



**AIAVT BOARD OF DIRECTORS MEETING MINUTES**

Norwich University, Northfield, VT /May 8, 2018

**Attending:**

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

<u>Time</u>	<u>Item #</u>	<u>Topic for Discussion</u>
6:27	1.	Meeting brought to order.
	2.	No Announcements.
	3.	1. Meeting minutes for Apr not available for review
	4.	2018 Coordination Items and Special Reports 1. Calendar Update: no updates yet. Proposed to post calendar on the website, Joel to follow up. 2. Licensing Board Rep. Replacement needed: ED requested that interested people should contact the Licensing Board directly. No reports back yet.
6:36	5.	Committee Reports: 1. Executive Committee a. ED Search: Final selection has been made, details are being ironed out presently. The other candidates have not been informed yet. Next steps, develop transition plan with CM, determine details of computer and file transfer, etc. Salary of new ED is within the previously approved range. b. Treasurer’s Report: Not available. 2. Public Policy a. DFS canceled meeting; must be rescheduled. b. Building Permit Issue: Licensing Board attorney is reluctant to make a judgment as to whether state law trumps the language in NFPA that appears to allow the AHJ to interpret which projects require a licensed design professional’s approval. PP Committee requests authorization up to \$2,000 to engage a private attorney to review the issue. The 2018 budget had already made provisions to cover this expenditure. c. BGS Engagement: nothing to report at this time. 3. Programs Committee:

		<ul style="list-style-type: none"> <li>a. ACX: Event will be in two days, 5/10, starting at 8:00. Presently 150 are registered including exhibitors. Healthy revenue is anticipated. Lack of HSW credits may be depressing attendance. Proposed to add recap and discussion of ACX future to Retreat agenda. Invite CSI input?</li> <li>b. Studio Socials: committee is discussing events that include other groups, such as Owners, Contractors, etc. This would be good for networking and constructive input. Hope to hold first social within next month; some potential sponsors have been contacted.</li> <li>c. Miller Building tour: no updates, possibly in October.</li> <li>d. Possible tour of ongoing FFF Projects on Norwich Campus; school is presently only offering dates of 8/10 or 8/17.</li> <li>e. Norwich to share their lecture series calendar for inclusion on the AIA calendar.</li> <li>f. Clemmons Farm: The organizers would still like AIAVT to assist with fundraising. Several notices have been sent out to membership about the opportunity to contribute to the organization. Megan to attend reception and charrette; Taryn to help plan children’s charrette.</li> </ul> <p>4. Communications:</p> <ul style="list-style-type: none"> <li>a. Website: most forms are up and running. Presently going through internal updates.</li> <li>b. Newsletter scheduled for next month. Suggestions for articles and content requested.</li> <li>c. Other: no update.</li> </ul>
7:23	6.	<p><b>Ad Hoc Committees:</b></p> <ul style="list-style-type: none"> <li>1. Corporate Governance: <ul style="list-style-type: none"> <li>a. Bylaws—reviewing examples from other Chapters. Looking at inconsistencies between bylaws and present practices. An attorney to be contacted to review.</li> <li>b. Employee Manual: Attorney is going to review document in relation to Vermont law. Committee has been approved to spend up to \$1,800 on attorney.</li> </ul> </li> <li>2. COTE: <ul style="list-style-type: none"> <li>a. Committee discussed coordinating efforts with other organizations, such as ASHRAE. Decided this should be reviewed at retreat.</li> <li>b. Burlington, ICC Code: concerns have been raised that the new code does not jibe with LEED and other related measurement programs. A member has raised concerns that the new code’s language regarding green measures is vague and may be interpreted very strictly. He asked that the AIA COTE Committee write a letter to the zoning board requesting clarification of the language. It was proposed this discussion be added to the retreat breakout agenda. The idea of a collaborative meeting/session with the city was raised.</li> </ul> </li> <li>3. EPN: <ul style="list-style-type: none"> <li>a. EPN sponsored a critique of the Norwich theses submissions. The event was well received. Perhaps next year more notice would lead to more participation.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>b. One social coming up on 5/23, with an engineering firm to provide free ARE Prep session on HVAC content at Freeman French Freeman offices. Eight responses already. Attempt to load it on calendar online was unsuccessful.</li> <li>c. Planning some sketch tours in the coming months.</li> </ul> <p>4. Scholarships and Awards Committee:</p> <ul style="list-style-type: none"> <li>a. Traveling Scholarship Award: committee is asking the BOD to approve a \$200 scholarship for a student's travel this summer. Should a permanent \$500 Traveling Scholarship Fund be established? Motion approved to grant this specific \$200 request, with similar conditions applied to other recent grants. <b>ACTION ITEM: Committee to develop a formal process for travel grant and approvals.</b></li> </ul>
7:45	7.	<p><b>Special Events and Programming Groups</b></p> <ul style="list-style-type: none"> <li>1. Golf: <ul style="list-style-type: none"> <li>a. Brownell to be Underwriter again; the two other major sponsors from last year reduced their sponsor levels this year. Still need lunch and dinner sponsors.</li> </ul> </li> <li>2. Annual Retreat: <ul style="list-style-type: none"> <li>a. 6/12, 9 – 5 at WJ's house. To be confirmed if potluck or not.</li> </ul> </li> </ul>
7:50	8.	<p><b>Executive Director's Report</b></p> <ul style="list-style-type: none"> <li>1. No ED report.</li> </ul>
7:55	9.	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>1. DS is meeting with state about sales tax on drawings. For reference, Mass. does not require this and Conn. rescinded it.</li> </ul>
8:08	10.	<ul style="list-style-type: none"> <li>1. Adjourn</li> </ul>

Respectfully Submitted,

John Dale, Secretary