



**AIA**  
Vermont

## AIAVT BOARD OF DIRECTORS MEETING MINUTES

Black River Design, Montpelier, VT /July 17, 2018

### Attending:

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|---|--|--|---|
| <input checked="" type="checkbox"/> Megan Nedzinski<br>(President)  | <input checked="" type="checkbox"/> Taryn Barrett      | <input 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 type="checkbox"/> Danny Sagan  |
| <input checked="" type="checkbox"/> Eric Morrow<br>(Past President) | <input type="checkbox"/> John Dale<br>(Secretary)      | <input type="checkbox"/> Catherine Lange         | <input checked="" type="checkbox"/> Andrew Schlatter<br>(Treasurer)         |
|   | <input checked="" type="checkbox"/> Marjorie Dickstein | <input checked="" type="checkbox"/> Michelle Lee | <input checked="" type="checkbox"/> Jim Williams                            |
|   |  | <input type="checkbox"/> Gregor Masefield        | <input checked="" type="checkbox"/> Sarah O Donnell<br>(Executive Director) |

Time	Item #	Topic for Discussion
6:15	1.	Meeting brought to order.
	2.	No Announcements.
	3.	<div>1. Meeting minutes – Review and Comments.<ul style="list-style-type: none"><li>The April 17, 2018 minutes are to be amended to reflect that Taryn was not in attendance at the meeting. A motion to accept the minutes as amended was made, seconded, and unanimously approved.</li><li>The May 8, 2018 minutes are to be amended as follows. Item 5 part 1-a – In line one replace the word “our” with “out”. Part 3 a- Replace the phrase “Anticipate good profits” with “Healthy revenue is anticipated”. A motion to accept the minutes as amended was made, seconded, and unanimously approved.</li><li>The June 12, 2018 minutes are to be amended as follows..... Item 5, part 3a: Include note of proposed recap from May’s Mins. Item 5, part 3-e: Fix website link. Item 5, part 3-g: revise to include name of Carbon Neutral event “Carbon Building for a Changing Climate”. Item 6, part 2-c: Revise language to read “Last year’s NE COTE conference proposed to AIA National Ethics Council some changes to the code of Ethics. Comments from Ethics Council have been received.”</li></ul></div>
	4.	<div>2018 Coordination Items and Special Reports<div>1. Calendar Update: no updates (See Drop Box)-<ul style="list-style-type: none"><li>The AIAVT internal use calendar has been put into the BOD drop Box into folder #15 Named Calendar. It will be put into Google Docs and an access to the document given to all board members. The document will be turned into a live document that can be updated by any board member. Non-internal calendar events can be put into a</li></ul></div></div>

		<p>form on the web site. They will then be added to the web site for public view.</p> <p>2. Licensing Board Rep. Replacement update</p> <ul style="list-style-type: none"> <li>There is no additional information at this time. <a href="#">SOD</a> will reach out to the State to see if they have applicants. The BOD will not make recommendation to the State but will inform the AIAVT membership that openings on the board are available to be filled.</li> </ul>
	5.	<p>Committee Reports:</p> <p>1. Executive Committee</p> <p>a. ED Succession Update – JP</p> <p>I. Transition update</p> <ul style="list-style-type: none"> <li>New executive director has now transition to be the full time ED. The BOD welcomes her aboard. AIAVT's former ED has been approved by the Executive Committee to assist new ED as a part time hired employee for up to four hours a week for six weeks and then on an as needed negotiated basis.</li> </ul> <p>II. Office space next steps</p> <ul style="list-style-type: none"> <li>No new updates, more information will be presented at the next meeting.</li> </ul> <p>b. Treasurer's Report:</p> <p>I. Funding request policy – next steps?</p> <ul style="list-style-type: none"> <li>AS will draft a summary for discussion at the next BOD meeting.</li> </ul> <p>II. Overview of Tele/comm costs for new ED</p> <ul style="list-style-type: none"> <li>With the transition to a new ED costs for telephone and internet will need to be shifted to accommodate. The Excom is proposing to pay for 50% of new ED's phone and internet fees. The total yearly cost will be around \$1200.00 a cost that is slightly lower than what is currently budgeted for. The BOD agreed that this was a reasonable approach and unanimously approved.</li> </ul> <p>III. Consider a motion to raise dues in alignment with National Dues as a standing policy:</p> <ul style="list-style-type: none"> <li>A motion to create a standing policy to align/match the yearly dues increase/adjustment for AIAVT membership with the dues increase/adjustment presented by AIA National was made. The motion passed with one abstention. By matching the National recommendation a consistent easily quantifiable and justifiable adjustment can be made.</li> <li>There was a question about developing a policy to address hardship issues where AIAVT membership may be a financial stretch. It was agreed to operate per the bylaws and to revisit the question later.</li> </ul> <p>IV. Golf and restricted funds policy: Consider a motion to modify current policy verbiage from "20% of gross receipts" to "up to 20% of gross receipts".</p> <ul style="list-style-type: none"> <li>The motion was voted on and passed unanimously.</li> </ul> <p>V. Consider approval of consultation proposal for newsletter support work per recommendation of the Exec. Comm.</p> <ul style="list-style-type: none"> <li>The BOD approved the proposal. The cost for this work will be</li> </ul>

