



ASLA Colorado Board Orientation

December 2018

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OK Now What?

Ok, you got elected ... now what?

State Law (*CRS § 7-128-401*)

- **Duty of Loyalty**
 - Place the interests of the organization first
- **Duty of Care**
 - In decision making and oversight
- **Duty of Obedience**
 - Comply with governing documents and decisions
- Collectively this is known as your “**Fiduciary Duty**”
- Forward thinking is known as the “**Duty of Foresight**”

- You have a DUTY to speak up DURING the board meeting especially if you disagree,
- You have a DUTY to read the board materials and the minutes,
- You have a DUTY to be informed about the finances and activities.

Legal Basics

- The 501 (c) status is part of the tax code
 - Nonprofit is a tax status not a business model
- State law governs not-for-profit corporations registered in the state (CRS 7-128-401)

Board Duties

The board is the ONLY entity in the WORLD that will (or can) promote the purpose and mission of the association to the exclusion of all else.

Remember, the president signs all contracts (unless other arrangements have been made and there should be a written record).

Good Governance (IRS 990)

ASLA Colorado Conflict of Interest Policy

(Since 2008 the IRS 990 long form specifically asks about this)

... “If a director believes that he or she may be perceived, to have a conflict of interest, the circumstances of such a situation need to be disclosed prior to any discussion of the issue for which the conflict is thought to apply. The board shall rule at its first meeting thereafter if and when a conflict exists. The President may rule in-between board meetings. If a conflict is ruled to exist the member in question shall be excused from all discussion and votes related to the matter in question.” ...

Insurance

ASLA is insured under the ASLA National Policy for:

- Directors and Officers (D&O) Liability
 - Does not cover illegal acts
- General Liability
 - Endorsements can be made for special events with proper advance notice

Parliamentary Procedure

- Most association decisions are made by consensus
- Follow the agenda
- Don't discuss items that aren't on the agenda
- A quorum is required to conduct business

- The minutes record the time and location of the meeting, participants and the outcome of the motions.
 - They are a record of what was done not what was said

