

## **CELA Executive Committee and Board of Directors**

Regular Meeting - Telephone Conference Call

**Tuesday, 31 August, 2010**

08:00a PDT; 09:00a MDT; 10:00a CDT; 11:00a EDT

In attendance:

President: Elen Deming

Past President: Claudia Phillips

First Vice-President/President Elect: Terry Clements

Treasurer: Pat Taylor

Second Vice-President: Ming-Han Li

Secretary: Lee-Anne Milburn

Region Directors:

Sean Michael – Region 2

Robert Corry

Ken McCowan

Interim Business Manager: Dee Solco

Bob Harris, USC, CELA 2011

Regrets/Absent: Art Rice; Chris Ellis; Pat Mooney; Will Green; Lance Neckar and David Pitt

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***[Note: Action items are in bold italics]***

Meeting called to order: 08:10a PDT; 09:10a MDT; 10:10a CDT; 11:10a EDT by Elen Deming

Welcome (Deming)

### **1. Approval of July 29, 2010 Minutes**

Moved Terry Clements; seconded Claudia Phillips. Unanimous.

### **2. President's update (Deming)**

#### *a) Letter to ASLA*

A letter concerning criteria for the Student Research Awards category was co-signed by Elen and Claudia but has not yet generated any response. Claudia hadn't received a response to the initial letter 6 months ago. Letter was addressed to Gary Scott and Jon Mueller (president and president-elect).

*[Post-hoc telephone discussion with Ann Looper of ASLA, 6 pm on August 31<sup>st</sup>; details to be shared at mid-year meeting]*

#### *b) Mid-year CELA Board meeting (Deming; Solco)*

The meeting is confirmed for October 15 and 16 at USC.

c) *CLARB conference in Baltimore, August 26-27*

During conference call, recent CLARB-commissioned research described emerging definitions of “public welfare”; felt this would be a valuable presentation for CELA members.

***Action: Elen to submit a standard (peer-reviewed) panel abstract/proposal to CELA 2011 to involve membership in discussion of public welfare.***

d) *Confirmation of future conference calls*

Next conference call was set for Tuesday, 5<sup>th</sup> October, at new time—10:30 central time; this permits Ming-Han to join in at beginning

### **3. Committee Reports**

a) *2010 CELA conference planning (Harris)*

They are seeing a natural flow of abstracts coming in - the notice seems to have gone out to a number of people with Sept. 13th as the deadline. Bob is heading abroad and will be away until Sept. 11th. An announcement will be made in Sept. about the speakers and tours, and the ExComm will decide on the extension to the abstract deadline.

***Action: Pat will look into the reason why emails aren't getting through to all CELA members.***

b) *Landscape Journal updates (Neckar/Pitt)*

To be provided via email.

c) *Past President's report (Phillips)*

Claudia will be on the CLARB communications committee.

d) *Treasurer's report (Taylor/Solco)*

Revenues are still coming in from those who didn't get their bills during the last mailing - \$3800 in past dues have been received; \$12,000 checking balance; \$8000 money market balance. The University of Minnesota is owed money for editing. University of Wisconsin revenues from the journal double that originally anticipated at approximately \$78,000. Pat and Dee are working on an investment strategy to establish a million dollar endowment - they are attempting to stagger CD investments so they come due sequentially so they don't lapse without non-purposeful reinvestment. They've found an investor that charges no fees and will manage aggressively. It is estimated that EDRA owes us less than \$10,000. Bills for the next year's dues will be going out in October.

***Action: Elen to add financial discussion to October mid-year meeting. Pat to ask for details on the income from the Journal.***

e) *VP for Research report (Ellis) (submitted via email)*

The CELA2011 abstract review system is activated and already 6 abstracts have been submitted. Of these, 3 are from Europe (Belgium and Switzerland). Several conference tracks made minor changes to the descriptions of their tracks and the “Methods of Inquiry” track has changed its name to “Research and Methods”.

*f) Fellows Academy report (Rice)*  
(absent)

*g) LAAB Representative report (Myers) (information provided via Claudia Phillips)*  
Mary will have a prepared presentation for the mid-year meeting. LAAB can be moved to new business rather than under standard reports.

***Action: In future, we will move LAAB and other organizational reports to New Business section of meeting, as needed and appropriate.***

*h) CLARB Representatives report (Phillips/Taylor)*

## **New Business**

*CELA Awards (Li)*

Call for award nominees to go out last half of October/early November; usually resolved in February. Ming-Han stated that, according to the bylaws, the president starts the process by announcing the award and appointing the committee and giving Ming-Han authority to chair the committee. Claudia sent materials to Ming-Han. He has been in touch with Michael Robinson.

***Action: The bylaws on the website need to be corrected. Ming-Han to present at the October meeting. Elen and Ming-Han to brainstorm the names; Elen will charge him to approach individuals. Having people who had served before was helpful in the past to provide continuity. There should be some consideration to having a geographic distribution and possibly a practitioner. Ming-Han will review the bylaws and propose changes for the October meeting.***

*Newsletter Ideas (Milburn)*

A subcommittee will be meeting for breakfast at ASLA to brainstorm ideas for the newsletter. The current proposal is to send out an email to the department chairs.

Current ideas on the table include:

FORMAT

1. A web-based (html) newsletter with an email link
2. An online PDF that can be downloaded
3. A supplemental mailed copy to attempt to fulfill the demands of INS for green card applications

## CONTENT

Profiles of award winners/fellows

Program and faculty highlights per the Regional Directors

Information on the location and highlights of past/next CELA meeting

Information on members of the board

Information on current CELA initiatives

CELA awards call-for-entries

Job advertisements

***Action: Lee-Anne to email Ron Leighton and Richard Hawks about being added to the administrator's meeting in Washington, DC.***

***In future, move secretary's report up out of new business and into Standard Reports.***

Other (*please indicate if necessary*)

Meeting adjourned 09:00a PDT; 10:00a MDT; 11:00a CDT; 12:00a EDT

Next conference call is scheduled for October 5, 08:30a PDT; 09:30a MDT; 10:30a CDT; 11:30a EDT

Note: post-meeting discussion continued on ASLA academic membership