

AIAVT - BOARD OF DIRECTORS MEETING MINUTES - APPROVED

August 9, 2011 / Gossens Bachman / Montpelier, VT

Attending: Tom Bachman (Treasurer), Shawn Brennan, Barbara Conrey, Lauren Davis, Katie Hill, Harry Hunt (President), Diantha Korzun (Vice-President), Carol Miklos (Exec. Dir.), Lisa Rovner, Aron Temkin, Maura Wygmans.

Called to order: 6:10 pm

Minutes: Minutes from the May 2011 and June 2011 board meetings were approved.

Treasurer's Report (Tom):

- YTD profit & loss statement was distributed in advance of the meeting. Income from the symposium was less than expected, as attendance was only 150 rather than 300 as projected.
- \$2200 included in budget for NH/VT event is not needed this year and could be put towards updating the logo and website instead.
- It was noted that the budget allowance for Grassroots will need to be increased next year, if three people are to attend.
- Carol reported she has worked out a new sponsorship arrangement with AIANH for the joint event, allowing AIAVT to bring in some sponsors this year and collect a percentage of the proceeds.
- Carol requested direction from the board as to how the Annual Awards sponsorships should be handled, given the desire to increase sponsorship income from that event vs. Marvin's current status as the exclusive sponsor. Long Range Planning Committee was charged with finding a solution.

2011 AIAVT Design Awards Jury: Harry reported that the Connecticut chapter will jury this year's design awards.

Committee Reports:

Executive (Harry):

- AIAVT cleared approximately \$2500 on the symposium.

Programs (Diantha):

- Fall house tours have been postponed, as initial response to the call for entries was lower than anticipated and of mixed quality (although some additional entries were received after the decision was made to postpone). August 1 deadline also left too little time to adequately promote the event. Board discussed rescheduling for the spring or fall to allow for some additional entries and more reasonable time for promotion. In future, criteria should be included in the call for entries.

Public Policy - nothing to report (Steve not present)

Communications (Tom):

- AIAVT logo: Communications Committee was charged with putting forward a proposal for an updated and unified logo.
- Carol has a graphic designer that she would like to use for this and future graphic design needs. Board asked to have work samples submitted to the Communications Committee.
- Carol noted that the quarterly newsletter format is taking Steve Clark more time to prepare, so will need to increase the budget for this next year.

Development & Long-Range Planning - nothing to report (Daniel not present)

YAF - nothing to report (Cam not present)

Golf Tournament (Lisa):

- Committee is prepared for the 9/14 tournament. There are enough teams, lots of sponsors, lots of prizes.
- Will need some people from the AIAVT board to volunteer that day.

2012 New Englands:

- Lisa presented hotel options and room costs for various fall weekends. Board decided on the Burlington Hilton for the weekend of 10/19, which is still in the potential leaf peeping season and good weather but somewhat less expensive than earlier in the fall. Room costs for that weekend are \$179 for lake view and \$169 for city view.
- Diantha is using the keynote speaker as the starting point for developing the theme, and has made initial contacts with Tom Kundig and the Patkau Architects. Patricia Patkau would charge \$4000, including travel; Kundig would be more.

Other Topics - Carol reported on her recent AIA national training session:

- National encourages chapters to review bylaws every three years. AIAVT board changed the bylaws so that Carol could write checks; however, the bylaw change actually needs to be voted on by the membership.
- National does not allow non-members to be on the chapter boards, so Katie can't technically be the official secretary or a board member (though secretary's duties can be delegated to others).
- National said that AIAVT is too small for a separate 501-c3 foundation to make sense.
- 2012 Grassroots will be held 3/7 to 3/10.
- A lot of chapters have a general counsel, usually a pro bono arrangement. Is this something we need?
- National is working directly with the USGBC to recognize AIA SD credits for LEEP AP accreditation.

New Business - AIAVT website:

- Carol met with Steve Clark about the website. The web site company needs a description of our needs in order to make a proposal. Adding a program registration function is essential, especially with New Englands next year. National says we could use NetForum for registrations, but it takes 40-60 hours of training to learn the system, and then 20 hours to "build" each event. Carol also got names from other AIA chapters for website registration options.
- Board expressed concern that the NetForum system sounds like much more than what we need, if it takes that much time to learn and manage the system. Carol asked for guidance, as she can't evaluate all these options and needs to get something in place so that New Englands is not the trial run.
- Communications Committee was charged with figuring out what to do with online program registration. One possibility might be to contract with an outside provider for New Englands, as our usual registration needs are much less demanding.

Schedule of Upcoming Events:

- 9/10 house tours - POSTPONED
- Wed 9/14 - Golf tournament
- Thu 12/8 - Design awards

Next Meeting: Wednesday, September 7 at Truex Cullins in Burlington.

Adjourn: 8:25 pm

Respectfully submitted by Katie Hill, 11/10/2011