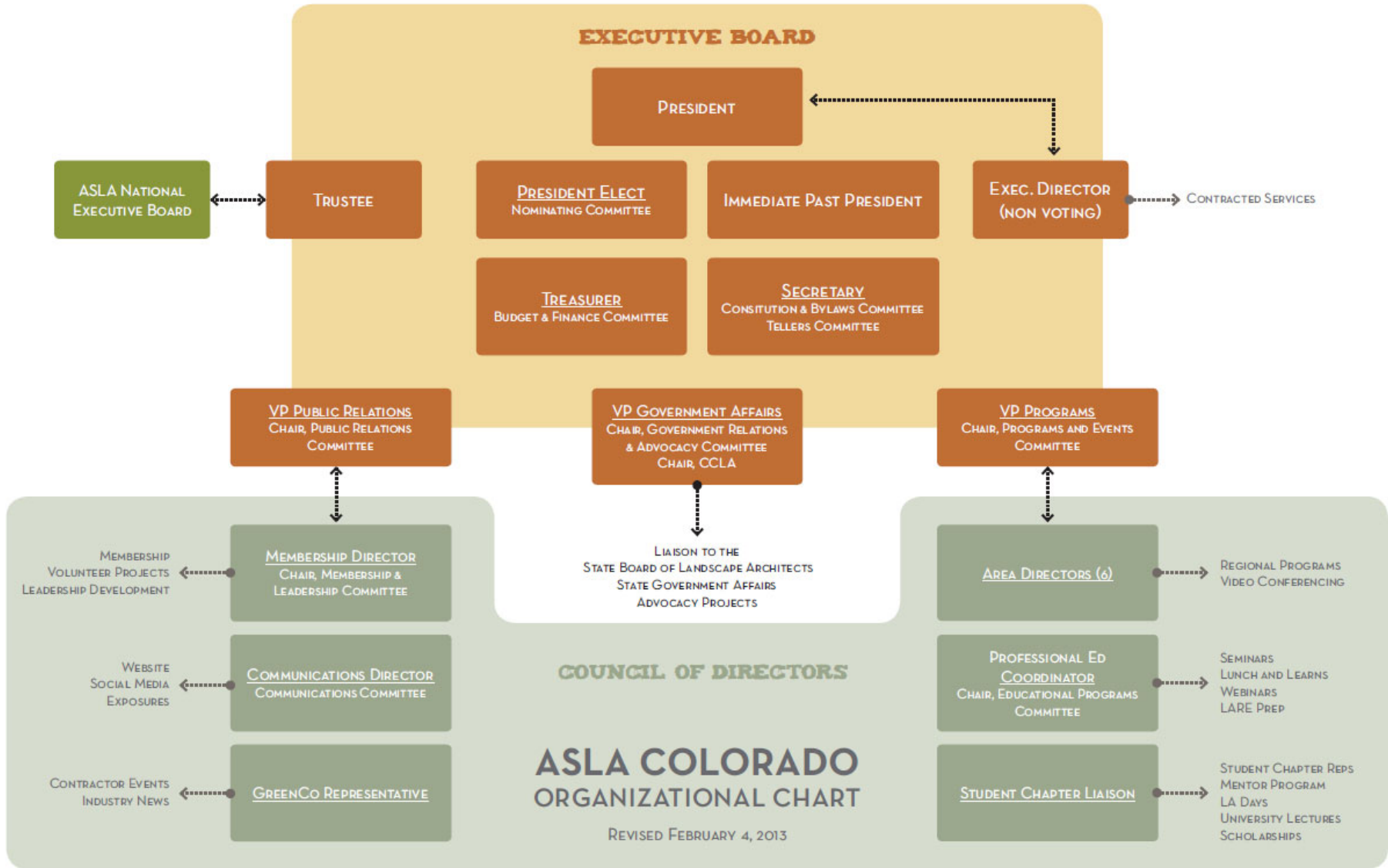
Budgets

- Budgets need to be realistic
- Budgets don't need to always be balanced
- Some budgets are “made to be broken”
- Budgets are a planning tool not a governing instrument
- Budgets can be amended as the year progresses
- Look at your “bottom line” and compare overall revenues to overall expenses

Free Events

**Free is not
always best.
Cover your
costs and make
some profit to
incubate the
next project.**





45+ Year History

Founded in 1973 under the direction of the American Society of Landscape Architects (ASLA), ASLA Colorado advances the profession by advocating the issues that affect members. The association provides professional education and programs and generates overall awareness for landscape architecture to the public through our public relations and government affairs efforts. (From the website)

Chapter Operations Workbook

CHAPTER OPERATIONS WORKBOOK

CHAPTER OPERATIONS WORKBOOK

The Chapter Operations Workbook is a comprehensive resource for chapter leaders, and provides information including chapter operations, volunteer position descriptions, ASLA resources, forms and more.

If you need assistance navigating through the workbook, please contact Susanna Butler, Membership & Chapter Services Marketing Manager at sbutler@asla.org or 202-216-2323.

Chapter Positions	Operating a Chapter	Quick Links
Grow Your Membership	Chapter Outreach	CPC Central
Leadership Development	More About ASLA	Chapter Leadership Reporting Form
		Chapter Elections Calendar
		ASLA Chapter Logos
		2015 CPC Linked In Group
		Chapter Insurance Info
		Chapter Visit Request
		Blank Certificate Order
		Chapter News
		LAM Orders (Download to fill out form)
		Contact
		Member & Chapter Services Tel: 1-888-999-ASLA chapters@asla.org
		Important Dates
		May 19-21, 2016 Mid-Year Meeting Washington, DC
		October 20-21, 2016 Chapter Presidents Council New Orleans, LA

ASLA National
Chapter Resources
Chapter Operations Workbook
www.asla.org



ASLA COLORADO Expense Reimbursement Request Form

Please complete this form and submit it to Greg Williams at info@aslacolorado.org for processing.

ASLA Colorado Expense Reimbursement Request Form	
Today's Date	
Your Name	
Name to Make Check Out To	
Firm (optional)	
Street Address	
City/State/Zip	
eMail	
Phone	

Expense Items					
To Be Filled Out by Person Requesting Reimbursement				For Office Use	
Date	Item	Amount	Purpose	Expense Category	Class

Your reimbursement form. Always check the totals.
It is located at About/Executive Board on the website



UPCOMING EVENTS

- February 9-12, 2016: ProGreen Expo 2016
- Submit your event to our calendar!
- Check the ASLA CO Calendar for more events...

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS

SEARCH

GO

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This page is for Executive Board and Council of Directors only.

[Expense Reimbursement Request Form 10-17-2015 \(xls\)](#)

[Unassigned Volunteers \(pdf\)](#)

[LA Board and Volunteer List 6-15-15](#)

[ASLACO Event Posting Form \(doc\)](#)

[ASLACO Storage Unit Information 5-2015 \(pdf\)](#)

[Article on Using Staff Resources](#)

[ASLACO Board Orientation 12-10-14 \(pdf\)](#)

[ASLACO Org Chart_2-4-13 \(pdf\)](#)

[ASLACO Position Descriptions 2014-15 \(pdf\)](#)

[ASLACO Document Retention and Destruction Policy 2013-14 \(pdf\)](#)

[ASLA CO Letterhead 2013 \(doc\)](#)

Leadership Contact

For information on past meetings or to become involved in the ASLA Colorado Chapter, please contact info@asiacolorado.org or call 303-748-0321.

