

AIAVT - BOARD OF DIRECTORS MEETING MINUTES - APPROVED

November 13, 2012 / Gossens Bachman / Montpelier, VT

Attending: Tom Bachman (Vice-President), Barbara Conrey, Gary Corey, Lauren Davis, Katie Hill, Michael Hoffman, Harry Hunt (Immediate Past-President), Diantha Korzun (President), Lisa Rovner, Aron Temkin, Maura Wygmans (Secretary/Treasurer).

Called to order: 6:10 pm

Minutes: October 2012 minutes were approved.

Committee Reports:

Executive & Long-Range Planning (Diantha)

- 2013 budget is in draft form for discussion, need final 2012 numbers to complete so will approve at January meeting.
- Golf tournament is included in main budget for now; Carol to check with bookkeeper to see if this should be tracked as a separate Quickbooks account because of the restricted funds. Katie to check previous minutes for agreed method of treating the administrative fee for the tournament. Maura reported that Carol says the golf tournament is a lot of work for the net income into the scholarship fund.
- Barbara noted component grant for scholarships has been reduced.
- Budget plan is for Carol to attend either Grassroots or CASE each year but not both. She might start attending some of the New England meetings.
- Budget includes Carol at 3/4 time for 2013, with salary as agreed previously.
- Michael noted the budget needs to include cost for attendance at SGN (State Government Network). Cost depends on location, and is partially subsidized by AIA National.
- Checking account balance is about \$6,500, with some big checks still to be written for New Englands.
- Money market balance is about \$25,000. Goal is to maintain a reserve of \$50,000 (=50% of our operating budget). Budget should include adding \$5000 per year to the reserve for the next five years. More money had been in the reserve previously, but Harry thought we had moved about \$25,000 from the money market account to the checking account when Carol first started, due to cash flow uncertainties at that time.
- Net income from New Englands was about \$27,000. Much of this went to changes in executive director employment status/salary structure (including additional pay for administration time for New Englands), which had not originally been included in the 2012 budget.
- Need to include a slush fund in the budget to allow for unanticipated expenses.
- Further discussion of the 2013 budget was tabled for the next board meeting.
- Executive Director's annual review will take place in December, please forward comments to Executive Board.

Programs (Tom)

- Tom presented ideas for 2013 programs:
 - Theme: relevance of architects
 - More smaller events, rather than just a few larger events
 - Community presentations at three public locations around state, such as libraries. Opportunity for firms to present their work or a topic of interest to reach out to public.
 - Panel discussion on theme of relevance of architects
 - Panel discussion with the older generation of architects
 - Town design competition

- Montreal bus trip, perhaps open to public too
- Socials - only a few offices are large enough to host socials, looking at a movie night at the Savoy
- Lunchtime seminar on how to market your firm
- Young architects: tour projects under construction
- House tour - in one location, within walking distance or maybe travel by bus. Maybe architect's houses?
- Annual meeting almost always conflicts with a Housing Vermont event, perhaps consider rescheduling future annual meeting so firms can attend both?

New Englands (Barbara & Lisa)

- New Englands was a success, with net income of about \$27,000.

Golf Tournament

- (see budget discussion, above)

Public Policy (Harry)

- Public Policy Committee will try to read through proposed bills at the outset of the legislative session to identify issues of interest to AIAVT, then reach out to other organizations with similar interests. We do not have the resources to track all the bills during the session.
- New state building code went into effect on November 5.
- Bob Patterson is holding a "code college" and would like support from AIAVT and to offer AIA credits. Bob Duncan urged AIAVT to support this effort and encourage architects to attend.
- Noelle Mackay at Department of Economic, Housing & Community Development (DEHCD) is looking for input on the downtown designations programs.

Communications (Maura)

- Our current graphic designer does not appear to qualify as an independent contractor; Maura to ask if she can pursue LLC status.

Development - nothing reported

Emerging Professionals

- Josh Chaffee will replace Cam as the Emerging Professionals chair, and will write a new grant application for AIA National.

New Business

- Board Meetings - board agreed to change meeting time from 2nd Tuesday of the month to the 2nd Wednesday of the month. Carol to confirm that this works for those not present.
- SGN (State Government Network) - Michael is stepping down as the AIAVT delegate. Harry may be interested in taking his place.
- Board Members for 2013 - Lauren and Michael are stepping down, Lisa will be nominated for Secretary/Treasurer.

Next Meeting: Wednesday, January 9 at Gossens Bachman in Montpelier.

Adjourn: 7:45pm

Respectfully submitted by Katie Hill, Assistant Secretary
1/8/2013