

## **AIAVT - BOARD OF DIRECTORS MEETING MINUTES – APPROVED**

September 11, 2013 / GBA / Montpelier, VT

**Attending:** Tom Bachman (President), Josh Chafe, Gary Corey, Cam Featherstonhaugh, Larry Dean, Richard Deane, Diane Elliott Gayer, Diantha Korzun (Immediate Past-President), Carol Miklos (Executive Director), Kevin Racek, Lisa Rovner (Secretary/Treasurer), Maura Wygmans (President-Elect)

**Called to order:** 6:10 pm

**Minutes:** August 2013 minutes were approved.

### **Committee Reports:**

#### Executive & Long-Range Planning (Tom)

- Tom reported that the Diantha and he had met with Bruce Boisen of AW Hastings to discuss the company's relationship with AIAVT, sponsorships, etc. and that they believed the meeting had gone well.
- Tom reported that the EC had asked Carol to keep track of her time, broken out in categories that are still being refined, so that AIAVT can better budget. Maura suggested that she use an app for this purpose that AIAVT would purchase for her phone.

#### Programs (Maura)

- Maura reported that arrangements for the Shelburne Museum building tour were progressing. There is a \$675 fee to use the space for the networking aspect and if the event were to go into the evening, as our events often do, the cost would be increased. It was suggested that Lisa investigate the Shelburne Vineyard as a possible place to hold a reception after the tour, instead of the museum. Various timeframes were also discussed. It was agreed that the Programs Committee would talk again to make a final decision.

#### Golf Tournament (Cam, Lisa)

- Cam reported that while the event will come out in the black, it would not bring in as much revenue as it had in 2011. He said the committee/board would need to reevaluate the event after this year.
- The fact that affiliates wish to play in order to network with architects and yet not that many architects play in the event was discussed in the hopes of addressing this in the future.

#### Design Awards (Diantha, Carol)

- Diantha reported that AIA had asked for nominations for special recognition awards. Carol was asked to send out a call for nominations for these awards to the membership.

#### Public Policy (Carol)

- Carol reported that Harry had called her to give her material for his report, since he could not attend the meeting. He said that the letter that was to go to VLCT—re: why asking for predesign services in RFPs is not wise—has not yet been drafted. Bob Duncan continues to lead the group in trying to change the 2012 rules re: vertical access.

#### Communications (Lisa)

- It was decided that while the flyer for the Shelburne tour is being developed, Carol should send out a Save the Date.

### Development (Richard)

- Richard reported that he was gearing up to help Carol make calls to potential sponsors for the Shelburne event. Carol was asked to contact someone at PC for a list of suppliers that had worked on the new building.
- Richard had been making development calls re: the golf event as well.

### Energy + Environment Committee

- The committee has not met since the July 27 tours of the solar decathlon projects. Diane lamented that it was hard to have meetings just by phone. She requested that Carol provide a final accounting for the event.

### **New Business**

#### BOD Manual

- Diantha suggested that the AIAVT BOD manual be made to include an addition regarding a reserve fund under the “Budget” section. She motioned that “AIAVT shall establish a reserve fund.” Tom seconded the motion. The wording that was suggested for the manual was “AIAVT shall maintain a reserve fund that is approximately 50% of the organization’s operating expenses annualized over a five-year-period.”
- Diane noted that the BOD manual makes mention of a committee that no longer exists: Learning By Design and does not include the new E + E Committee. Carol was instructed to delete LBD and add E + E.

#### Innovation Grant

- Diantha announced that she had met with Tolya, our contact at Norwich who would lead the studio to complete the Design and Education Center, should AIAVT accept the grant. A committee composed of Diantha, Diane, Josh, Tom, and Lisa is ready to proceed.
- Josh discussed his research into the type of Airstream trailer we might purchase as well as the flatbed option. A discussion of the pros and cons of each ensued; the board consensus was that should we go forward with the grant, an Airstream should be chosen for its iconic value; its ability to hold its value and be resold; and its ability, graphically, to be turned into “eye candy.”
- The board voted to accept the 42K+ grant and to purchase insurance for the value of the grant only.
- Josh and Diane explained that they wished to rename it—perhaps the Archi-mobile or Arch-mobile.
- The committee was authorized to purchase the Airstream that Josh had identified, if it proved to be appropriate when viewed on the trailer lot.
- Carol was asked to have Cody Patno, at Noyle Johnson, summarize his insurance ideas for AIAVT, to include coverage of the Airstream.

#### Disaster Assistance

- A two-day disaster assistance training (to become a first-responder) is being held in New England. Tom said that Steve Clark, AIA, was interested in attending on AIAVT’s behalf, if he could be reimbursed for expenses. The board voted to grant him a stipend of up to \$500 in return for him training others upon his return.

#### Other

- Cam announced that he would be resigning from the board, but would still be on the Golf Committee.

**Next Meeting:** Oct. 2 at VT/NH meeting, Hanover.

**Adjourn:** 8:30 pm

Respectfully submitted by Carol Miklos, Executive Director  
5/14/13