



**AIA**  
Vermont

**AIAVT BOARD OF DIRECTORS MEETING MINUTES**

Bread Loaf Offices, Middlebury, VT /October 16, 2018

**Attending:**

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| <input checked="" type="checkbox"/> Taryn Barrett                  | <input type="checkbox"/> Eileen Hee                          | <input type="checkbox"/> Lisa Rovner  |
| <input checked="" type="checkbox"/> Megan Nedzinski<br>(President) | <input checked="" type="checkbox"/> Evan Champagne           | <input type="checkbox"/> Ward Joyce   |
| <input checked="" type="checkbox"/> Joel Page<br>(Vice President)  | <input checked="" type="checkbox"/> John Dale<br>(Secretary) | <input type="checkbox"/> Catherine Lange                                    |
| <input type="checkbox"/> Eric Morrow<br>(Past President)           | <input checked="" type="checkbox"/> Marjorie Dickstein       | <input type="checkbox"/> Michelle Lee                                       |
|  | <input checked="" type="checkbox"/> Gregor Masefield         | <input checked="" type="checkbox"/> Andrew Schlatter<br>(Treasurer)         |
|  |  | <input checked="" type="checkbox"/> Jim Williams                            |
|  |  | <input checked="" type="checkbox"/> Sarah O'Donnell<br>(Executive Director) |

| <u>Time</u> | <u>Item #</u> | <u>Topic for Discussion</u>  |
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| 6:28        | 1.            | Meeting brought to order.  |
|             | 2.            | None   |
|             | 3.            | 1. Meeting minutes for September were reviewed and approved, with 2 corrections, see below. There was one abstention. Corrections: Item 3, AIA-NE Meeting will be held in Vermont in 2020 not 2019; Members on Board status for 2019: Andrew, yes; Eric, no; Ward?. With Lealoni, we will have at least 13, enough to meet the 5% of all membership requirement.   |
|             | 4.            | 1. Agenda: add to Executive Director's Report a report from SOD on AIA-NE. Agenda approved.  |
| 6:15        | 5.            | Committee Reports:<br>1. Executive Committee<br>a. Office Space: SOD moved into Karma Birdhouse, no furniture yet, in discussions with Office Environments and Exterus. Put out news blurb.<br>b. Treasurer's Report: Profit & Loss review, no major changes or updates. Generally tracking well with budget. Golf did well, slightly better than last year on gross revenue. Revenue for advertising is down, should we follow up with past sponsors for newsletter? Should we reconsider not charging for pics on website directory? Some of the low revenue is reflected in one sponsor not having paid up yet. And Miller tour revenue and Awards sponsorships are not in yet. 4 of last year's 5 sponsors have committed to awards dinner this year, 5 <sup>th</sup> probably will. Full reimbursement from AIA National not in yet. Expenses are tracking well, ED search line will probably end up at half of budgeted amount by end of year. There is an outstanding \$1,100 for legal |

review of employee manual that will be charged against ED search line.

i. Funding requests policy draft review: proposed policy of setting an annual budget line amount for total funding and deadlines for applications with set review dates will provide a structured process. Review periods three or four times a year by a sub-committee? Proposed to set up a new funding source (Golf revenue is stretched already for scholarships and EPN). Set up a new fundraising resource for "Architectural Outreach". Funded by event revenues? The use of the revenues could be publicized to demonstrate that the tickets revenues are being put to good use? Set up minimum budget from General Fund that can be augmented by fundraising? Develop details by end of year so it can be incorporated into 2019 budget.

c. 2019 Thoughts: MN will be absent for next few meetings, JP will step in as acting President. Big steps accomplished this year: New ED, Office Space, Public Policy, continuing effort to move responsibilities out to committees. Should committees develop their own budget and agenda proposals for approval by the president? JP to contact committee chairs for discussion. Should there be more committee meetings and fewer board meetings? Is this allowed by the Bylaws, MD to review.

## 2. Public Policy

a. Proposal to buy necessary code books and donate them to State Library to be available to members via the Inter-Library Loan System. The cost of the essential NFPA and ICC books (not including Energy Code) will be \$627 with an AIA member discount. Anticipated that they would need to be replaced with new editions every three years. This proposed as good faith effort to demonstrate that AIAVT hears the complaints of DFS that many Architects are not following the latest codes. AIA-VT to post on website that Books will be available via the Library and how they can be accessed online. Motion to purchase the Essential Code Books (except the energy code) for the State Library, Approved: 5 yes, 1 No, 2 Abstentions. PP has also asked that DFS consider coordinating w/ AIAVT on code seminars when the new editions come out.

b. Public Relations Campaign: PP Committee has contacted 3 consulting firms to meet with and discuss PR Campaign concepts with before developing an RFP to select a consultant. General discussion ensued about what the focus of the PR Campaign should be. It was expressed that the cost of such an effort would probably be quite substantial and thus should be focused not on public policy but general benefits and services that Architects and the AIAVT offer to the Community and the Public. If PP is willing to take the lead on initiating a wider PR campaign that would be greatly appreciated.

