



AIA
Vermont

AIAVT BOARD OF DIRECTORS MEETING MINUTES

Dore & Whittier Offices, VT /August 21, 2018

Attending:

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

Time	Item #	Topic for Discussion
6:03	1.	Meeting brought to order.
	2.	Lealoni Coathup, Associate AIA Member, was introduced as the proposed incoming EPN Committee Director, starting in the new year.
	3.	1. Meeting minutes for July were reviewed and approved with one abstention.
	4.	<ol style="list-style-type: none"> 1. Calendar Update, no discussion. 2. State Licensing Board Representative. Announced that 8 applications were submitted and the Governor appointed Kirk Moore, BMA Architects, non-AIA Member, to fill the vacant seat. 3. Consent Agenda Update: Proposed amendments to Bylaws need to be presented at the Annual Meeting for full approval. In the short term, rules can be suspended by 2/3rds Board Vote. MD to write up proposed Bylaws amendments.
6:15	5.	<p>Committee Reports:</p> <ol style="list-style-type: none"> 1. Executive Committee <ol style="list-style-type: none"> a. ED Succession going very well. Initial goal was for transition to be complete by this time, approximately 6 weeks. ED reports that there will probably be necessary to consult occasionally with previous ED. ED urged to consult with Board Members first, but a few hours of consultation a month with previous ED is to be expected. Previous ED is working on Newsletter and Annual Awards. <ol style="list-style-type: none"> i. Office Space: ED presented spreadsheet comparison of three local Collaborative Spaces, Karma Bird House, Hinge, and South End Collective. All are within budget allocation. BH is at

Maple and Battery which is very near five of the larger firms in the State. It has a nice atmosphere, with a café, available conference room with video capability which could accommodate monthly board meetings. ED to pursue whether monthly meetings would be charged for conf room use, lease agreement details, and if a year's lease is required. Motion approved to authorize ED to pursue these questions with goal to make decision at next month's meeting.

b. Treasurer's Report: Profit & Loss review, no major changes or updates. ED Transition cost updated, \$2,871 spent to date. It appears that \$8,700 +/- will be spent over next 6 months (including awards work, newsletter, etc.) as compared to \$25,000 that was assumed in this year's budget.

2. Public Policy

a. There have been no Committee meetings since last board meeting, next meeting is later this week.

3. Programs Committee:

a. Norwich Tour went very well, good attendance (39) with a very good discussion afterwards.

b. Miller Project Tour is scheduled and hoping for as good as or better attendance as Norwich.

c. Hope to have revenue close to budget forecast.

d. Proposal to have a Public Policy Social to highlight good work of the Public Policy Committee and encourage discussion. After some discussion it was agreed that such an event should happen after there has been a more significant development in discussions with the state or a significant new initiative, perhaps combine this with an open house in new office space?

e. Programs Comm proposes, for the remainder of the year, to primarily focus on Tours already in the works, the Golf Event, Bird House charrette, and the Awards Dinner.

f. Joint VT-NH AIA Meeting, has typically been held in the fall, with some CEU opportunities. Is one being proposed for this year? ED to reach out to the NH ED, who is also new.

g. AIA-NE Annual Meeting next is in 2020, scheduled for VT. An ad-hoc committee will be formed to plan.

h. Program Committee also working on survey topics discussed at the retreat.

i. JW announced that there is a new Southern Vermont initiative to bring the VT Architecture and Design Film Series, held each year in Burlington, also to Brattleboro. Burlington City Arts (BCA) has agreed to share their series with a Brattleboro group, the venue would be "118 Elliot Street". Costs to share the series are estimated to be between \$4,000 and \$5,000. JW asked if AIA VT, which apparently has been a sponsor (\$250) for the Burlington series, would consider also sponsoring the Brattleboro Series. The hope is to get many \$100-200 sponsorships to make up the total. Confirmation needs to be given to BCA in next few weeks so that they can include the information on

