

AIA CHICAGO Board of Directors Meeting Minutes

Wednesday, April 29, 2020, 12:00pm – 1:30pm

Video Conference Call

Attendees

P April Hughes (President)	P Chey-Wen Taylor (Director)	P Jeremy Gentile (Assoc. Dir.)	P Zurich Esposito (Exec VP)
P Jessica Figenholtz (Pres-Elect)	P Manuel Hernandez (Director)	P Jose Rodriguez (Int'l Assoc. Dir.)	
P Mindy Viamontes (Sponsorship)	P Oswaldo Ortega (Director)	P Ryan Biziosek (Affiliate Dir.)	
P Jennifer Park (Honors/ Awards)	P Jason Golub (Director)	P Chris Carpenter (Affiliate Dir.)	
P Drew Deering (Advocacy)	P Natalie Hicks (Director)	<input type="checkbox"/> Andrew Jiang (Student Dir.)	<u>Key</u>
P Laura Garcia (Secretary)	P Tim Tracey (Director)	<input type="checkbox"/> Jeff Jenó (IL Delegate)	P Phoned in
P Patricia Saldana Natke (Treasurer)	P Lynda Dossey (Director)	<input type="checkbox"/> Joseph Lai (IL Delegate)	■ Present
P Robert Forest (Past President)		P Terran Wilson (IL Delegate)	<input type="checkbox"/> Not Present

Meeting Minutes

1. **Welcome** by April Hughes. This meeting was held as a web based video call due to the Coronavirus pandemic.

2. Approve March 2020 Meeting Minutes

ACTION: The March 2020 minutes were reviewed. Pat Natke motioned to approve the minutes, Manuel Hernandez seconded the motion.

3. President Report

SUMMARY: April Hughes started a conversation about the current pandemic and how firms are experiencing and handling the situation. Tim Tracey reported on the Large Firm Roundtable and his perspective on the situation, and noted that it feels like we are steering a boat in fog, with so much that is still unknown. Most large firms are reporting that the transition to work from home was relatively seamless. Some firms have now had to make adjustments to staffing. Many firms have reported that they've had to make salary reductions, reduction of hours, or postponement of raises. There were mixed reviews on the market, higher education has been impacted, but developer work and construction is still moving forward. There is a lot of work in the health care markets. Offices with work in China are starting to see that market move again. Robert Forest reported that project backlog is in decline, and projects have gone on hold. Pat Natke reported that her small firm is busy, but their backlog is slowing down. Projects have gone on hold and the concern is that they may be canceled. Pat is seeing an uptick in proposals, but also more firms going after those projects. PPP loans do not seem to be coming through for smaller firms. She is cautiously optimistic and sees productivity generally improving. Ryan reported that things are improving in Asia and is looking at them as an example of what we might look like as we head back to work. He reported that his company through early action was able to minimize the infection rate of their staff. April reported that for Transform, they have come up with a way to move the program forward. On Tuesday May 12th there will be a town hall meeting to discuss next steps.

4. President Elect Report

SUMMARY: Jessica Figenholtz reported that the strategic planning will go on pause temporarily. There is a concern that we won't be focused on 5 to 10 years out while dealing with short term issues during the pandemic. They will continue to monitor the situation on a monthly basis.

5. Executive Vice President Report

SUMMARY: Zurich Esposito reported that everything is moving forward smoothly with staff working at home during this time. They have daily meetings with staff at 10am. Programming has been taken online and he reported on several upcoming events. There will be an SPG online meeting on May 4, May 6th there will be a state town hall meeting, technical meetings continue online. Later this month architects elevated to fellowship this year will give brief presentations. We are looking for ways to give our new fellows exposure, while informing everyone what the fellows program is all about. NeoCon is planning a program called "NeoConnect". The Small Project Awards is being taken online on June 4th and Black Spectacles has donated their services to produce it. Staff has been watching videos of what other chapters are doing for ideas for the

Elevate Public Awareness | Advocate for the Profession | Create & Share Knowledge

AIA Chicago works to increase public awareness of the built environment and the role architects and affiliated professionals play in making Chicago a world architecture capital

SPAs. Dacor may be a new sponsor as of today, and we are continuing to pursue sponsorship in a limited, careful manner. Attendance has been ok but not great. The new member reception will be pushed off for now. Membership renewals are sluggish and the renewal cycle was extended this year, and we expect some to take advantage of the payment plan option. The goal is that we make decisions about whether Designight and the annual meeting will be held in person by June 15.

