

## Board of Directors Meeting Minutes

Wednesday, February 24, 2021, 12:00pm – 1:30pm  
Zoom Video Conference Call

### Attendees

<b>P</b> Jessica Figenholtz (President)	<b>P</b> Chey-Wen Taylor (Director)	<input type="checkbox"/> Jeremy Gentile (Assoc. Dir.)	
<b>P</b> Drew Deering (Pres-Elect)	<b>P</b> Arathi Gowda (Director)	<b>P</b> Justin Banda (Assoc. Dir.)	
<b>P</b> Mindy Viamontes (Sponsorship)	<input type="checkbox"/> Oswaldo Ortega (Director)	<b>P</b> Bob Magruder (Affiliate Dir.)	
<b>P</b> Tim Tracey (Honors/ Awards)	<b>P</b> Enrique Suarez (Director)	<b>P</b> Chris Carpenter (Affiliate Dir.)	
<b>P</b> Laura Garcia (Advocacy)	<b>P</b> Natalie Hicks (Director)	<b>P</b> Nyah Tsai (Student Dir.)	
<b>P</b> Jason Golub (Secretary)	<b>P</b> Julie Hacker (Director)	<b>P</b> Wei Yu (IL Delegate)	<b>P</b> <u>Key</u>
<b>P</b> April Hughes (Past President)	<b>P</b> Lynda Dossey (Director)	<b>P</b> Terran Wilson (IL Delegate)	<b>■</b> Phoned in
<b>P</b> Manuel Hernandez (Treasurer)	<b>P</b> John Syvertsen (IEVP)		<input type="checkbox"/> Present
			<input type="checkbox"/> Not Present

### Staff

<b>P</b> Joan Pomaranc (Program Director)	<b>P</b> Steve Riforgiato (Membership Manager)	<b>P</b> Wendy Daniels (Accounting/ Bookkeeper)
<b>P</b> Allison Garwood Freedland (Program Manager)	<input type="checkbox"/> Debora Donato (Sponsorship Coordinator)	
<b>P</b> Kacey Larsen (Program and Events Manager)	<b>P</b> Anjolie Rao (Communications Director)	

### Meeting Minutes

1. **Welcome** by Jessica Figenholtz. This meeting was held as a web-based video call due to the Coronavirus pandemic. Jessica welcomed everyone and reviewed the proposed agenda. Jessica kicked-off the board meeting by having staff report for the first 10-15 minutes on current events and workload. Each staff member briefly reported:
  - a. Allison reported SPA application will open next week on March 1<sup>st</sup>. Jury has been established. Each staff member has been assigned individual KCs to work with. Event tomorrow is scheduled for Higher Education Building for Resiliency. Diversity scholarship and Roche scholarship are both open for applicants.
  - b. Kacey reported she is working with Interior Architecture KC and next event is in 2 weeks. LGBTQi Chicago and Austin are combining efforts for an event in 2 weeks- registration will be opening in the next few days. Bridge Mentorship program planning is ongoing. AIA Wisconsin collaboration is looking to become a series but will begin in April 2021 focused on climate change initiatives revolving around Lake Michigan.
  - c. Steve reported he is still working through Fonteva with AIA National to reconcile the reporting and membership counts. Numbers on statistical reports are not accurate. Fellows committee is meeting March 9<sup>th</sup> to establish various program planning and candidates for the future. Membership Committee is working on a program to solicit and help refresh what being a member means. Steve is looking for affiliate members contact info from the Board.
  - d. Joan is working with KCs as well. Both the 2030 and Cote KCs could look to partner, merge and strategize to potentially work collectively. The AIA Guidebook for 2022 is getting prepared and will be published in time for the Convention. May 1<sup>st</sup> will be the deadline for copy material for the refresh. Large firm roundtable group will meet virtually to help continue the group's progress in 2021. Joan is reaching out to those KCs that have a need for help or support or new leadership.
  - e. Anjolie and Drew have started a Communications Committee. The group is looking to find out what the true needs are for the chapter, website, publications, etc. Working with Kacey on Magazine launch events while continually looking for advertisers and local SMEs to help with content and copy material. Issue #1 will be issued on April 1<sup>st</sup>. National has completed a rebrand of our logos and we have chosen to adopt some of their design principals. Anjolie is beginning

to look into programs and events for Biennial along with City Open Workshop. Looking for volunteers for the Communication Committee.

- f. Wendy has reported that we are much closer to Bank of America account access and will get financial reports fully updated in the next few weeks. We are also close to the Northern Trust access for the Foundation. PPP loan forgiveness paperwork is going to be submitted by end of next week.
- 2. Special Guest:** Ryan Gann, Assoc. AIA, At-Large Director, AIA National Board of Directors
    - a. Ryan joined the Board to present AIA National as they are looking to engage more on the local level. Ryan presented the current AIA National staff, Board, and component numbers. The current structure and org chart of AIA National was reviewed. The current 2021 Board was introduced along with the 2021-2025 Strategic Plan. The plan has two goals: Climate Action and Racial, Ethnic and Gender Equality.

### **3. Approval of the January Meeting Minutes and Special February 11<sup>th</sup> Meeting Minutes**

**ACTION:** The January 27<sup>th</sup> minutes were reviewed. Drew D motioned to approve the minutes, Lynda seconded the motion. The February 11 Special Meeting motioned by Justin, Chey 2<sup>nd</sup>.

