

AIAVT BOARD OF DIRECTORS MEETING MINUTES - APPROVED

GBA Offices, Montpelier, VT March 8, 2016, 6pm

Attending:

<input checked="" type="checkbox"/> Lisa Rovner (Immediate Past-President)	<input checked="" type="checkbox"/> Gary Corey (President)	
<input checked="" type="checkbox"/> Carol Miklos (Executive Director)	<input type="checkbox"/> Larry Dean	<input checked="" type="checkbox"/> Kevin Racek (Treasurer)
<input type="checkbox"/> Joseph Cincotta	<input checked="" type="checkbox"/> Ward Joyce	<input checked="" type="checkbox"/> Joel Page
<input type="checkbox"/> Michael Hoffman (for Danny Sagan)	<input checked="" type="checkbox"/> Diantha Korzun	<input type="checkbox"/> Megan Nedzinski (Secretary)
		<input checked="" type="checkbox"/> Evon Calabrese
		<input checked="" type="checkbox"/> Eric Morrow (Vice-President)
		<input checked="" type="checkbox"/> Dan Goltzman

Items Discussed:

The meeting was brought to order at 6:10 pm.

1. Meeting Minutes from February were addressed and approved by Joel and seconded by Gary.
2. Change in style of meeting minute documentation: The method for documenting minutes was discussed Michael motioned to make minutes focus on action items and less on discussion. Seconded. Ward abstained. The motion passed. Since the person taking the minutes varies weekly, the goal is to have a consistent format.
3. Signatures are still needed for the AIA Conflict of Interest and Antitrust Agreement documents from the following people:
 - a. Bob Duncan (policy committee)
 - b. Joseph Cincotta
 - c. Danny Sagan
4. Reserve Policy: A draft of the proposed AIA Vermont Reserve Policy was issued for review and discussion. Michael made a motion that the last two sentences of the last paragraph be removed and the rest of the document be accepted. The motion was seconded. The motion passed.
5. AIAVT Bank Accounts: Kevin proposed that a new MM be set up for the purposes of holding the Reserve Funds separate from all other accounts. Discussion. A motion was made to approve creation of a new account for Reserve Funds. Seconded; approved. There was a request for Carol to prepare a statement of all accounts and present it to the board on a quarterly basis. Knowing what each account contains would help the board make fully informed financial decisions.
6. Committee Reports – There is concern that there are a few committees still needed additional members and leaders.
 - Executive Director’s report, Carol
 - I. Newsletter: The communications survey was completed and the results distributed to the board. The newsletter is a desired item by the architectural community at large. Carol enjoys putting it together and the board appreciates her input and efforts. She would like some help. The board will work with her to better understand what is needed. Content creation for the newsletter and the website were discussed. It is a challenge to provide fresh material on a regular basis. DG, DK and JP have agreed to work with CM on the newsletter content and possibly format. The web site was briefly discussed and the general agreement is it is cumbersome and a challenge to find content. It was decided to keep the site as is and look to improve what the areas of concern where possible.
 - II. Emails: A second finding of the survey regarded the amount of e-mails getting distributed to members. Some members feel that they receive too many e-mails and the board would like to reduce the amount coming from AIAVT. It was discussed that e-mails being sent from National do not need to be resent by Carol. Carol will review and if there is redundancy she will not resend the e-mails from National. The number of general information e-mails will also be reduced. The goal is to communicate effectively without over burdening.
 - III. ARE Coordinator Meeting: Carol will be meeting with two new coordinators.
 - A. Public Policy:

- I. Dan presented a summary of the public policy information gathered from the survey. He mentioned that the two legislative items of most interest to respondents will not be acted on by the legislature this year and that the committee focus will be on code and code enforcement issues.
 - I. City Architect: Eric issued a draft of the Issue Brief for encouraging Vermont municipalities to have an architect on staff or in a volunteer position. There was concern that the brief had a narrow focus relating mostly to Burlington and other large municipalities. While the board supports the concept they were not comfortable with the brief as written. Diantha motioned that the brief be modified to be more inclusive to the larger community. Seconded; approved. Kevin opposed, Michael and Dan abstained. Ward and Carol offered to provide some additional help with the verbiage.
- b. EPN Report:
- Evon reported that the EP group held their first meeting last week. They are looking to schedule a Habitat for Humanity work event. Organizing for the Portfolio review event is in progress. The group would like to expand their reach beyond the Burlington area and would like to find a coordinator in the Southern Vermont area. Evon is working on updating the EP contact network. Carol will provide assistance as needed. Carol will also work with Evon on the EP logo so that it incorporates the AIA logo as part of the design.
- B. E+E:
- I. 2030 Series: Some discussion took place on finding venues outside of Chittenden County for some of the showings. Michael mentioned that Norwich University may be able to host some events. He will confirm.
 - II. 2030 District: Eric will be presenting the concept to BED on March 24 from noon to 1:00 pm.
- C. Programs:
- I. ACX – Lisa mentioned that the planning was coming together and there were no issues.
 - II. Southern Tour – Gary mentioned that the coordination process has just started.
 - III. VT/NH Meeting – There was no discussion.
- D. Conferences:
- I. Leadership Experience – Eric mentioned that the meeting was good.
 - II. Washington, D.C. – attendees are still to be determined.
- E. New Business:
- I. The events calendar will be updated and reissued.

MEETING ADJOURNED – at 8:33 pm.

Respectfully Submitted by,

Joel Page, AIA