		<p>their printed posters and materials. Motion proposed that the Board directs the Executive Committee to provide up to \$2,000 of seed money for the Brattleboro Film Series pending development of other sponsorships and JW providing more details to the Executive Committee within 2 weeks. Assumed that funding by AIAVT would be parceled out on a pro-rated basis, event by event. Motion approved: 7 Ayes, 1 Nay, 2 Abstentions.</p> <p>4. Communications:</p> <p>a. No report this month.</p>
7:27	6.	<p>Ad Hoc Committees:</p> <p>1. Corporate Governance:</p> <p>a. Bylaws Review: relative to questions about the correct procedures for elections to the Board., specifically is there a size limit and should nominations be accepted from the floor of the annual meeting (when typically nomination requests have been submitted in writing a few months before the annual meeting). MD to send results of survey to the Board. Suggested language changes to the Bylaws need to be approved by the October meeting so they can be warned before the Annual Meeting. To be reviewed at next meeting.</p> <p>b. Employee Manual: please review TB's 7/27/18 email to the Board concerning proposed harassment language to be considered for addition to the Employee Manual, for next meeting's review.</p> <p>2. COTE:</p> <p>a. National Board and Ethics Counsel conversations and Code of Ethics update (see materials included in the Board Packet): the National Ethics Council is considering revisions to Cannon II, "Obligations to the Public" and Cannon VI, Obligations to the Environment", of the Code of Ethics and Professional Conduct. The Draft proposed changes to Cannon II add Ethical Standard (ES) 2.4 <i>Environmental Equity and Justice</i> and Rule 2.4 which recommend/require professionals to make reasonable efforts to ensure equity and justice and advise clients and employers of their obligations to the environment. The proposed changes to Cannon VI are to revise and expand the ES to detail more specific recommended professional responsibilities to promote sustainable and healthy design relative to: Energy, Water use, Building Materials, impact on Ecosystems, and response to Climate Change. Rule 6.501 is proposed to require professional make reasonable effort to ensure their work complies with the ES of Cannon VI. Ethical Standards (ES) are recommended goals for professional performance and behavior, Rules of Conduct are mandatory behavior for professionals.</p> <p>b. Burlington ICC conversation tabled.</p> <p>3. EPN:</p> <p>a. Planned event in October on emerging technologies, Lincoln Brown will present on latest virtual reality software.</p> <p>b. Working on a Design Charrette proposed for Nov., teams perhaps to be one Associate and one Architect.</p>

		<p>4. Scholarships and Awards Committee:</p> <ul style="list-style-type: none"> a. Guidelines for the Annual Design Awards Program: language revised describing the makeup of the Design Jury to be a minimum of four licensed AIA members; additional juror selection should be open to AIA Associate members and allied professionals and ideally include diversity relative to gender, race, age, licensure, experience, employment, and practice/project type. b. Design Awards: <ul style="list-style-type: none"> ii. Collaboration: previous ED to focus on awards selection, new ED to focus on event planning. iii. Venue: proposed to be held in White River possibly at the Engine Room. December 13, 2nd Thursday. iv. Entry Submissions: Goal is to make submissions process internet based. Details are being worked on. v. Proposed to provide one drink ticket w/ admissions (estimated cost \$1500) and Board members to receive free admission. Proposal approved unanimously. vi. Proposed to raise submission fees \$10 each, they have been \$140 for first submission and \$125 for each additional submission. Proposal approved unanimously. c. Traveling Awards: exhibit at Manchester Library October 15 – Thanksgiving. After that? d. People’s Choice Award: given past concerns about voting procedures for People’s Choice, it will not be held this year. Discussion and agreement to keep this as a meeting agenda item, so that discussion of how to improve the procedures will continue. <p>5. Membership:</p> <ul style="list-style-type: none"> a. No updates.
8:00	7.	<p>Special Events and Programming Groups</p> <ul style="list-style-type: none"> 1. Golf: <ul style="list-style-type: none"> a. To be held 9/20 at Sugarbush, Brownell will be underwriter, last year’s other major Donors are stepping back their commitment this year to lower level participation, new sponsors for the lunch and dinner have not been identified. Team and individual registrations have been slow but there have been many verbal commitments. Committee urged those planning to participate to please register on the Eventbrite site soon to facilitate planning. 2. Annual Retreat: <ul style="list-style-type: none"> a. Database discussion of various new software programs available, after consideration it was determined to continue with existing system until SOD has a better sense of the membership and needs. b. Retreat recap, table for next meeting.
8:30	8.	<p>Executive Director’s Report</p> <ul style="list-style-type: none"> 1. SOD proposed an annual survey of membership be held, rather than multiple surveys geared toward specific issues or concerns. 2. Associate Member’s problems with licensing process. Serious concerns

		<p>with difficulties getting licenses granted by the state, the source of the problem at the state seems to have been identified. Should we ask one of the attorneys to take some action? To be reviewed by the Executive Committee.</p> <p>3. To be reviewed with Executive Committee: Bylaws Language, VT Film Series initiative, and the Licensing issues.</p>
8:45	9.	<p>New Business</p> <p>1. Request that all Board Members review their meeting packets before each meeting, so that everyone is ready to participate.</p>
8:50	10.	1. Adjourn

Respectfully Submitted,

John Dale, Secretary