



AIA
Vermont

AIAVT BOARD OF DIRECTORS MEETING MINUTES

Freeman, French, Freeman Office, Burlington, VT / January 16, 2018

Attending:

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

<u>Time</u>	<u>Item #</u>	<u>Topic for Discussion</u>
6.03	1.	Meeting brought to order.
	2.	Announcements; There were no announcements.
	3.	1. Meeting minutes for Nov and Dec. were approved.
	4.	1. Welcome and Introduction of New Members: Taryn Barrett, Michelle Lee, Eileen Hee, Jim Williams, Gregor Masefield, Evan Champagne. 2. Overview of responsibilities and expectations, including participation on committees. 3. Committees needing help include ACX, Corporate Governance. Three people minimum required for each committee.
	5.	Overview of 2018 Goals and Priorities – Megan 1. Draft Calendar and Committees Discussion. Significant milestones this coming year. a. Executive Director Search b. President’s Theme for the year: Engagement with our fellow members and how can we better recognize and address the age, gender and general diversity of our membership. Promotion of Public Policy advocacy. c. Establish a central office space for the chapter. 2. Important Dates (Carol): a. BOD meetings will be every 3 rd Tuesday. b. Grassroots Convention, 3/12 in San Diego; historically, this is a conference that the VP and ED have attended. No one attended last year due to budget concerns, should someone go this year? c. Norwich Senior Thesis Review is often combined with a Board Meeting. May 15 (to be confirmed). d. AIA National Conventional in NY, 6/21, Megan expected to attend.

		<ul style="list-style-type: none"> e. AIAVT Board Retreat, in June, date and place to be confirmed. <p>3. Executive Director Succession Update (Joel)</p> <ul style="list-style-type: none"> a. Schedule and Description to be emailed out in coming weeks. Advertisement posted next month; Interviews to follow conducted by Exec Comm. Carol suggested 2-3 months (not full time for all three mos.) would be required for her to train new ED.
	6.	<p>Committee Reports:</p> <ul style="list-style-type: none"> 1. Treasurer’s Report - Andrew: <ul style="list-style-type: none"> a. Year 2017 apparent profit \$6,700 actual vs. \$700 budgeted. Actual profit to be determined upon preparation of taxes. b. MN suggested that we look out 2 years at a time. Last year was considered a lean year and BOD tried to cut back a bit in anticipation. c. Last year COTE Conference was a one-time big cost. d. This coming year the ED transition will be a one-time big cost. e. Budget for Office Space, \$5000? f. MN suggests, for later discussion in the meeting, an increase in Public Policy Committee spending to allow for advocacy or legal advice to support lobbying of State in support of policy questions. Could we raise \$2,500 from members and firms and match it with \$2,500 from the Reserves Fund? g. Reserves Fund is at \$53,000. It is important to maintain healthy reserves—should be maintained at 50% of average of actual expenses for past five years, as per our policy. If profit is moved into reserve fund, it will increase by \$5,000+/-. Generally, we are in good financial shape. h. EM proposed that the EPN budget be increased from \$2,500 to \$3,500 to acknowledge EPN support of the Golf Tournament. i. Scholarship Fund is a restricted fund, not available to use for general expenses, dedicated to scholarships. j. Motion made and passed to move approval of 2018 budget to next meeting for two reasons—1) to allow for Andrew to provide a more comprehensive review of our financial health and 2) for members to become better acquainted with proposed budget. 2. Public Policy: <ul style="list-style-type: none"> a. Assistance on this committee is needed; John Alden (non board member) is the Chair. b. Marjorie’s goal is to have a conference call with all committee members each month. c. Update on DFS discussions: the Office of Professional Regulation’s counsel is presently reviewing the codes on issue of DFS informally setting construction cost thresholds below which a Licensed Professional’s stamp is not required on Permit Drawings. d. Licensing of Contractors: AIAVT’s position in support of this was presented to members online for comment: not a lot of responses were received. AIAVT to re-post the material? e. BGS engagement: BGS wants AIAVT assistance and input in updating their procurement contracts. This is an opportunity to get involved in the formulation of State Regulations. Need Member

