



AIA
Vermont

AIAVT BOARD OF DIRECTORS MEETING MINUTES

Naylor and Breen, Brandon, VT / September 13, 2016, 6 PM

Attending:

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

<u>Time</u>	<u>Topic for Discussion</u>
6:20PM	Meeting Brought to order.
6:24	1. Meeting minutes approved by vote as submitted.
6:25	2. Aug. Feb. financial review <ul style="list-style-type: none"> a. A budget review/overview was shared b. Bookkeeper proposals and vetting is underway c. Affiliate dues are down, but more record updates are needed, anticipated to be at about \$6200-6800 by end of year d. Expenses are down this year overall e. Archistream sale remains outstanding, partial payment was received. AIAVT to review revised contract and send agreement for payment plan for outstanding amount.
6:30	3. Executive Director's report, Carol, <ul style="list-style-type: none"> a. Bookkeeper – references to be reviewed and next steps determined prior to Oct meeting b. Admin Asst – position is still desired if bookkeeper is hired. Advertisements for the position have been posted and applicants are being considered.
6:52	4. Annual Meeting and design awards. <ul style="list-style-type: none"> a. Draft guidelines for Honors and Awards committee, including jury selection protocol, were submitted for review and approved as amended. Document to be included as appendix to Board of Directors manual. b. Arts Riot Annual meeting, <ul style="list-style-type: none"> i. Display strategy for award submission boards is being determined ii. CM to follow-up regarding timing for final head count
7:03	5. Office space. <ul style="list-style-type: none"> a. Two spaces are still being considering with cost options being weighed. Other options are welcome, please send options to Carol for sharing with committee for consideration. b. Timeline regarding next steps or space selection to be provided at Oct meeting
7:06	6. Recruitment of new board members. <ul style="list-style-type: none"> a. DRAFT of Board member recruitment document was circulated for review and comment. Initial comments have been incorporated. Any outstanding

	<p>comments to be submitted to Carol by Sept 16. Draft recruitment document to be finalized by October 1 for circulation to potential candidates and posting to website.</p> <p>b. Current board member slate to be reviewed for continuation and to determine openings/need. Carol to request interest among current board to continue to serve by 9/16. Openings to be identified by October 11 meeting.</p>
7:28	7. COTE Leadership Summit – no report
7:28	<p>8. Committees and involvement:</p> <p>a. Public Policy report</p> <p>i. Code /Fire safety meeting update was provided with an update on the immediate action to be taken and on-going work yet to come</p> <p>b. EPN Report</p> <p>i. Had meet-up on Sept 1, not as well attended as hoped</p> <p>ii. Next meet up scheduled for Oct (theme: concept models)</p> <p>c. E + E</p> <p>i. 2030 Event update –waiting for session 4 and beyond to be released</p> <p>ii. Thursday, 9/15 event will be postponed as we wait for content development (remove from website and Carol to email membership)</p> <p>d. Programs</p> <p>i. ACX update – venue reservation being confirmed for 5/10/17, contract to be signed and deposit sent to secure reservation by 9/23</p> <p>ii. Southern tour update was given. Event/Tour is being targeted for Ando/Gensler Clark Art Museum in Williamstown, MA on Nov. 2. Additional budget and event details forthcoming. Bus/Vans/Carpool to be explored as option. Membership doodle poll/email to be sent to gauge interest.</p> <p>e. Scholarships – no report</p> <p>i. Deadline for reporting to National is 12/1/16</p> <p>f. Communications</p> <p>i. Web - Committee met with current web designer regarding updates and improvements. Costing was shared and will be considered as a 2017 budget line item. Competing proposals to be investigated for feasibility and solicited and considered as feasible.</p> <p>ii. Newsletter – next installment is due out 10/31, content is needed, please materials send to Carol</p> <p>1) New release of ComCheck is out, Carol to contact VEIC for content</p> <p>iii. Facebook – likes and sharing are gaining traction</p> <p>iv. LinkedIn – mentioned as potential idea for future development and implementation, to be revisited in the future when capacity allows</p>
8:01	<p>9. FAIA – update</p> <p>a. Two applicants currently from VT – good luck to them!</p>
	10. Airstream update given (see item #2 above)
8:05	<p>New Business</p> <p>a. Meeting minutes: to be sent immediately following meeting to Board Members for review, comment and revisions. Comments and revisions to be sent to Carol within 3 days of sending for inclusion. Meeting minutes to be approved at following board meeting.</p>
8:06PM	Adjourn