

AIA VT - BOARD OF DIRECTORS MEETING MINUTES - APPROVED
January 14, 2014 / Gossens Bachman Architects Office/ Montpelier, VT

Attending:

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Tom Bachman
(Immediate Past-President) | <input checked="" type="checkbox"/> Maura Wygmans
(President) | <input checked="" type="checkbox"/> Lisa Rovner
(Vice-President) | <input checked="" type="checkbox"/> Gary Corey
(Secretary/Treasurer) |
| <input checked="" type="checkbox"/> Carol Miklos
(Executive Director) | <input checked="" type="checkbox"/> Larry Dean | <input checked="" type="checkbox"/> Kevin Racek | <input checked="" type="checkbox"/> Andrew Chardain |
| <input type="checkbox"/> Joseph Cincotta | <input checked="" type="checkbox"/> Barbara Conrey | <input checked="" type="checkbox"/> Richard Deane | <input checked="" type="checkbox"/> Tonya Forcier |
| <input checked="" type="checkbox"/> Danny Sagan | <input type="checkbox"/> Diantha Korzun | <input type="checkbox"/> Diane Elliott Gayer | |

Called to order: 6:05pm

6:09 PM Input Discuss Minute Taking/New Secretary

1. Katie Hill will no longer be able to assist the board and it was decided that note taking would become a shared revolving task with board members. Gary will take notes at this meeting.

6:12 PM

1. November 2013 minutes were approved motion by Larry seconded by Tom (it was noted that the dollar figures from the golf tournament would need to be updated in the January 2014 minutes).
2. December 2013 minutes were approved motion by Tom seconded by Maura (it was noted that the proper name of a sponsor is Tree Ridge Enterprises).

6:15 PM Introductions for New Board Members/Review of Board Manual

1. Introductions around table.

6:17PM Committee Reports - General discussion of committees and committee structure

1. **EXECUTIVE** Maura-chair, Lisa, Gary, Tom
 - a. 2014 budget – Lisa
 - i. Close out of 2013 and plan for 2014
 1. The budget was reviewed including actual numbers from previous years:
 - a. It was noted that over the last three years we have had positive balances over \$10,000 and that we currently are starting the year with approximately \$100,000 in our bank accounts.
 - b. It was also noted that our financial goal is to have at least 50% of our overall budget in savings as a general rule.
 - c. Much discussion of the events and expected revenues occurred.
 - d. It was noted that this budget is intended to be balanced.
 - e. There was discussion of purchasing a truck for the Archistream and it was not moved forward.
 - f. The budget was approved contingent on approval of the raise included for Carol being approved later in the meeting. Moved by Lisa, seconded by Larry.

2. **6:40pm PROGRAMS** (Lisa, Chair; Tonya)

a. **Upcoming Events/Calendar** - Maura

The calendar was distributed indicating Board meeting dates and other important dates.

1. There were several updates and changes and these will be inserted into the schedule and redistributed to the board. ACTION ITEM: Maura to update calendar and send to Lisa. Lisa will continue to update calendar as more information becomes available.

PIZZA BREAK

ii. **SOH Tour**

1. This is a seminar on wind energy happening at the end of January

iii. **“Starting and Running A Successful Small Practice”**

1. This event is in need of a place to be held in mid-March.

iv. **Other – Studio Social**

1. It was decided that Tom Bachman would look into having a tour of the Archistream in progress followed by a social at a winery. Tentatively scheduled for early April. ACTION ITEM: Tom to contact Winery and discuss social with Norwich.

v. **Update on CSI/AIAVT Joint Conference** (Andrew, Lisa, Maura, Jamie, Kevin Tonya)

1. This is a major event for us this year and hopefully a continuing program about technology in design.

vi. **Emerging Professionals Network**– Andrew

1. Discussion of:
 - a. Competition for N.E. Libraries, information to be forwarded via email to Carol.
 - b. Film Series.
 - c. Active involvement in the Archistream.
 - d. ARE summit or discussion group and resources – it seems there are challenges to AIA architects actively helping study for this but sessions with engineers or other potential study guides may be workable.
 - e. A portion of the 2014 budget is slated for the EPN; the estimate is \$3,000 from associate dues. The EPN is expected to apply for a grant, but this is not factored into the budget.

vii. **Golf** – Lisa (reporting for 2013; Richard will report for 2014)

1. **Update on expenses and revenue**

- a. 2013 golf tournament grossed \$19,923 with \$11,123 expenses, for a net income of \$8,800.
- b. It was moved by Gary to charge ' time for the event at the actual number of hours (98) at the rate of \$30/hr for a total charge of \$2,940 which will be removed from the \$8,800 for a final amount reserved for the scholarship fund.
- c. It has been proposed that next year's scholarships be revised as follows: \$3,500 for Norwich (no change), increase VTC from \$1,000 to \$1,500, and add a \$1,000 scholarship for a high school student. The board postponed voting on this as there was discussion of increasing the amounts for students already studying at college level verses potential candidates from high schools.
- d. It was decided that Richard would provide updates on the golf tournament by checking in with Cam periodically.

viii. **Awards** – (Diantha, Maura reporting)

1. There was discussion of submission of projects in digital format only. There were differing opinions of this process; discussion to be continued.
2. There was a suggestion of looking for juries outside of New England.

ix. **Archistream** – (Diantha, Diane, Josh, Tom, Martin Hawkes)

1. Tom reported that the Archistream demo would be happening this Sunday
2. There was some discussion about sponsorships. It was decided that the Archistream team needed to come up with a plan for sponsorships and review with Carol.

