final summary of revenue loss related to Montreal refunds has not been arrived at. December 17, 2001 was the final day to request a refund. Trends indicated that as much as 70% of the registrants were rolling fees over to next year.

The question was asked as to why there were refunds at all. For attendees we are legally required to. For exhibitors, the contracts forced us to provide refunds.

As information comes available, I will forward on to you.

Governance Task Force Recommendations

The findings of the task force were presented by Don Brigham and are summarized as follows:

1. The task force members feel the issues have been fully explored.
2. Leadership is content with the governance structure with some minor tweaking and massaging.
3. Issues warranting further study include:
 - a. New chapter formation policy (currently there is a moratorium).
 - b. Electronic voting policy.
 - c. BOT accountability.

There was a motion to accept the findings and a second.

Discussion: Focused on accountability disconnect between chapters and BOT/National. Motion to amend to include ad hoc committee or focus group to develop new chapter formation policy.

Amendment passed, motion passed.

Capital Expenditure Budget Report

Steve Estrada gave a brief report on expenditures related to a \$47,000.00 purchase of hardware and software and a blueprint of where we'll be heading in the next year including expenditures for:

1. Website/Database Integration
2. ASLA Leadership Intranet
3. Workstation replacement
4. E-mail Management Software

No Action

Medal Awards Recommendation

Cameron Man presented the recommendations of a committee that examined a proposal to increase the number of ASLA Medals. These are:

1. Remain with single ASLA Medal as Society's highest honor.
2. Consider/examine new recommendations for new categories of medals for award.
3. Design Awards Recommendations not complete, will be forth coming.

Motion to accept with second

Discussion: Focused on new categories that consider smaller firms, classification of projects, service.

Motion passed

The BOT recessed and convened the voting members of ASLA LEAF (Library and Education Advocacy Fund) to ratify the By-Laws and to ratify the Board of Directors.

It was explained that the recess and separate action was done in response to separation of ASLA LEAF from ASLA. The separation of the two was done on the advice of counsel that suggested the 501 (C) (3) status of LEAF could be jeopardized if it remained within ASLA proper due to the various income streams that ASLA has.

Motion to ratify both By-Laws and Board with second

Passed. Meeting adjourned.

ASLA BOT re-convened

Time and Place of Next Meeting

Nancy Someville presented the tentative dates for the next BOT Meeting in April to include work with Chapter Presidents and Spokesperson Training.

Motion to adjourn-Passed

Except for an occasional "heavy breather" in the phone, this format worked very well. Don Leslie, our Parliamentarian and Rodney Swink our President laid down the rules of engagement and everyone responded in a polite and considerate manner. Based on the e-mail/follow up with various BOT members, there may be more conference formats like this. I've attached the revised budget for your review, we're along ways from being out of the woods in terms of our finances.

If you have any questions or desire additional information, get back to me. I'll see some of you on the 9th of January.

Jon Mueller