



**CELA Board of Directors (AGENDA THEME: Updates since Mid-year Board meeting; preparation for Annual Board meeting)**

**Conference Call Thursday, April 19, 2018 11:00 a.m CST  
(800.325.1307; 427438)**

12:00 p.m. EST; 11:00 a.m. CST; 10:00 a.m. MST; 9:00 a.m. PST; 2:00 a.m. Sydney time; 6:00 p.m. Europe (Note: These are daylight savings times rather than standard times.)

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**This meeting will focus on updating the Board on activities post-Annual Meeting, items impacting the 2017-18 budget, and other items discussed at the CELA Annual Meeting in Blacksburg, VA . No reports from Standing Committees are required. Three (3) full Board actions are expected. Brief updates from specific Standing Committees will be included.**

**Welcome / orientation / roll call (3 minutes)**

- Business office update (Orta; Orta)
- Report from Executive Office (Taylor)
- Other (as time allows)

**Adjourn 12 Noon CST**

Please add these dates to your spring and summer calendars:

**May 17, 2018 11:00 am CDT**

**June 14, 2018 1:00 am CDT**

**July 12, 2018 11:00 am CDT (if needed)**

**August 2, 2018 11:00 am CDT**

**September 20, 2018 11:00 am CDT**

**October 17-18, 2018 11:00 am CDT; Mid-Year Meeting at ASLA (Wednesday & Thursday)**

**November 15, 2018 11:00 am CDT**



Please cite *Landscape Journal*

## **I. CELA 2018 Annual Conference (LeBleu)**

- A. Lindsey Orta will post CELA award winners, new Fellows and a thank you to VA Tech on the website. Elevation has the information in hand. Waiting on VT response of press release.
- B. Updated list of CELA board members available (see attachment I-B).
  - a) President will send out a Welcome Letter to new board members
- C. Rutgers University is interested in hosting a future CELA Conference
- D. Other
  - a) Letter received from Past Presidents (see attachment I-D)

*The CELA Executive Committee (Ex Com) has received a letter from a self-appointed group of CELA Past Presidents that expresses concern over organizational information shared at the 2018 CELA Annual Business Meeting in Blacksburg, VA. The items of concern are being addressed at present by the CELA Ex Com. and CELA Standing Committees including the reinstatement of CELA's non-profit status and the search for a new Executive Director.*

## **II. CELA Standing Committees Reports**

### **A. Standard Committee on Management & Operations (SCMO) (Ashley Steffens, Chair)**

- a) SCMO will provide an overview of ED management models
- b) Draft an ED job description
- c) Draft a call for proposals/ED search announcement
- d) Provide a timeline of search activities/events from April – December 2018
- e) Other
  - a) A "CELA Archive" does exist at the University of Georgia (Ashley Steffens)
  - b) Report of five (5) boxes of documents
  - c) Lori discussed obtaining paper documents currently with Pat
  - d) Lori office – approximately 8-10 boxes files from Dee dating back to Janet Springer term as Executive Director to be archived.

### **B. Standing Committee on Conferences & Events (Mark Boyer, Chair)**

- a) CELA 2020—100 years of CELA
  - i) Request committee or sub-committee to work on a special 2020 "100 Years of CELA" history display for the 2020 conference.
  - ii) Display should be reusable; to be displayed at future conferences
    - 1) Katya Crawford, Past President, and Pat Taylor, Interim Executive Director, have expressed interest in the gathering of historic information and design of the display

### **C. Standing Committee on Research and Creative Scholarship (Newman, Chair)**

- a) LRR 7 author and paper selection update

### **D. Other Standing Committees Reports**

### **III. 2018-2019 Standing Committee Priorities (LeBleu)**

A. 2018-2019 Standing Committee Priorities are available. (See attachment III-A).

### **IV. Other CELA Business**

A. Thank you letter to CELA Board members rotating off the board (Taylor or LeBleu) – Pat sent email to members rotating off

a) Removal of Dropbox permissions for those rotating off the board – will be done Thursday April 19<sup>th</sup> end of day.

B. Resolution needed to remove Dee Solco's signature from CELA accounts and add Ashley Steffens signature to CELA accounts. (See attachments IV-B-1, 2, 3)

C. Resolution needed for budget adjustment to move money allotted to Diane Cooper for development to general fund for use in paying expenses associated with 501c3 status. (See attachment IV-C-1 and IV-C-2)

D. Approval of Sommerville and Associates Contract for Form 1023 and Form 990 prior returns (see attachment IV-D)

**ADJORN**