6. Committee Report – Finance

SUMMARY: Pat Natke reported on the state of finances. She started by thanking Manuel and Zurich for their efforts on the finance committee. Good news is that the Q1 report was strong. There are two additional financial scenarios that have been created, based on whether or not our major events will move forward as in-person or not. They are expecting that of those who have not renewed their membership, only 50% will probably renew. Projections include no raises for staff. No funds are included right now for strategic planning since it is on pause. Some costs have dropped due to working from home. Both scenarios reflect a loss for the year. Zurich has pursued a PPP loan but we are waiting to see if it comes through yet. We do have an additional safety net in reserves. AIA Chicago has a 300K investment account which is conservatively invested. We do not anticipate accessing those funds. Cash flow is not a problem at the moment, but our goal is to balance the annual budget. The gaps are a shortfall in membership, (10K behind in dues revenue as of the end of April- we are closing the gap, but slowly.) We have additional gaps anticipated from not moving forward with Designight or the Annual meeting, which has been offset in part by the lower costs of working from home. Best case scenario is still a deficit of some amount this year, which is what we are working through. If we get the PPP loan we would end the year in a surplus.

7. Committee Report - Sponsorship

SUMMARY: Mindy Viamontes reported there was a sponsorship meeting yesterday. She noted that we had a strong January and February, but have dropped off since then, and there has been no movement in the last month. We are ahead of where we were last year at this time. Sponsorship asks are being re-written as advertising requests instead of sponsorship requests for the virtual SPAs. We have a plan for moving forward with requests that will be sent to companies associated with winning submissions. There are a lot of questions about firm's budgets and the viability of asking firms to buy tables as they have in past years for Designight, even if restrictions on large gatherings are lifted. The category that we could work on is programming, and our ability to recognize sponsors on virtual platforms, to help offset staff time spent on moving these events to a virtual platform.

8. Committee Report - Advocacy

SUMMARY: Drew Deering reported that the focus has shifted, at city hall and as a committee. There is an advocacy meeting scheduled for next Wednesday, where they will discuss what our message should be moving forward. Should it still be sustainability, or should it shift to resiliency or other issues. Pat Natke noted that city leadership has seemed to be amenable to joining virtual conversations.

9. Committee Report – Membership

SUMMARY: Laura Garcia reported membership is stable relative to last year. We will need to discuss membership strategies for next year, but it may be a little early to start that conversation, without yet knowing the full impact of this pandemic on our businesses.

10. Committee Report – Honors and Awards

SUMMARY: Jennifer Park reported that while there is a lot still undecided this year, we are moving forward with awards submissions and the juries. Invites have been sent out and only two have not yet been decided. Submissions are due for the design excellence awards in June and juries will meet virtually in mid-July. The new Roberta Feldman Socially Just Award won't be introduced until next year. The submission requirements include the requirement to address any of the 10 points of COTE requirements. It is also an additional (separate) requirement to sign on to the 2030 commitment. Zurich commented that a first review pass was completed on the Diversity scholarship applications. The Martin Roche scholarship was suspended for the year since travel has been limited this year. The Chicago student award in architecture call has gone out to instructors. Also, we need to think about the Lifetime Achievement award for this year, which is awarded by the Board. We will start that conversation next month.

11. EDI Committee Report

SUMMARY: No report.

12. DOB Working Group

SUMMARY: Laura Garcia reported that there was no meeting this month.

13. AIA IL Committee Report

SUMMARY: No Report.

14. LGBTQI Committee Report

SUMMARY: No report this month.

Meeting adjourned

Next Meetings

Board Meeting – 3/25/20 @ AIA Chicago Office (12pm – 1:30pm)

ExCom Meeting – 3/18/20 @ AIA Chicago Office (8am – 9:30am)

Documents Distributed: See the March 2020 Dropbox folder for all documents.

Elevate Public Awareness | Advocate for the Profession | Create & Share Knowledge

AIA Chicago works to increase public awareness of the built environment and the role architects and affiliated professionals play in making Chicago a world architecture capital