		<p>support/involvement.</p> <p>f. MN proposed that an event/meeting be held to encourage a Member Collective Discussion of the present regulatory policy efforts and how they should be directed going forward. Are we focusing on the proper issues, per the membership, and should we budget more resources to better serve the collective goals? How do we solicit input, hold an event(s) to set goals, do we need a new survey of members to be developed? Revisit this next meeting.</p> <p>3. Programs Committee:</p> <p>a. ACX: Lisa not attendance, Donna is assisting on sponsors. Speaker/Presenter proposals are dribbling in, submission period to be extended two weeks. BOD Members urged to encourage submissions. Theme is "Workforce and the Workplace;" i.e., how to attract and retain talent and professional development of staff.</p> <p>b. Contract Documents Update Seminar coming up 2/XX.</p> <p>4. Communication Committee - Joel:</p> <p>a. The new website is up and running. Still working on uploading forms and general updates.</p> <p>b. Newsletter: The goal is to encourage news items to be submitted for the newsletter via the website. Newsletter to be issued 3/year.</p> <p>c. Project photos: CM noted that there are complaints that the rotating photos show only 4 or 5 projects. JP said that issue is being studied, the intent was that project photos would be selected randomly from the folder containing all of the recent award submissions.</p> <p>1.</p>
	7.	<p>Ad Hoc Committee</p> <p>1. Cooperate Governance - Marjorie:</p> <p>a. Bylaws, no feedback from Lawyer's review yet.</p> <p>b. The Board Manual review is scheduled for a later date.</p> <p>c. Employee Manual review: AIAVT will consult an employment lawyer for recommendations on updates and changes.</p> <p>2. EPN - Catherine:</p> <p>a. EPN supports emerging professionals, with licensing assistance, networking events and a charrette.</p> <p>b. Calendar not set yet. Michelle to assist CL, could include non-board members on committee.</p> <p>3. Scholarship Committee - Danny:</p> <p>a. Nothing to report, Danny is waiting to meet with Michael Hoffman.</p> <p>4. Golf event</p> <p>a. John and Catherine will chair it again this year. Need to start organizing efforts soon.</p> <p>b. After expenses and AIAVT fees, there was a profit of \$5,260. Exec Comm agreed, prior to this meeting, that \$3,930 will go into Scholarship fund and \$1,330 will be applied to the EPN Budget.</p>
	8.	<p>Continuing Programs Committee Reports:</p> <p>1. Design Awards -Ward:</p> <p>a. Ward not present, nothing to discuss.</p>

		2. Studio Socials/Collective Conversations: No new events are currently planned, discuss at next meeting.
	9.	<p>Executive Director’s Report</p> <p>1. Sponsorship Equity – Carol:</p> <p>a. Carol reported that she had spoken with Jeff Stetter, AIA, of Pella. He would like an opportunity to underwrite an event. Presently Marvin underwrites the Design Awards and Golf, Anderson/Curtis underwrites ACX. Could Pella underwrite Contract Docs Seminars or a Speaker’s Series?</p> <p>b. Are we being equitable to our members if we do not spread around the underwriting opportunities of our biggest events?</p> <p>c. Proposed conference call to discuss: Megan, Carol, John Dale, Richard Deane, Lisa and Andrew.</p>
	11.	<p>New Business</p> <p>1. Office Space – Megan:</p> <p>a. Budget, bare bones, about \$550/month rent to start?</p> <p>b. In Burlington.</p> <p>c. This will have a significant impact on the budget, could it be phased-in over time?</p> <p>2. Committee for Membership—Catherine introduced:</p> <p>a. We need to maintain membership in general and fees to continue and increase the programs. Younger architects and emerging professionals tend not to readily see the benefits to joining. How do we make the case to them to become members?</p> <p>b. Carol said that in the past there was a Membership Committee and BOD members were asked to make calls to non-members.</p> <p>c. Publish bullet points of benefits?</p> <p>d. Carol to forward history of past efforts to Catherine.</p> <p>3. COTE Committee: EM would like to step down from this committee, would someone volunteer to take over?</p> <p>4. The president of the ASLA, Adam Portz, would like to do co-events with AIAVT: the group has a ski event that has been promoted to AIAVT each year. MN will invite Adam to a BOD meeting. EM said perhaps the Society of Graphic Designers would be invited also.</p>
8:12PM	12.	1. Adjourn

Respectfully Submitted,

John Dale, Secretary