



AIA
Vermont

AIAVT BOARD OF DIRECTORS MEETING MINUTES

September 18th, 2018, 6 PM, Scott & Partners, 7 Carmichael St, Suite 102, Essex

Attending:

x - attended, o - plans on 2019	Taryn Barrett - x , o	Eileen Hee - x , o	Lisa Rovner - x
Megan Nedzinski - x , o (President)	Evan Champagne - x , o	Ward Joyce	Danny Sagan - x , o
Joel Page - x , o (Vice President)	John Dale -o (Secretary)	Catherine Lange - x , o	Andrew Schlatter o (Treasurer)
Eric Morrow (Past President)	Marjorie Dickstein - x , o	Michelle Lee - gone?	Jim Williams - x , o
		Gregor Masefield - x , o	Sarah O'Donnell - x , o (Executive Director)

<u>Time</u>	<u>Item #</u>	<u>Topic for Discussion</u>
	1.	Meeting brought to order.
	2.	No Public Present.
	3.	Meeting minutes for August were approved, two abstentions, one comment (AIA NE in Vermont 2020, Ad hoc Committee needed).
	4.	1. 2019 Calendar will be available soon, budget planning will begin next month.

	5.	<p>Committee Reports:</p> <ol style="list-style-type: none"> 1. Executive Committee <ol style="list-style-type: none"> a. Office Space: ED presented spreadsheet comparison, will put together a budget request to purchase furniture. Preferred space is Karma Birdhouse, no exterior windows, about 150sf, \$375/mo. Proposed trial for 6-12mo. ED to verify that insurance covers the space. Motion made to allow ED to move forward with securing one of the spaces, motion approved. b. Treasurer's Report: Profit & Loss review, no major changes or updates. Lost an advertiser. Income from golf tournament and design awards reported next month. Legislative funding not used. Executive Director search projected to total \$10-\$15k, well under budget. <ol style="list-style-type: none"> i. Funding Request Policy Draft: held, review next meeting with treasurer present. 2. Public Policy <ol style="list-style-type: none"> a. Meeting with DFS: reviewed list of services to add to their website (non-committal), discussed purchase of current code books for interlibrary loan (well received), term 'architect' is not publicized widely on DFS website. b. Faster permitting and deregulation are being pursued by DFS, not in line with contractor licensing. c. There is an initiative to focus on a public campaign, draft in progress, possibly propose to utilize legal council funds, pursue development in 2019. Thoughts expressed on revisiting statue of repose with all registered architects in VT, not only AIA. d. Resources might include Build, AIA Nationals, and state network LAN. 3. Programs Committee: <ol style="list-style-type: none"> a. Oct 25 Miller building tour scheduled, planning for credits, topics of discussion, and catering all in the works. b. Opportunity for pop up social at Queen City Brewers Sept. 27th. Snacks, no LU. Tie to public policy update? Discussion about timing and dedication to non-LU events. How pre-planned and spaced out should events be? Obligation for LU by AIAVT already achieved for 2018. Office space grand opening likely next year. Other: First city Parklette Thurs. in Burlington by Ward on 128 College Street. <p>(jump ahead... to 6.4.</p> <ol style="list-style-type: none"> 6. Scholarship & Awards Committee: <ol style="list-style-type: none"> 4. b. AIA Minnesota will jury AIAVT annual awards from Minneapolis Oct 28, presented Dec. 13th at annual meeting by a Jury Member.) <p>back up... 5.3.</p> <ol style="list-style-type: none"> c. Cash flow spreadsheet presented by Jim on the Film Series. Off to a start, marketing materials available. \$528 net profit demonstrated. 4. Communications Committee <ol style="list-style-type: none"> a. No website updates. b. Newsletter coming out Oct. 31. Code of ethics, piece on Carol?, need images on what AIAVT does.
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	6.	<p>Ad Hoc Committees:</p> <ol style="list-style-type: none"> 1. Corporate Governance: <ol style="list-style-type: none"> a. Bylaws Review: Suggested language changes to the Bylaws need to be approved by the October meeting so they can be warned before the Annual Meeting. This will take time. Nomination procedures may or may not be an issue, took a poll on who plans to stay on for 2019- see attendance list above (need 13 people, we have 16 currently). MD to send results of survey to the Board. b. Employee Manual: draft Employee Manual available, needs review. TB to summarize and send out to Exec Com. 2. COTE: <ol style="list-style-type: none"> a. Tabled. 3. EPN: <ol style="list-style-type: none"> a. Oct 4 Revit event at Truex, Oct 18 rendering event by LB. b. Design Charrette date to be announced, teams of 2 one Associate and one Architect. c. Trivia night in the works. 4. Scholarships and Awards Committee: <ol style="list-style-type: none"> a. Scholarships: no comments. b. Design Awards- i. back up...ii. email to go out, iii. Discussion around how best to thank past ED for hard work and dedication. c. Traveling Awards: no comments. 5. Membership: <ol style="list-style-type: none"> a. Start with data collected, TB will produce some graphs. Distilled mission statement exercise led to questions about what is actually adopted and how complexity and length adds to confusion in current statement.
	7.	<p>Special Events and Programming Groups</p> <ol style="list-style-type: none"> 1. Golf: To be held 9/20 at Sugarbush, good turnout expected, 18 teams, a few open spots for players on teams. 2. Annual Retreat: <ol style="list-style-type: none"> a. View ED report on topics, board members shall select top 3 topics and email list back to her by next Tuesday.
	8.	<p>Executive Director's Report</p> <ol style="list-style-type: none"> 1. Fleming museum request for sponsorship for panel on Housing and Homelessness \$250-\$500. Line item 6010 is available under advertising and marketing, motion to use \$250 from line 6010, 1 abstention, passed. 2. Tabled- move to EPN. 3. Tabled.
	9.	<p>New Business</p> <ol style="list-style-type: none"> 1. 8 Birdhouse submissions made, Echo is excited, exhibit opens Sat. until January 2019 at Innovation Playground. 2. Hurricane relief opportunities distributed, unknown participation as you respond directly to the effort not local chapter.
8:50	10.	<ol style="list-style-type: none"> 1. Adjourn

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Respectfully Submitted,

John Dale, Secretary (Minutes reported by Taryn Barrett)