

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

April 12, 2011 / Freeman French Freeman / Burlington, VT

**Attending:** Tom Bachman (Treasurer), Shawn Brennan, Aaron Cayer (AIAS Representative), Lauren Davis, Katie Hill (Secretary), Michael Hoffman, Harry Hunt (President), Steve Kredell, John McLeod, Carol Miklos (Executive Director), Lisa Rovner, Aron Temkin, Maura Wygmans.

**Called to order:** 6:00pm

**Minutes:** March 2011 minutes were approved.

### **Administrative Fee for Restricted Fund Projects:**

The Long Range Planning Committee proposed setting up an internal administrative fee of 20% for events with restricted funds, to cover the costs of Carol's time for administering these events. The budget for the event would need to generate sufficient income to cover the administrative fee. At present, the golf tournament is the only event where income is set aside in a restricted fund (to be used for scholarships); all other income goes into the general fund.

A motion was made for a one year trial of the administrative fee of up to 20% of the gross receipts for events with restricted funds, with Carol's time to be tracked and evaluated after the trial period. Motion carried.

### **AIAVT Media Kit:**

Carol had emailed the proposed AIAVT media kit to board members in advance of the meeting, for their review. The media kit covers advertising and promotion opportunities in the AIAVT newsletter and website. Tom moved to approve the media kit, Michael seconded; motion carried.

### **Committee Reports:**

#### Executive (Harry)

- Budget vs actual numbers for YTD through March were distributed. Budget is on track.
- Carol noted that just about everyone renewed their memberships this year. Michael said this is much better than AIA National and AIA New England averages, where many members continue to ask for dues relief.

#### Programs (Maura)

- Maura asked that the house tours be added to the agenda for the next board meeting.

#### Public Policy (Steve)

- Bulletin 3.5 controversy has been resolved. Legislation was introduced to change the wording of contract terms for design professionals, which prompted the Agency of Administration to resolve the issue on their own. A new, insurable contract amendment is now in effect for all BGS contracts under the Agency of Administration. Design professionals should alert the Agency of Administration if they are presented with the old contract terms on new contracts.
- Residential building code: Harry reported that Sandy Vitzhum of BSA-VT and David Pill of BSR-VT would both like to talk to the AIAVT board about adopting the IRC. No time is available at the next board meeting. Harry will contact them to set up a joint meeting with the Public Policy Committee.
- State senator Tim Ashe contacted Carol asking for an AIA representative to a legislative code reform committee; he is interested in replacing the current NFPA/IBC mix with just IBC. Steve will be the AIAVT representative.

### Communications (Tom)

- March newsletter was sent out. Newsletter format remains a challenge, narrow sidebar gets missed. The Communications Committee would like to change software packages as the current software is outdated and not user friendly. Harry suggested waiting until next year, given the number of other administrative changes that we are tackling this year.
- Designed in Vermont symposium: Announcement was sent out, the first call for registrations will be sent out on 4/22, with follow-ups each week thereafter. Registration deadline is 5/15. Word is being distributed to other groups as well.
- Should we use NPR spots to promote the symposium, as has been done in the past? Given the cap on number of participants, it was decided that the Communications Committee should make that call based on actual registration numbers. Carol will check details with NPR.

### Development & Long-Range Planning (Harry)

- Harry noted the LRP committee would like primary contact for sponsorship opportunities to be made by Carol or a board member so that the full range of sponsorship options can be knowledgeably discussed. It's OK to have others, such as golf committee members, follow-up on details with the sponsor after that initial contact has been made.
- Carol has brought in \$3764 of new sponsorship so far this year, excluding the golf tournament. Per prior agreement, Carol receives a 25% incentive for advertising, sponsorships, and new affiliate memberships.

YAF - nothing reported

### Golf Tournament (Lisa)

- Schindler will be the gold sponsor.
- Golf flier was distributed, seeking teams and sponsors. Registration form has not yet gone out.
- Mike LaRiviere and Carol are working on fundraising, Lisa is soliciting teams.

### **Designed in Vermont Symposium**

- Draft schedule and list of speakers was distributed for review and comment. Speakers include Michael Tavel of Boulder (keynote), Rolf Kielman, Paul Costello, Jesse Beck & Jesse Robbins, Joss Besse & Jim Tischler, Bill Maclay, Gordon Clements, Diane Gayer & Paul Dreher, and Andrew Keefe.
- General consensus was that a 15 minute break is needed between sessions #2 and #3, with less time to be allotted for lunch.
- Aron suggested distributing flash drives with symposium material in digital format, drives can be printed with AIAVT logo. Communication Committee asked to look into this.
- Maura suggested finding a moderator to introduce each speaker and get questions started at the end.
- AIAVT and CSI-VT board members can attend the symposium for free (has been factored into the budget). In addition, one free student admission has been allotted to each school.

### **New Business**

- Harry will be the delegate to AIA National. Michael recommended that Harry attend the next AIA New England meeting (4/21) as much of the material for AIA National will be previewed there.
- Scholarships: Michael will coordinate with Hanne Williams about meeting to review scholarship applications. Papers will go out to the students this week, due back approximately 5/19.
- 6/15 AIAVT retreat at Norwich University: in past, someone on board has brought a simple breakfast, and lunch has been catered.

**Next Meeting:**

Thursday, May 12 at Norwich University in Northfield

5:00pm - review work of graduating students for AIAVT Best in Show prize

6:00pm - board meeting

**Adjourn:** 7:40pm

Respectfully submitted by Katie Hill, Secretary

4/18/2011