3. **PUBLIC POLICY**- (Harry Hunt -chair, Tom Reporting)

- a. 2014 Tom reported that the Public Policy Committee consists of Donna Leban, George Turner, Katie Hill, David Epstein, Keith Dewey, Bob Duncan, Harry Hunt, Thomas Bursey and Sandy Vitzhum. Public Policy Committee discussed issues relevant to architects and identified the following as ones that will proactively be addressed in 2014:

- 1.) Legislation related to the state's definition of independent contractors and the workmen's compensation and unemployment taxes that are currently required to be paid.
- 2.) Access rules that exceed those described in ADA.
- 3.) Statute of Limitations.
- 4.) Municipal code requirements that extend beyond state requirements.
- 5.) Statewide enforcement of building codes.
- 6.) Statewide implementation of residential building codes.
- 7.) Statewide registration and licensing of construction contractors.

Public Policy Committee agreed that it is worthwhile for AIAVT to have clear and concise position statements written on each of these seven issues going into the 2014 legislative session. Each committee member agreed to take responsibility for writing a first draft brief position statement on the seven issues. Ex. Com. will review the position statements with the goal of endorsing the statements as AIAVT positions. ACTION ITEM: Tom will circulate the initiatives to the board via email.

4. **COMMUNICATIONS** (Gary/Kevin-Co-chairs, Steve Kredell, Andrew)
 - a. Discussion of cloud storage of documents and information. Issues of access and control are part of the things to be determined. Items to be investigated and reported on next meeting. ACTION ITEM: Communications team will look into on-line file storage and sharing options.
5. **ENERGY COMMITTEE** (Diane-chair, Barbara, Danny, Larry, Gary)
 - a. No update – committee is looking for possibilities for future events.
6. **DEVELOPMENT** (Richard-chair, Kevin, Tonya)
 - a. A spreadsheet of sponsors is being developed and will continue to evolve to identify proposed gifts as well as past support. Carol noted that a report might be available from QuickBooks that would preclude the need for the spreadsheet. ACTION ITEM: Development Committee will review information from Carol and correlate as needed.
7. **LONG RANGE PLANNING** (Maura, Lisa, Gary, Tom)
 - a. This will continue to be made up of the executive committee.
 - b. In the future the updates will be part of the executive committee report.

2014 Committee Make-up:

Programs: Lisa Rovner, Chair; Tonya Forcier

Golf: Cam Featherstonbaugh, Chair, Richard Deane reporting

CSI/AIAVT Joint Conference: Lisa, Chair; Maura Wygmans, Andrew Chardain

Public Policy: Harry Hunt, Chair, Tom Bachman reporting

Communications: Gary Corey/Kevin Racek co-chair; Steve Kredell, Andrew Chardain

Energy: Diane Gayer, Chair; Danny Sagan, Barbara Conrey, Larry Dean

Development: Richard Deane, Tonya Forcier, Kevin Racek

Archistream: Diantha, Chair; Tom Bachman, Josh, Diane Gayer, Danny Sagan

Awards: Diantha, Chair; Barbara Conrey, Danny Sagan

7:40 PM New Business:

1. Airstream Update
 - a. See previous notes under Archistream.
2. Scholarships
 - a. See previous notes under Golf.
3. On-line File Sharing

- a. See previous notes under Communications.
- 4. Facebook and other web presence (Communications)
 - a. Discussion of becoming more visible through social media. This should be reviewed by the communications committee. ACTION ITEM: Communications Committee will look into the use of Facebook and other on-line media by other AIA components and develop a recommendation for AIAVT Board to review.
- 5. Design Opportunities Magazine
 - a. ACTION ITEM: Carol will distribute the free online magazine to the board through email and move forward if the general consensus is positive. Board members are to respond directly to Carol on their opinion of the magazine.
- 6. Other
 - a. Email Communication within committees should not include Carol— the Chair of the committee should keep Carol informed with summary notes.

8:05 PM Executive Director 2014 Salary

- 1. General discussion of proposed salary - increase of 3% was approved.
- 2. General discussion of the health of the organization — a \$750 bonus was approved for Carol.

8:38 PM Meeting was adjourned.

Next meeting is at BCA, Church Street on Tuesday, February 11, 2014 at 4:30 - the meeting was set to start at 4:30 PM so that it can be concluded prior to the EP movie series. All board members are invited to attend the film series. The executive committee shall meet via conference call prior to the next meeting.

Respectfully Submitted,

Gary Corey, AIA