



AIAVT BOARD OF DIRECTORS MEETING MINUTES

AIA Office, 88 Blackbird Lane, Charlotte, VT / June 20, 2017

Attending:

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

June 20, 2017, 9:30 am, Board of Directors Retreat Agenda

Time	Item #	Topic for Discussion
9:45 AM	1.	Meeting brought to order.
	2.	Review/ approve previous meeting minutes: There were no previous minutes to approve, as May meeting’s minutes were not finalized.
	3.	Board Health: <ol style="list-style-type: none"> 1. All present board members indicated that they plan on remaining on the board for at least one more year. 2. The board discussed adding additional people to fill needs/skills that the group may currently be lacking. There was discussion of sending out a call for potential new members by the end of July.
	4.	Executive Director’s report <ol style="list-style-type: none"> 1. The NNE COTE Summit was successful, and may have recouped AIAVT’s \$5,000 contribution. Accounting reconciliation is still in process. 2. The 2017 ACX Conference did very well financially, and sold out all of its sponsorship tables.
	5.	Treasurer’s Report <ol style="list-style-type: none"> 1. Carol reported that the current budget is skewed on the high side until the CSI and COTE costs are reconciled. 2. Line item locations for how event money is categorized was discussed. How best to do this will become part of next year’s budget development. 3. Membership income is slightly down this year. How best to recruit new members was discussed. Suggestions include: <ol style="list-style-type: none"> a. Development of a one-page “white paper” that describes AIAVT benefits for both architects and associates, which can then be sent to firm principals as a membership drive tool. b. Direct calls to architects/firms to promote AIAVT. c. Creating a membership recruitment/retention committee to provide strategies and direction for membership efforts. 4. There was discussion of a potential dues increase. It was discussed that a

		<p>slight increase might be helpful, and would still keep AIAVT at the lower end of cost when compared to other chapters in New England.</p> <ol style="list-style-type: none"> a. Deadline for the board to vote on a dues increase for 2018 is typically August. A notice about the increase would be sent to members by September.
10:45		<p>Public Policy</p> <ol style="list-style-type: none"> 1. The Public Policy Committee has been very involved with Vermont Department of Fire Safety (DFS) officials. DFS uses a chart based on project cost and square footage to decide when to require the use of licensed professionals in building projects. The policy committee's desire is to replace the chart with a base cost and square foot requirement. After some discussion the following motion and amendment was passed. 2. The board recommended that the Public Policy Committee return to DFS with the following proposals: <ol style="list-style-type: none"> a. All new buildings of any size, all changes of occupancy, and all other projects passing a threshold of 1,500 sq. ft. OR \$150,000 in construction costs will require the use of licensed professionals. b. The Vt. building permit application, section G:4, should be amended to include the previous information, and references to "Architect/Designer" be changed to "Architect."
11:50		<p>Buildings and General Services (BGS) Meeting in July:</p> <ol style="list-style-type: none"> 1. BGS wants to hold a meeting with architectural firms that have project experience with State projects to share input and ideas about state construction goals, procurement, etc. If the meeting produces information relevant to the AIA VT community the board will share the information.
12:00		<p>Golf Committee</p> <ol style="list-style-type: none"> 1. The date and venue for the tournament is confirmed (September 15, Williston) 2. Online registration system (Eventbrite) will be live with a week or two, which will allow online payment for registrants and most sponsors (Large sponsorships will be paid to AIAVT directly to avoid Eventbrite fees) 3. Windows/Doors by Brownell will be the Underwriter of the event
12:10		<p>Communications Committee</p> <ol style="list-style-type: none"> 1. The new AIAVT website should be live around the end of June, although it may take some time for all sections and components to be changed over to the new format. 2. Communications strategy for the short term is to roll out the new website and possibly introduce it via the next newsletter. 3. The new website should improve the value of web advertising. 4. The Communications Committee will discuss further the fact that there may be one fewer issue of the newsletter this year due to staff time allotted to COTE, and whether this means that newsletter sponsors should be reimbursed or compensated in some other way.