### **4. President Report**

**SUMMARY:** Jessica Figenholtz reported over 400 members completed the ESC survey. A third and final reminder will be sent out on Friday. Jessica added a networking document from AIA National in the Board dropbox. AIA National also sent some onboarding materials for new Executive Directors.

### **5. Vice President Elect Report**

**SUMMARY:** Drew reported that most of the Communications group updates were acknowledged during Anjulie's report. Drew is working with Foundation and Allison on MOU and working relationship. Reports are within the dropbox.

### **6. Executive Vice President Report**

**SUMMARY:** John Syvertsen reported on the Executive Director search. Jen has accepted the offer and terms of the position. Transition, onboarding, and employment agreement are all being finalized. Beginning of April 2021 is the target starting timeline. Meeting is set with Greentarget to establish the PR process and rollout of communications regarding Jen and her new role. The new ED hire is still meant to be confidential until the official announcement in the next week or two. By-laws committee agenda and timeline is being reviewed and vetted while the process begins.

## **6. Committee Report- Advocacy**

**SUMMARY:** Laura reported that there has been a lot of discussions and meetings of the larger group within Illinois. Two major topics of focus will be Climate Change and Sustainability. Lots of great local momentum and desire for change. The group will work towards making any code changes understandable and relatable. The Advocacy group will try to build momentum by reaching out to multiple groups at one time. Looking at the 2030 reporting the group will be reaching out to those not reporting to figure out "How to" sessions and including programming to help the small practitioners group through the learning process.

## **6. Committee Report – Finance**

**SUMMARY:** Manny and Wendy are continuing to work together every week. They've been working diligently on BoA and Northern Trust accounts. Wendy reported earlier that the PPP application is being worked on. Vacation, PTO time being tracked by Wendy in bookkeeping software. April mentioned we need to get on the PPP2.0 loan which we qualify for due to Quarter of losses, and the Paychex employee retainage credit.

## 7. Committee Report - Sponsorship

**SUMMARY:** Mindy placed some documents in the dropbox folder from Grassroots for all to review on non-dues revenue. SPA is coming up and collateral to sponsors is getting prepared to be sent. Once Debora completes the initial requests, Mindy and the team will follow up with the Board to help follow up with certain individuals on the list. The annual partnership package was presented. This is being rolled out by other component chapters and the draft is being worked on. Anjolie will finalize graphics while the committee reviews levels and cost benefits. Designight has funds held over from last year and the intent is to reach out individually to each firm who has sponsorship funds rolled over into this year. It would be good to come to terms and confirm the sponsors are happy with their benefits purchased. Mindy again reviewed the Grassroots program objective from Friday which highlighted a revised approach and audience strategy.

## 8. Committee Report – Membership Committee

**SUMMARY:** Jason, Oswaldo and Justin are working with Steve and John on a few items. One is creating a list of all the AIA Chicago registered firms and their point of contact. Another future plan would be to utilize this list to conduct firm visits and review with firm staff the value of membership. The second item is working with staff on creating a membership value video with interviews and information. Steve continues to work through member reporting information with AIA National and the software being utilized. Justin asked Steve about hosting a sort of membership drive in anticipation of the Conference in 2022 which Steve will think about and the group will continue to discuss ideas leading up to the event.

## 8. Committee Report – Personnel Committee

**SUMMARY:** THE BPC will be looking to work with the new ED and review onboarding items and materials. Chatifeld Global has been asked to provide a proposal to help with Leadership training and onboarding. This will be reviewed with the new ED to determine what is valid and necessary.

## 9. Committee Report – Honors and Awards

**SUMMARY:** Tim Tracey reported that call for entries SPA has gone out. Jury has been selected and announced the three candidates. The Committee goal is to work on sustainability and advocacy and other topics mentioned earlier.

## 10. Committee Report- Education and KC committee

**SUMMARY:** They shared state of the current KC roster and chairs. The committee intends to allow everyone to regroup, stay organized and keep programming focused by limiting events per each month. They are trying to organize issues she's heard into three categories- Sponsorship working with KC leaders, Board to better engage with KC leaders, Ask KC leaders to join each monthly Board meeting to speak and present. It would be ideal for the Board to understand what took place last month as well as upcoming events so Board can attend and understand forecast.

## 10. AIA IL delegate

**SUMMARY:** Wei Yu was present and reported that virtual Prairie Grassroots will happen on March 26<sup>th</sup>. The U of I Smart Energy will host a series of educational events in March, April and May and is looking to promote events via AIA Chicago. Strategic plan is in process, stakeholder interviews in May with final issue in August. AIA IL awards program being updated with new dates. There will be a big push to try to pull a calendar together with AIA Chicago, AIA IL, other groups within the partnerships.

## 11. Other Business

**SUMMARY:** April reported that Transform 4.0 planning meeting will happen this week to gauge in-person or virtual potential.

## Meeting adjourned

## Next Meetings

Board Meeting – 3/31/2021 @ virtual meeting (12:30-1:30)

ExCom Meeting – 3/24/2021 @ virtual meeting (8am – 9:30am)

**Documents Distributed:** See the February 2021 Dropbox folder for all documents.