

AIAVT BOARD OF DIRECTORS MEETING MINUTES

Norwich University, Northfield, VT / October 17, 2017

Attending:

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|--|--|---|--|
| <input checked="" type="checkbox"/> Carol Miklos
(Executive Director) | <input type="checkbox"/> Lisa Rovner | <input type="checkbox"/> Gary Corey
(Immediate Past-President) | <input type="checkbox"/> Andrew Schlatter |
| <input type="checkbox"/> John Dale | <input checked="" type="checkbox"/> Marjorie Dickstein | <input checked="" type="checkbox"/> Kevin Racek
(Treasurer) | <input checked="" type="checkbox"/> Catherine Lange |
| <input checked="" type="checkbox"/> Danny Sagan | <input checked="" type="checkbox"/> Ward Joyce | <input checked="" type="checkbox"/> Joel Page
(Secretary) | <input checked="" type="checkbox"/> Eric Morrow
(President) |
| <input checked="" type="checkbox"/> Megan Nedzinski
(Vice President) | | | |

Board Members Elect Attending: Taryn Barrett, Evan Champagne

<u>Time</u>	<u>Item #</u>	<u>Topic for Discussion</u>
6:10	1.	Meeting brought to order.
	2.	Announcements <ul style="list-style-type: none"> It was announced that an affiliate's son had passed away. A donation of \$100 was approved by the board to be sent to the requested charity and a card of condolence will be sent to the affiliate. Dan Goltzman announced he will be stepping down from the board at the end of the year.
	3.	Review/ approve previous meeting minutes. <ul style="list-style-type: none"> The June 20 meeting minutes were approved with an amendment. The minutes will be revised and submitted for record. The September 19 minutes were approved as submitted.
	4.	Executive Director's report—Carol <ol style="list-style-type: none"> The existing ED's PC is more than five years old and should be replaced. There was discussion on the merits of a laptop or a desktop PC as the best option. More discussion is required. It is hoped that the purchase could be made in this fiscal year.
	5.	Executive Committee Reports: <ol style="list-style-type: none"> Treasurer's Report— Kevin <ol style="list-style-type: none"> The current monetary status is within acceptable parameters. Public Policy—Dan (Co-Chair), John Alden (Co-chair) <ol style="list-style-type: none"> Another meeting with the DFS was held and the feedback from the committee was mixed. The committee will continue to push for an improved communication process and Architect involvement. Programs Committee <ol style="list-style-type: none"> A 2030 screening was held jointly on September 25 in Burlington and at Norwich University. Attendance was low and reviews of the program mixed. Future showings may be solely at Norwich as the information presented in the films seems to be more valuable to students than practicing architects. Communication Committee— Joel (Chair) <ol style="list-style-type: none"> The web site is scheduled to be up and running by 10/19. It will be a soft opening to allow for a week or two to make corrections and edits. Content updates and changes will be the next focus.

		b. The next newsletter will be issued around 10/31.
	6.	Ad Hoc Committee <ol style="list-style-type: none"> 1. Cooperate Governance—Gary, Megan, Marjorie <ol style="list-style-type: none"> a. The AIAVT bylaws review is in process now that the AIA National bylaws have been issued. There may be some changes that can be incorporated before the end of the year and other changes will take longer. Any proposed changes will need to be presented to the members 30 days prior to the annual meeting on December 7, 2017. b. Board Manual review – see above. c. An Employee Manual review will be made by the Executive Committee with the intent to update the manual to reflect current and/or recommended practices needed prior to the new ED selection process. d. New directors for the board – the slate of proposed new directors needs to be sent out 30 days prior to the annual meeting (December 7, 2017) for proper warning. 2. EPN—Catherine (Chair), Michelle <ol style="list-style-type: none"> a. Program update – there will be a design charette on November 18 in Burlington. 3. Scholarship Committee—Ward, Dan Sagan <ol style="list-style-type: none"> a. Scholarship information needs to be send to AIA National before December first.
	7.	Continuing Programs Committee Reports: <ol style="list-style-type: none"> 1. Design Awards: Ward (Chair), Andrew <ol style="list-style-type: none"> a. The annual meeting is scheduled for Dec. 7 at Sugarbush Resort – The award recipients have been selected. The People’s Choice Awards voting will be live on the web site before the end of the month. There was discussion as to the method of voting for the People’s Choice Awards. There is some concern that the voting can be influenced by a participant. The design awards committee will review and make recommendations. 2. Studio Socials: Carol – No new information. 3. Traveling Awards—Carol – No new information.
	8.	Board Health and Committee Appointments <ol style="list-style-type: none"> 1. The Treasurer’s Seat is open... Board members are urged to consider volunteering for this position and for other committees. 2. The Secretary’s seat is open. John Dale has expressed interest.
	9.	New Business <ol style="list-style-type: none"> 1. AIAVT Design award criteria. There was discussion about adopting the COTE Design Award criteria as part of our annual design awards requirements for submissions. The design committee will review and make recommendations to the board. 2. Fellowship Support Letter Requests. AIAVT currently has no defined/formal process for managing and reviewing Fellowship Support Letter Requests. Should AIAVT form a separate committee to manage this process? Only 3% of AIA members achieve fellowship status. 3. BGS coordination: AIAVT has started a dialogue with the State BGS Department. It was suggested that the Public Policy Committee take on this dialogue as part of their role. 4. ED Selection Process: The Executive Committee will coordinate and manage the ED selection process.
8:00 PM	10.	Adjourn