



**AIA**  
Vermont

## AIAVT BOARD OF DIRECTORS MEETING MINUTES (Board Retreat)

Ward's House, Montpelier, VT /June 12, 2018

### Attending:

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

Time	Item #	Topic for Discussion
9:39	1.	Meeting brought to order/Overview of the day's proposed schedule
	2.	Announcements: 1. Welcome and introduction of Sarah O Donnell, Incoming Executive Director
	3.	1. Meeting minutes for Apr and May, Carol requested time to review them before review with the Board.
	4.	2018 Coordination Items and Special Reports: 1. Calendar Update: it's up and running on the website, but EPN Committee still reports difficulty posting events on it. 2. Licensing Board Rep. Replacement needed: ED requested that interested people should contact the Licensing Board directly. No reports back yet.
10:15	5.	Committee Reports: 1. Executive Committee a. ED Search: incoming and outgoing EDs have begun coordinating on the transition, they will start working together on Monday, 6/18, her official first day of work. They will assess the appropriate timeline to carry out the transition. CM may work on Design Awards, to be confirmed. b. Treasurer's Report: 1. Presentation of "How Much Money do We Have" chart. General categories: Checking, Money Market, Scholarship Fund, and Reserves Fund. Generally we are in good shape. There appears to be more money than there really is in Checking, this is due to revenues from

ACX that have not been disbursed to CSI yet. Reserves, per Board Policy, are set at 50% of average annual expenses over last 5 years.

2. Presentation of Profit & Loss Statement: One advertiser (\$945) of the newsletter declined to contribute this year. Lost some revenue from making it free for members to post on the website. ED transition costs will start in earnest 6/18. Income is really \$16,000 lower, due to the ACX revenue due to CSI. Legislative fundraising may not be realized and this should be recalled when considering future legislative initiatives, it had been previously hoped that an event may be held to raise funds for initiatives.

3. Executive Session.

2. Public Policy

a. Building Permit Issue: Committee Chair received an opinion from an attorney that state law trumps NFPA and all commercial projects need a licensed professional's stamp for a permit. However, there apparently is a loophole: if a project is not required by DFS to submit drawings, then a licensed professional's stamp is not required, and there is a question whether the AIA has standing. Committee members met with the Licensing Board attorney who felt that AIA does have standing. However, the Licensing Board is not anxious to get into a dispute with the DFS. He suggested AIA could appeal, over DFS's head, to the DPS, however this may sour any future discussions with DFS.

b. PP members also met with DFS; DFS is firm on maintaining the "chart" which indicates the cost thresholds at which projects require a licensed professional's stamp. They also have not yet, as previously discussed, posted a link to AIAVT on the DFS website. DFS's website is being updated and they would prefer it is up and running correctly before adding the AIA link. It was reported that the new "Small Project" Permit Application Forms (for projects less than \$200,000) do not require any drawings to be submitted.

3. Programs Committee:

a. ACX: Feedback forms not all in yet. Verbal responses were mixed. It was generally felt that potential attendees would be more interested if the sessions have HSW Credits. Free entry may have led people to not feel they had an onus to show up. A bit lower attendance this year. Committee may consider some changes, larger venue, hold it every other year?

a. Recap/discussion of ACX future and strategy for coming years to be scheduled

b. Studio Socials: targeting product reps to lead tours/educational sessions of local projects that use their products. This would be good for networking and constructive input. Hope to hold first social within next month; goal to have one every 4-8 weeks.

c. Miller Building tour: still in planning, possibly in October.

d. Tour of ongoing FFF Projects on Norwich Campus; 8/10.

e. Pella may be interested in sponsoring a lecture with a prominent Architect.

		<p>Birdhouse design event at ECHO: posted on website, RFP out in next week, August 1: deadline to sign up to participate; 10-14 September: submissions delivered to ECHO; projects to be exhibited from September 22, 2018 - January 6, 2019.</p> <ul style="list-style-type: none"> <li>f. Clemmons Farm: Bryan Leet to write a recap of the event, with CM's input.</li> <li>g. There have been discussions with VGBN about holding joint events. There will be an event at VEIC 6/21, called "Carbon Building for a Changing Climate," it's on the AIAVT website.</li> </ul> <p>4. Communications:</p> <ul style="list-style-type: none"> <li>a. Website: There are still calendar issues; hopefully changing it to a tab will solve this.</li> <li>b. Newsletter scheduled for next month. Suggestions for articles and content requested. CM may help on this.</li> <li>c. Other: Question for possible later discussion: how can we improve communications with the greater community, in an economical manner?</li> </ul>
11:23	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. Comparing bylaws with present practices, national and other states. Questions about: length of terms on board, vacant positions, size of board, succession plans.</li> <li>b. Employee Manual: contract pending with Attorney to review and update manual.</li> <li>c. Committee to prepare a written summary of above in more detail to review with Board at a later meeting or special meeting.</li> </ul> </li> <li>2. COTE: <ul style="list-style-type: none"> <li>a. Committee discussed coordinating efforts with other organizations, such as ASHRAE. Possibly a later breakout session.</li> <li>b. Burlington, ICC Code: discussed at previous meeting.</li> <li>c. Code of Ethics Update: Last year's NE COTE conference proposed to AIA National's Ethics Council some changes to the Code of Ethics. Comments from the Ethics Council have been received. Discussions are still ongoing, perhaps even as part of the National Convention.</li> </ul> </li> <li>3. EPN: <ul style="list-style-type: none"> <li>a. EPN sponsored an ARE Study session with a local mechanical engineer, 12 people attended, seems to be a very promising initiative.</li> </ul> </li> <li>4. Scholarships and Awards Committee: <ul style="list-style-type: none"> <li>a. Scholarships to be announced at end of year Design Awards event. (is that correct)?</li> </ul> </li> <li>5. Membership: <ul style="list-style-type: none"> <li>a. Suggestion: Provide new members with a "meet &amp; greet" with a Board Member.</li> <li>b. To assist in addressing member's and potential member's needs and promoting diversity, should a survey be conducted to provide info on</li> </ul> </li> </ul>

		<p>demographics of our local professionals, such as education, gender, origins, interests, etc. ?</p> <p>c. How to identify new professionals as potential members? Through the Licensing Board website listing of new licensees? How up to date is that kept?</p>
12:00	7.	<p><b>Special Events and Programming Groups</b></p> <p>1. Golf:</p> <p>a. Still lacking 2<sup>nd</sup> and 3<sup>rd</sup> major sponsors, starting to reach out to past participants and sponsors to spur sign ups.</p>
	8.	<p><b>Executive Director's Report</b></p> <p>1. No ED report.</p>
	9.	<p><b>New Business</b></p> <p>1. Office Space: Possibility of renting a portion of a co-working space to be explored.</p> <p>2. DS met with representative of the State Department of Taxation. That person indicated that the Department agreed that architectural drawings are contract documents and not subject to sales tax. Exceptions: multiple plans marketed and sold online; drawings of completed buildings that are sold. Issue closed.</p>
12:10	10.	<p>1. Adjourn for lunch, breakout sessions after lunch, subjects to be determined.</p>

Respectfully Submitted,

John Dale, Secretary