

**CELA Board of Directors Meeting Minutes**  
**Conference Call Thursday, December 20th, 2012**

12:00 p.m. EST; 11:00 a.m. CST; 10:00 a.m. MST; 9:00 a.m. PST; 4:00 a.m. Sydney time

**Call-in Info: The call-in number is 1-800-325-1307 for domestic callers and 1-858-244-1252 for international callers. The pass code is 361697.**

**Attendees:** Will Green, Ryan Hargrove, Ken McCown, Sean Michael, Lee-Anne Milburn, Patrick Mooney, Hala Nassar, Dee Solco, Pat Taylor.

**Regrets:** Blake Belanger, Mark Boyer, Terry Clements, Linda Corkery, Katya Crawford, Karen Hanna, Lauri Johnson, Ming-Han Li, Daniel Roehr, Dave Pitt, Allan Shearer

**1. Welcome / orientation / roll call**

**No quorum - discussion on SCOPES only.**

**SCOPES Discussion: (Patrick Mooney)**

The Standing Committee on Strategic Planning has met once. The board previously passed a motion that this committee would review the work of other committees and bring action items back to the CELA Board. The issue of redundancy was raised and Pat and Patrick are in discussions concerning this issue. The committees (Ad Hoc and Standing) should identify a range of items they want to accomplish, set some priorities and bring findings back to the Board to present as a motion at the next meeting.

The Committee on Management and Operations- Sean Michael and Hala Nassar has prepared questions and goals. One of the questions raised was the overlapping of SCOPES. The Communications and Outreach Committee are still in the flushing out phase. They are currently focusing on relationships outside of CELA and will prioritize a list of tasks.

Stephanie Rolley sent a survey from ASLA. ASLA does not communicate with groups which causes redundancy and no clarity. Pat Taylor suggested that the Landscape Journal and the Forum should be under the Communications committee.

It was suggested that the having both standing and ad hoc committees would be at cross purposes. Sean Michael recommended creating a diagram so everyone could see the flow. A new chair is needed for The Communication and Outreach Committee. It was suggested that Terry Clements be asked to chair this committee.

Sean Michael suggested that we create a document for hand off to incoming officers. It would need to include: a job description, timelines, deliverables and clear identification of tasks and responsibilities. Sean suggested that a pilot document might be a good idea. Currently the position of VP of Research and the Treasurer's position would be prime candidates for the pilot. It would also be a good idea to have the person currently in the position do a summary statement of any outstanding items they might be working on to give to the new position holder.

Ming-Han Li has created a Policy and Procedures Manual for awards nomination. Patrick Mooney also suggested that CELA create a format for our annual meeting awards and passing of positions.

Patrick Taylor reminded everyone to send an email to him or Dee Solco concerning Strategic Committee conference calls. We need the date and time of any scheduled calls. Please make the board aware of any fiscal items. A budget adjustment will need to be done.

**Call adjourned at 12:04 p.m. CST**