2015 Ballot

[Candidate Bios for 2015 Ballot \(pdf\)](#)

Chapter Bylaws

[ASLACO Bylaws \(pdf\) as amended 11-8-13](#)

[ASLACO Constitution](#)

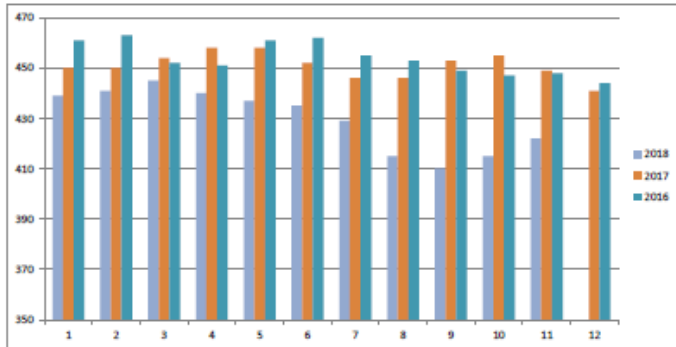
Board Resources Page

Lots of useful documents and materials

ASLA Colorado Dashboard - Key Performance Indicators

Milestones and Events		
Event Title	Dates	Attendees
Denver Creative Social Club	Jan	25
ProGreen Expo Booth	Feb	75
Sketch/Pro Green	Feb	25
Denver Creative Social Club	Feb	25
West Denver In Practice	Feb	25
Denver Creative Social Club	Mar	25
Technology Summit	Mar 29	25
Pickleball Workshop	Mar 31	10
Denver Creative Social Club	Apr	25
Doors Open Denver	Apr	25
CSU LA Days	Apr	8
Sketch Denver	Apr	17
Denver Creative Social Club	May	25
Meet The Dark Side	May 4	30
Denver Creative Social Club	Jun	25
Spring Social and Membership Drive	Jun 21	80
LARE Prep	Sep 29	21
Awards Event	Oct 4	138
Denver Creative Social Club	Nov 15	25
Total		654

Members (end of month)													
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2018	439	441	445	440	437	435	429	415	410	415	422		
2017	450	450	454	458	458	452	446	446	453	455	449	441	
2016	461	463	452	451	461	462	455	453	449	447	448	444	
2015	517	522	523	523	525	535	532	526	512	508	477	471	
2014	443	439	436	436	436	464	466	488	506	515	509	521	



Membership Chart

Cumulative Membership Revenue (end of month) Note: Usually a month behind on this one.												
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	\$ 2,955	\$ 5,350	\$ 7,670	\$ 10,520	\$ 12,940	\$ 15,535	\$ 19,155	\$ 21,685	\$ 24,430	\$ 26,290		
2017	\$ 3,460	\$ 5,860	\$ 7,730	\$ 10,450	\$ 13,160	\$ 16,320	\$ 19,060	\$ 22,320	\$ 25,220	\$ 27,910	\$ 29,598	\$ 31,623
2016	\$ 2,190	\$ 4,840	\$ 7,270	\$ 10,110	\$ 12,662	\$ 15,555	\$ 17,490	\$ 21,500	\$ 23,825	\$ 25,687	\$ 28,202	\$ 30,160
2015	\$ 2,565	\$ 4,670	\$ 7,830	\$ 10,615	\$ 13,477	\$ 16,277	\$ 17,782	\$ 20,087	\$ 22,612	\$ 25,972	\$ 27,297	\$ 28,808
2014	\$ 3,817	\$ 5,420	\$ 7,340	\$ 9,939	\$ 11,924	\$ 15,544	\$ 18,450	\$ 20,859	\$ 24,334	\$ 27,389	\$ 28,979	\$ 31,714

Note: In November about \$300 is withheld by ASLA National for our insurance.

*This info usually arrives about the 20th of the month for the previous month

The Dashboard is your “at a glance” tool for monitoring the association’s pulse.



ASLA COLORADO WEEKLY NOTICE

December 4, 2018

BE CONNECTED. BE INFORMED. BE BETTER.
VISIT US ONLINE AT WWW.ASLACOLORADO.ORG

Check our website regularly for new listings on our calendar and job links pages!

CALENDAR

JOB LINK

Strategic Plan

- www.aslacolorado.org/about/executive-committee/

THE END