Sarah O Donnell 7/31/18 11:06 AM

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		<p>categorized as part of the ED transition costs.</p> <p>VI. Consider approval of semi-monthly pay schedule for ED, per recommendation of the Exec. Comm.</p> <ul style="list-style-type: none"> <li>A twice monthly pay schedule is mentioned in the employee manual but was not implemented. The semi-monthly pay schedule will add around \$400 per year to the budget. The board unanimously approved the semi-monthly pay schedule adjustment.</li> </ul> <p>2. Public Policy—</p> <p>a. Update on conversations with DFS</p> <ul style="list-style-type: none"> <li>The public policy committee is considering ways to develop better public communications. It was suggested that the communications committee and public relations committee consider joining forces to utilize the best skills of each group.</li> </ul> <p>b. Contractor Licensing Work with DFS.</p> <ul style="list-style-type: none"> <li>The committee is not feeling there is much progress being gained with DFS on this issue. They will revisit and provide a recommendation on further pursuit or not.</li> <li>Other topics being considered for next year include the good Samaritan Law, and statute or repose.</li> <li>Work with DFS to announce and help educate the AIA community and public on the latest code changes and updates. There may be an opportunity for multiple AIAVT committees to get involved.</li> <li>Possible development of a quality control check list for permit applications was discussed.</li> <li>State board engagement and the process for reporting illegal architectural practices. The issue is more complex than first envisioned. It was recommended that the topic goes back to the committee for further review and a recommendation on next steps to be taken by the BOD.</li> </ul> <p>3. Programs Committee:</p> <p>a. Norwich Tour –</p> <ul style="list-style-type: none"> <li>The tour is scheduled. Twelve have registered to date. 49 total can register. There is concern about getting enough registered to make the event a success.</li> </ul> <p>b. Studio Socials/Collective Conversations -</p> <ul style="list-style-type: none"> <li>Ideas and locations are being solicited.</li> </ul> <p>c. Miller Building Tour—</p> <ul style="list-style-type: none"> <li>The event is scheduled for late October.</li> </ul> <p>4. Communication Committee—</p> <p>a. Website update</p> <ul style="list-style-type: none"> <li>No major news. The committee will begin review of web site content for updating.</li> </ul> <p>b. Newsletter</p> <ul style="list-style-type: none"> <li>The newsletter will be published in early August.</li> <li>Joel plans to step down as chair at the end of the year to focus on the presidency. A request was made for a volunteer to step up to chair this committee.</li> </ul>
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	6.	<p><b>Ad Hoc Committees (5 mins each)</b></p> <ul style="list-style-type: none"> <li>Due to meeting length items 1-3 below were tabled and e-mail updates will be sent to the board by each chair of the committees.</li> </ul> <ol style="list-style-type: none"> <li>Corporate Governance—             <ol style="list-style-type: none"> <li>Bylaws review –                     <ul style="list-style-type: none"> <li>Eric will send the consent agenda to Marjorie.</li> </ul> </li> <li>Board Manual review</li> <li>Employee Manual review -</li> </ol> </li> <li>COTE/Energy and Environment –             <ol style="list-style-type: none"> <li>National Board and Ethics Counsel conversations and Code of Ethics update</li> <li>Burlington ICC conversation</li> </ol> </li> <li>EPN—             <ol style="list-style-type: none"> <li>Calendar of events?</li> </ol> </li> <li>Scholarship &amp; Awards Committee—             <ol style="list-style-type: none"> <li>VSAC H.S. Scholarship – Committee, Check, etc. due March 2</li> <li>Design Awards                     <ol style="list-style-type: none"> <li><b><u>Consider revised verbiage re: Jury selection</u></b> <ul style="list-style-type: none"> <li>Revised verbiage was presented for discussion. Due to time a final agreed to wording was not developed. It was agreed to have Megan develop a final wording and that wording would be used in the Honors and Awards Committee selection information.</li> </ul> </li> <li><b><u>Consider approval of new peer design award</u></b> <ul style="list-style-type: none"> <li>The peer design award was discussed and approved to be implemented this year. If it is a success it will become part of the yearly awards event. The peoples choice awards will not be implemented this year and will be reconsidered for the following years event.</li> </ul> </li> <li><b><u>Consider approval of consultation proposal for 2018 Design Award assistance</u></b> <ul style="list-style-type: none"> <li>The proposal for services was presented for review and comments. Comments will be sent back via-email. The Ex Com will take comments into consideration.</li> </ul> </li> </ol> </li> <li>Travelling Awards update –             <ol style="list-style-type: none"> <li>Currently at State House</li> <li>Next location?                     <ul style="list-style-type: none"> <li>There was no new discussion.</li> </ul> </li> </ol> </li> <li>Membership –             <ul style="list-style-type: none"> <li>An e-mail will be sent out describing the current ideas for developing membership.</li> </ul> </li> </ol> </li></ol>
	7.	<p><b>Special Events and Programming Group Reports:</b></p> <ol style="list-style-type: none"> <li>2018 Golf event – 9/20             <ul style="list-style-type: none"> <li>Golf event still needs sponsors.</li> </ul> </li> <li>Annual retreat –             <ul style="list-style-type: none"> <li>The remaining items below will be added to the next meeting agenda.</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>a. Ward – Thank you!</li> <li>b. Database introduction/discussion</li> <li>a. Retreat outcomes and next steps</li> </ul>
	8.	<b>Executive Director's report—SOD</b>
	9.	<b>New Business</b> <ul style="list-style-type: none"> <li>1. Aug Board meeting? <ul style="list-style-type: none"> <li>• A meeting is proposed for August 21, 2018. Location is still to be determined. There is a lot of business to be addressed.</li> <li>• There was a discussion about engaging AIA National on how the word architect is used by the public outside of the profession. It was suggested that a proposal be written to the board describing the issue asking them to get involved.</li> </ul> </li> </ul>
8:29	10.	1. Adjourn

Respectfully Submitted,

Joel Page, Vice President