

AIAVT - BOARD OF DIRECTORS MEETING MINUTES - APPROVED

March 8, 2011 / Gossens Bachman / Montpelier, VT

Attending: Tom Bachman (Treasurer), Aaron Cayer (AIAS Representative), Barbara Conrey, Lauren Davis, Cam Featherstonhaugh, Katie Hill (Secretary), Harry Hunt (President), Diantha Korzun (Vice-President), Steve Kredell, Carol Miklos (Executive Director), Lisa Rovner.

Called to order: 6:10 pm

Minutes: February 2011 minutes were approved.

Budget:

- Carol distributed updated budget vs. actual numbers for January and February. Carol to follow up on \$2200 budget item for VT/NH meeting, given that NH is sponsoring the event this year.
- It was noted that the \$2000 YMF grant money has been received.

Committee Reports:

Executive (reported by Harry)

- There is nothing to report, as no conference call was held this month. The budget currently balances, but may still need some tweaking.

Programs (reported by Diantha)

- Have mostly dealt with planning for Designed in Vermont over the past month (see general discussion, below).
- AIANH contacted AIAVT seeking suggestions for the VT/NH event, tentatively planned for October. Suggestions from the VT board included the Dartmouth Art Center and the Dartmouth Science Center.
- Studio social scheduled for 4/7 at Black River. Plan is to email a simple text announcement, but Tom will follow up with Black River to see if their marketing department would be interested in providing graphics (as was done by Freeman French Freeman for their studio social). Discussed whether a 1 CEU event should be held before the social, with a fee charged for the CEU event but not for the social - was left unresolved.
- Aaron reported that the Triathlon at Norwich University was postponed until fall to allow more time for planning. Cam will follow up to see if this is something the YAF can assist with.

Public Policy (reported by Steve)

- Donna Sweaney introduced a legislative bill modifying the language of Bulletin 3.5. The bill was reviewed by ACEC's lawyers, and Tom Heilmann is looking at it on behalf of the building industry. Steve thinks we should have AIA National look at it as well.
- A meeting is being set up with Jeb Spaulding (Secretary of the Vermont Agency of Administration). Jeb wants an itemized list of exactly what the design community wants with regard to Bulletin 3.5.

Communications

- Tom reported that he hopes to send out a "save-the-date" announcement next week for Designed in Vermont, but needs board input (see general discussion, below).
- Carol reported that the newsletter is all done except for Daniel's article, and is scheduled to be published on 3/15. She noted that more photos are needed for this issue, please send her your ideas.

Development & Long-Range Planning

- Harry & Diantha reported that the committee is still working on the summary sheet of sponsorship levels. Basic idea is gold/silver/bronze levels of sponsorship, with different pricing for small/medium/large events. Aim is to simplify the sponsorship arrangements. Still a work in progress, will be presented to the board for review.
- Carol noted that a preliminary sponsorship sheet was distributed to potential new affiliates at Better Buildings by Design in February; this sheet indicated that affiliate members would get 25% off of sponsorships, with the exception of the Design Awards. Should the golf tournament also be excluded? Board concluded that for consistency, the 25% discount should be honored this year for the golf tournament as stated on the sponsorship sheet, but this can be revised prior to next year's renewals. It may be necessary to adjust the sponsorship fees for this year's golf tournament to adjust for this.
- Carol is following up on the possibility of having both VT and NH sponsors for the VT/NH meeting.
- Carol noted that new affiliates are being listed in the newsletter, and being given a 25-word blurb. Should photos be included too? Board decided against photos.

YAF (reported by Cam)

- Construction - A committee of three is in planning stages. The Town Center Mall in downtown Burlington has been selected over the University Mall so that the event can take place between Thanksgiving and Christmas. Initial contact has been made with the Town Center but still need to make a formal reservation (avoid conflict with 12/8 Design Awards). Looking for both student and professional teams. Logistics of announcement still TBD. Cam to contact Karl Fandrich at Truex Cullins, who did this in the past.
- ARE study group - starting in May, to be held at William Maclay Architects. Lauren has AIAVT's existing study materials but they are out-of-date; plan was to wait until someone asked for them before updating. The YAF grant allows for purchase of new study materials.
- Would like to plan some type of "learning social," perhaps with two experienced architects to generate discussion about practice issues, over beer and snacks. Committee is seeking ideas for the experienced architects, topic still TBD. Rolf Kielman was suggested by the board.
- July - would like to build an artifact for a municipality, such as a bench, bus stop, etc.. Committee is looking for project suggestions. Harry suggested contacting the VT Planner's Association.

Golf Tournament (reported by Lisa)

- Committee met 2/16, meeting again on 3/16.
- Lisa requested clarification of whether there is money available to spend now on planning the golf tournament. The current budget includes \$14,500 for expenses related to the tournament, and Carol noted that a \$500 deposit has already been paid.
- Last year's tournament made enough to cover expenses, but now all of the \$4500 in grants that were given away.
- Harry & Carol both noted the importance of developing a better understanding of the economics of the tournament, especially breakdown of income sources. Carol spent a lot of time last year following up on promised donations, and didn't have a clear record of what the auction items were and how much had been bid.
- Harry had intended to include a "program administration" fee (i.e., a portion of Carol's time) in the budget for the golf tournament, but this was overlooked in this year's budget. Needs to be included in the 2012 budget.
- Lisa reported that Mike LaRiviere, a new affiliate member from Schindler Elevator, is taking a very active role in drumming up sponsorship. Brian is doing the printing/photography, and Lisa is doing team solicitations.

- Lisa needs the architect roster from the VT Office of Professions for contacting potential teams. Katie suggested calling the administrator for the Board of Architects for help.

General Discussion - Designed in Vermont

- Scheduled for Thursday 6/2, cosponsored with CSI.
- Tom & Carol presented the draft "save-the-date" notice. This image will also be used for programs, posters, announcements, etc. Harry would like the graphics to have more tension between historic and future, and better tie into the theme of community building rather than just designing buildings; the board generally agreed. Communication committee was asked to reconsider the design.
- Keynote speaker - Harry presented the list of candidates drawn from the AIA speaker database: Michael Tavel, Brian MacKay-Lyons, Gail Sullivan, Bruce Race, Charles Rose, and Rick Williams. Goal is a good speaker, someone excited about this event, and either a regionalist architect or someone known for sustainable community design. Board agreed that Harry should contact Michael Tavel as the first choice.
- Call for presentations - Cam distributed a draft for comment. Harry said to note that the presentations must qualify for HSW LU's (learning units).
- Tentative program was handed out. It includes:
 - welcome by a political figure
 - introduction to the theme
 - keynote
 - success stories (from call for entries) - one VT architect, one VT building product manufacturer
 - two concurrent panel discussions on understanding Vermont
- Room layout at the Shelburne Farms Carriage Barn is well suited for two concurrent tracks, but is there one room large enough for everyone for the keynote address? Cam to contact them ASAP about permitted occupancy.
- Carol to look for facilitators for the panel discussions, they should be knowledgeable about architecture and the built environment. An architecture professor? John Anderson?
- EVERYONE: Email Harry with thoughts on images for the save-the-date notice, possible speakers, and facilitators.

New Business - none

Next Meeting: 6pm, Tuesday, April 12 at Truex Cullins in Burlington.

Adjourn: Approximately 8:00 pm

Respectfully submitted by Katie Hill, Secretary
3/17/2011