

CELA Executive Committee

Conference Call, Thursday December 15th, 2011

10:30a CDT; 11:30a EDT; 8:30a PDT

In attendance: Pat Taylor, Patrick Mooney, Ken McCown, Lori Orta, Mary Myers, Hala Nassar, Nancy Volkman, Terry Clements, Sean Michael, Blake Belanger, Lee-Anne Milburn, Dee Solco, Chris Ellis, Ken McCown, Ming-Han Li, Will Green.

Regrets: Daniel Roehr, Lee Streitz, Catherine Bull, Lance Neckar, Dave Pitt.

Agenda: (Suggestion for call: If no report, please so indicate at the appropriate time during the call. Please stay within allotted times).

1. Welcome

2. Discussion/review of past minutes.

Note any changes or corrections to minutes and we can approve on next call.

CELA board members were asked to make sure a signature is set up on their emails with their contact information. Having complete contact information can make information sharing more expeditious.

Strategic planning blog is for comments/suggestions on what was discussed at the mid-year meeting. Lee-Anne suggested that anyone who has difficulty with the blog should email their comments to Sheila Gidley for posting.

It was noted that a report from Landscape Journal Editor's is pending.

The agenda for the December call was reviewed and accepted.

Action: Pat will check with Sheila for a summary for those who were not in attendance at mid-year meeting.

Action: Dee will send a reminder email with strategic blog link and Sheila's contact information to board members.

3. Budget Preparation (current and future :) (Lori Orta/CPA; Pat Taylor; Dee Solco)

Dee is pulling actual cash revenue and expenses from 2011 conference. All information will be finalized by January call. Lori noted that in the past line items had been comingled but going forward should be pulled out and incorporated in the budget.

Terry offered further explanation on merit increase. If 2% merit increase is given by UTA it will have to be matched by CELA per contract.

Quick books will be implemented in early January.

Training will be needed for Pat, Dee and Ken possibly. The online Quick Books will allow Ken and others to have access to financial reports.

Action: Pat and Dee will work with Ken to schedule training.

Bob Harris will join us on the January call concerning conference budget. We will compare models for the upcoming conference.

Suggestion made that Bob and Elen talk before the next meeting. It will be beneficial if they have a discussion ahead of time regarding conference items for 2012.

CELA by-laws call for quarterly reports but for the time being it will be done on a monthly basis. This will provide a clearer understanding of the organization's financials for the board.

4. President's Update:

President's Council meeting will be held in January 2012. CELA, as well as our sister organizations; ASLA, CLARB, LAF will be represented at that meeting. Whitney Talcott will go on behalf of LAAB.

No report - Landscape Journal (online initiative)

Treasurers Report: Done

5. Vice President for Research Update:

Chris emailed information on abstract submissions to board members. The reviews are complete. Participants were all notified for revisions. Chris stated that there are a significant amount of revisions. There are a total of 366 abstracts which is close to the numbers for the 2011 conference in Los Angeles. There are a few people that are still working on revisions - as many as 12-15. The next step is to know who exactly is coming for the conference. Early registration ends on Jan 31, 2012.

Suggestion made that we have more clarification on posters. There are a number of inquiries.

In past conferences poster size was determined due to available space. The 2011 conference posters were put on easels. USC determined the size; there were no actual discussion on USC format. There are 58 posters so far.

Elen suggested that we avoid large horizontal posters that take up too much space. Lee-Anne suggested that we go with 24 X 36 standard formats which are easier for mounting. Conference hosts normally make the decision but space is what really determines the size.

6. Past President's Report:

Registration for the 2012 annual conference is open and field trips have been named. Elen has been working on strategic plan with Sheila. There has been no traffic on the blog site per Sheila. Feedback is needed from the board. Members were urged to submit comments. Elen will be meeting with Sheila next week over the Christmas break. Given the priorities that were discussed at mid-year, specific proposals were going to be compiled and worked into a document for administrators/general membership.

Suggestion was made that some time during the annual conference in March be dedicated to strategic planning.

Strategic plan will be discussed in more detail during next call.

7. Secretary's Report:

CLASS Fund is interested in CELA facilitating the award process. A yearly award of \$50,000 dollars is normally given with most of the awards going to LARC faculty. Suggestion was made that this amount is enough to facilitate two awards instead of one. It was suggested that CELA distribute the call and manage the submission process which will include the Vice President for Research. A committee should be formed to assist so that the entire process does not fall completely on the shoulders of the Vice President for Research. Award money will be paid directly from CLASS Fund to recipient(s). They are not asking CELA to manage funds. Board asked to take a look at proposal and send comments to Lee-Anne. For any questions concerning CLASS Fund, please contact Lee-Anne.

Action: Proposal will be re-sent to Dee for distribution to board.

8. 2nd Vice President's Report:

The awards committee was formed on Monday. It consists of: Jeff Hou from Region 1, Karen Hanna from Region 2, Mintai Kim from Region 6 and Colgate Searle from Region 7, Mike Robinson - Ex Officio. First deadline will be January 27th, 2012. The template that was used last time will go out.

LAAB Report:

ASLA voted to accept recommendation from LAAB. Materials have to be made to trustees and all ASLA members 30 days prior to meeting. CELA has until early May to research the issues. Many are still talking to their state trustees. Terry forwarded the 8 main points before today's conference call. Please remember that TASK force was asked to specifically address certificate programs in California. Please see 2nd page of report for more details.

A review needs to be completed by mid March for ample discussion. There needs to be a review of the 8 items and the addendum. We can divide these into sub groups. That way we can all take a look at issues and compile something by mid-January.

A suggestion was made that we get CLARB involved. There was some discussion with Joel Albizo at the ASLA annual conference. Mary noted that CELA is doing well with its discussion and examination.

It was suggested that a conference call consisting of a small group, including Julia Lent (ASLA staff member who will review it) be considered.

Action: Mary will check into Julia's possible participation on the call and get back to us.

Lee-Anne suggested that something be sent to CELA membership to make them aware of what is going on and encourage their feedback. An update would be helpful.

Action: Terry will give update by mid-week.

Terry asked that everyone review memo to BOT and 8 page addenda. Please send comments or revisions to Terry.

Call adjourned at 12:19 p.m. CDT