	6.	<p>Ad Hoc Committees:</p> <ol style="list-style-type: none"> 1. Awards Committee <ol style="list-style-type: none"> a. There were three worthy high school candidates under consideration for this year’s Scholar Promise Award, but only one had been accepted directly into an architecture program, so the committee chose to award that candidate. 2. Cooperate Governance <ol style="list-style-type: none"> a. The committee intends to meet soon, and needs additional members, including a chair. 3. Emerging Professionals Network <ol style="list-style-type: none"> a. EPN will continue to sponsor the Architecture/Design film series. b. Hoping to schedule summer and fall studio social events c. EPN will put on another Design Charette—again in the winter—which will need a subcommittee and/or help from the board d. The board discussed its role in encouraging emerging professional coworkers/employees to get involved in EPN 4. ACX <ol style="list-style-type: none"> a. Total profit for this year’s event was approximately \$25,000, which will be split between AIAVT and CSI. b. The conference will likely remain at Champlain College next year. c. Brian Leet and Lisa will no longer be on the ACX planning committee, so at least one director from the AIAVT board will need to take an active role in ACX going forward. d. Challenges for ACX in the future: a) securing interesting, topical presenters, and b) increasing attendance by architects/engineers. Suggestions include reaching out to potential presenters whose proposals were not chosen for the Better Buildings by Design Conference, as many of them could fit well at ACX. 5. Traveling Design Awards <ol style="list-style-type: none"> a. The awards show is at the Pierson Library in Shelburne through the end of June, will be at the Deborah Rawson Memorial Library in Jericho for the month of July, and then the Manchester Library from August into September. An additional venue in Burlington or Montpelier is still being explored for the late fall.
12:35	7.	Break for Lunch
1:15	8.	Airstream Update: Acquisition of payment is still underway through legal means.
	9.	<p>Municipal Architect Initiative</p> <ul style="list-style-type: none"> • The City of Burlington has money in its 2018 budget to hire a municipal architect. Hopefully this will influence other cities and towns to consider creating such a position.
	10.	<p>Robert’s Rules</p> <ul style="list-style-type: none"> • Robert’s rules are the required frame work from which meetings are run and managed. There is concern that the rules are burdensome and awkward to work with. Current AIAVT bylaws do not allow for the suspension of Robert’s Rules. There was discussion that an alternative rule use such as Roberta’s Rules may be a better fit to the organization. The governance will review and make a recommendation. • In order to keep up with changing times some Bylaws may need to be updated to create procedures for online/webex participation in meetings, e.g., how to

		<p>establish a quorum, what to do if someone is disconnected, procedures for voting when some participants are not physically present.</p> <ul style="list-style-type: none"> • Additional meeting protocols were discussed including: agenda approval and adjustments, the proper procedure for tabling a discussion and its consequences/ impacts. Education on these procedures will continue.
		<p>President's Theme</p> <ul style="list-style-type: none"> • Megan asked for ideas from the group about potential themes for 2018 • Ideas included: increasing representation in legislative and public policy to protect architects and improve the business of architecture in Vt., Creative placemaking and economic vitality through developing the urban landscape. "Tactical Placemaking" or "Creative Placemaking", Economic development in rural areas; barrier-free design and design for people with visual, physical, and mental disabilities, Sustainable design in rural/agricultural areas of the state, advocacy for data-driven design and increasing accessibility of data tools to small firms; Increasing public understanding of the role and achievements of architects in Vt. Tying together the profession and the communities it serves, and increasing interest and visibility of AIAVT. Advocating for the profession. How can architects perform greater service to the community? "Service and Systems"; Social justice issues of sustainability, social equity, democratic spaces (everyone has a right to use space) • Megan will take feedback, clarify the ideas, and come back with more fully-formed goals/theme
3:00		Break out for small group meetings
4:00		<p>Wrap-Up/Report Back:</p> <ol style="list-style-type: none"> 1. Group One – Staffing <ul style="list-style-type: none"> • Carol will be transitioning out of the Exec. Director position, perhaps into a new role within AIAVT, preferably by June 2018. Membership will be informed by November, hopefully the job will be posted by the end of the year • A Search Committee will need to be formed • Carol and Ian will develop a list of duties and responsibilities for the entire AIAVT office – including work performed by Carol, Ian, Steve Clark, and Joyce. 2. Group Two - <ul style="list-style-type: none"> • Marjorie will continue work on by-laws, with Carol's help, but major changes will wait until AIA National releases new guidelines for chapter bylaws • The board discussed the location for the Annual Meeting/Design Awards, and suggested that this year's event happen in the central part of the state. It was suggested that because the two new FAIA inductees are from the Waterbury/Waitsfield area, the meeting could be held near there. Board members will research potential venues and report to Andrew, who volunteered to take a leadership role in the planning of the Design Awards.
		<p>New Business:</p> <ol style="list-style-type: none"> 1. In addition to the ED transition, there will also be a need for a new secretary and treasurer. Board members were asked to consider ideas or whether they would like to take over one of these roles.
4:30		Adjourn