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|      |    | <ol style="list-style-type: none"> <li>3. Programs Committee: <ol style="list-style-type: none"> <li>a. Nesting Box event at ECHO opened 10/5, very good event collaboration with ECHO. AIA submissions are all grouped together.</li> <li>b. Queen City Brewery Social was held 9/27. John Alden spoke on PP initiatives, 20 attendees.</li> <li>c. Miller Project Tour to be 10/25, 2 sponsors have committed, 12 signups to date, CE Credits approved by AIA Nat. H4H has put in a good effort in recent weeks. Hoping for more signups.</li> <li>d. Office Opening Party? Perhaps before Thanksgiving or just after New Year's? There is a Trivia Night scheduled for early January at D&amp;W. Move Office Party to February.</li> <li>e. Upcoming events: new Canstruction Fundraiser/event for food shelves? SOD to ask if it can be held in Birdhouse Gallery.</li> <li>f. So. VT Film Series: Trying to pull southern state Architects into closer contact with AIA. Second film coming up, 50 people attended first film.</li> <li>g. So VT Building Tours: perhaps tours of new buildings by Taylor Brooks and Scott Simons (Brattleboro Music Center) could be organized?</li> </ol> </li> <li>4. Communications: <ol style="list-style-type: none"> <li>a. Developing a poll to be circulated to members. Newsletter Items due 10/24.</li> </ol> </li> </ol>   |
| 8:30 | 6. | <p><b>Ad Hoc Committees:</b></p> <ol style="list-style-type: none"> <li>1. Corporate Governance: <ol style="list-style-type: none"> <li>a. Employee Manual Review: Review indicates that a general employee description, aside from ED, should be included. Attorney who reviewed manual recommends awarding sick days on an annual base, not accrual. Motion to change Sick Day Policy to 5 days/yr approved with no exceptions.</li> <li>b. Employee Manual: Results of Board Member Surveys to be circulated. To clarify, there is no language specifically reserving board spots for EPN Chair or a Norwich Professor. Proposed changes to the Bylaws need to be warned on the website prior to next Board Meeting. MD to circulate proposals to Exec Comm.</li> </ol> </li> <li>2. COTE: <ol style="list-style-type: none"> <li>a. No meetings this past month, COTE-NH will host next conference next year. A Conference Call is being scheduled, each Chapter is asked to contribute \$3000. A monthly call is being set up in preparation for event, anyone wanting to assist should contact MN to be included on calls.</li> </ol> </li> <li>3. EPN: <ol style="list-style-type: none"> <li>a. Part II of Rendering Class to be held 11/1 at Truex, Lincoln Brown to lead.</li> <li>b. Design Charrette to be held 11/12 at Generator Space.</li> </ol> </li> <li>4. Scholarships and Awards Committee: <ol style="list-style-type: none"> <li>a. No Report.</li> <li>b. Design Awards: <ol style="list-style-type: none"> <li>i. Discussion of special acknowledgements.</li> </ol> </li> </ol> </li> </ol> |

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|      |    | <ul style="list-style-type: none"> <li>ii. Collaboration going well, deadline to upload coming up soon, Jury will convene late in month. Sponsors mostly in place. Proposed that each Committee Chair prepare a slide or two about the past year's events/actions for presentation at the dinner.</li> <li>c. Traveling Awards: exhibit at Manchester Library October 15 – Thanksgiving. After that at Norwich.</li> </ul> <p>5. Membership:</p> <ul style="list-style-type: none"> <li>a. Reviewing data provided by SOD. 800 Architects in VT, 240 in state AIA members, 10 out of state members; 188M/50F; 50% principal/owner; 50% born in 50's or 60's; 2 retired. Question: how do we retain older and retired members and also recruit younger members? To be discussed at annual dinner?</li> </ul> <p>6. ACX: AIA Committee Chair is stepping down. Brian Leet called in for this part of meeting. Question, does AIAVT want to stay involved? It raises significant funds, BL says attendance has been consistent over the years, BBD is competition for interest. HSW credits important to potential attendees. Need new AIA chair, new blood and new ideas BL to chair with AIA when next organizational meeting is scheduled.</p>                                  |
| 9:45 | 7. | <p><b>Special Events and Programming Groups</b></p> <ul style="list-style-type: none"> <li>1. Golf: Golf Tournament went well, beautiful day, good participation, nice job done by Sugarbush. Golf P&amp;L: Net Profits, after paying sugarbush, reimbursing AIA for Sarah's actual hours (approx. 7% of gross) and miscellaneous expenses, will be approximately \$5,500, slightly more than last year. This is slightly less than the amount of scholarships we are typically award. So we will have a modest draw down on the Scholarship fund. Question: how do we make this event more inclusive? It is very popular with participants but it is an expensive event to attend and which may be why it typically does not draw many younger attendees. For consideration should it be coupled with another activity such as Frisbee golf, with both groups joining together at end of the day for party?</li> <li>2. Annual Retreat: Board priority rankings of retreat initiatives: 1) PR Campaign 2) Build a database 3a) Establish a Grant Program 3b) Review Mission Statement. <ul style="list-style-type: none"> <li>a. How do we restructure meetings so that they can focus on fewer larger issues? Perhaps have fewer, but longer meetings?</li> </ul> </li> </ul> |
| 9:55 | 8. | <p><b>Executive Director's Report</b></p> <ul style="list-style-type: none"> <li>1. AIANE Meeting: VT to hold it in 2020. National Director's Report: RAD, YARF and YARD Committees all reported on various initiatives. YARF gave presentation on starting a firm. Reported that there is increasingly better communications between EPN Groups. Released a survey noting Firm's considered to be supportive of young professionals, in VT, FFF and E4H were noted as best.</li> <li>2. Licensing Concerns: No Report.</li> <li>3. Member Survey: In development.</li> </ul>   |
| 9:58 | 9. | <b>New Business</b>   |

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|-------|----|----------------|
|       |    | 1. None        |
| 10:00 | 10 | <b>Adjourn</b> |
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Respectfully Submitted,

John Dale, Secretary