

Board of Directors Meeting Minutes

Wednesday, October 27, 2021, 12:00pm – 1:30pm
Zoom Video Conference Call

Attendees

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

Staff

P Joan Pomaranc (Program Director)	<input type="checkbox"/> Steve Riforgiato (Membership Manager)
P Allison Garwood Freedland (Program Manager)	<input type="checkbox"/> Wendy Daniels (Accounting)
P Kacey Larsen (Program and Events Manager)	P Jen Masengarb (ED)

Meeting Minutes

- Welcome** This meeting was held as a web-based video call due to the Coronavirus pandemic. Jessica welcomed everyone and reviewed the proposed agenda.
- Approval of the September Meeting Minutes**
ACTION: Motion to approve the September meeting minutes by Drew, Justin seconded the motion. The September meeting minutes were unanimously approved.
- President Report**
SUMMARY: Jessica started with asking the group for a Designight debrief, and to help highlight any potential lessons learned. Jessica asked for feedback from the group that attended the event. There seemed to be a large interest in continuing the hybrid scenario moving forward. Mindy added that in years past there was always a huge amount of time dedicated from staff, similar to planning a wedding, and feels it probably is not the best use of staff's time. The group provided comment on hosts, future sponsorship, and an overall consensus of split between in-person versus virtual. Board members felt maybe a bit more prep as co-hosts at each venue could be valuable. It was a more casual setting and not so formal or special. The net sponsorship sales net is about the same as pre-pandemic sponsorship totals. Drew noted that this was more equitable and affordable price point. Emerging Professionals were able to attend in person this year versus years past. Terran requested to be added to the committee to vet the future of the event.

By-laws updates have been sent to all membership. Jen noted that AIA has received a few emails to date commenting on the by-laws draft.

November Board meeting is Monday November 22nd at 12pm. Annual meeting is December 7th, December Board meeting is December 15th and potentially be in-person at AIA's office.

- Executive Director Report**

Jen reported on the new employees joining in November. These hires are aligned with the strategic plan and tying together certain roles and responsibilities. The new Communications Manager, David Cordero, and a Director of Development and Sales, Kirstin Osgood, both starting November 1st.

Starting to begin a search from Wendy's replacement of 15 hours per week as a part-time bookkeeper. A job description is being compiled now. Next will be Programs and what we need for growth to help fill Kacey's position and how it aligns with the strategic plan. Additionally, a part-time office manager and member services coordinator is needed and a search will begin now.

Annual meeting- Saved for December 7th, the staff and sponsorship are imagining a virtual meeting at 4pm to finalize the business meeting, including new officers, firm of the year, by-laws, and celebration of members and thank you to sponsors. The follow up would be a possible 100 person party at a location close to the AIA office. There would be a small ticket fee to solidify RSVP.

5. First Vice President Report

SUMMARY: Drew, Jen, Fred B., and Chris Marie Spencer met to discuss the Foundation and the dedication of AIA Chicago's staff's time. Realigning by-laws with nominating committee to have committee review Board and Foundation Board nominees. 2022 nominating committee has met twice and looks to release the slate before November 7th. A'22 conference continues to evolve with ongoing meetings with National as well as local committees. Tours (due November 1) and lists with CEUs are being finalized. National Staff and convention floors are being revisited and could be a new format this year.

6. Strategic Plan Updates- Maureen Durack from ESC joined the call to help guide the different committees.

Education and Programs

They reported- Justin, Enrique, Jeremy, Jen, and Kacey. Joan and Allison have joined. The group continues to move through goals and action items but feel they are still in the information gathering documenting period. Need to compile all into a living document and reference a large amount of data before it can be organized. Maureen asked that all groups share the ongoing notes so the group can better utilize dropbox and how best to move forward.

Structure

Tim reported – hope to meet with foundation by end of year. Goal #2 of by-laws appears to be on track for annual meeting 2021. Future committee policy needs to be vetted to see if the group needs to be maintained. Tim feels the spreadsheet is a great tool and helping guiding the conversation with action items.

Advocacy

Laura reported- the group has meeting scheduled for the remainder of the year. The group is looking at short term goals including the Board and continues to work on a decision tree form to help the Chapter better make quick decisions. The committee hopes to get that out before next meeting to get feedback. Looking at similar decision tree for advocacy goals as part of this plan.

Communications

Jen reported- Jeff, Wei and Jen, looking to cross pollinate events for other organizations- local, industry wide, etc. Looking at a similar decision tree model as the advocacy group with a scale to determine promotion of other organizations. Other communications strategies are on hold for new communications employee to start to get fully entwined in efforts. Jen says we communicate visually and e-communications is being noted in listening tours with firms by Jen.

Development

Mindy reported- The committee is looking forward to Kirstin joining next week's call. The committee is comprised of Allison, Bob, Chris, Wendy and Jen. Sponsorship was a big focus previously and look to help advance advertising and foundation donations moving forward. Kirstin will help pull those three things together. What does the sponsorship package look like next year in lieu of traditional sponsorship

of years past? Strategic plan has had a good impact on sponsorship overall. Looking to help create tools for Board members to better approach individuals or companies for events, advertising, etc. and hope that we can have a more cohesive understanding of who is being asked with coordinated efforts.

Membership

Jason reported- The group includes, Lynda, Terran and Steve R. The group has met and panned the next few meetings. The group is outlining questions for large firm visits to focus on the associate aspect of membership – pros vs. cons. The group is also starting to review the fellowship application process, nomination process, mentorship and writing seminars.

The group asked how best to file and store conversations, questions and info as the plan moves forward. Maureen at ECS asked that everyone email her the info and she'd file it.

7. AIA IL delegate

SUMMARY: Jeff noted next week is the reconnect conference. Board of Directors are ending in December- the board has reviewed and in the process of results. The IL Strategic Plan continues to progress and the next IL Board is set to meet on December 10th.

8. Transform Update

SUMMARY: Kacey reported, met last week to gauge a Spring 2022 session. Harold Washington College is going to a hybrid model for the Spring and looking at a similar model. Determining if guests (AIA) would be allowed in the building.

9. Committee Report – Finance Committee

SUMMARY: Manny reported- We are waiting for final report on Designight totals to provide a comparable for amounts spent versus sponsorship amounts. It will be a good sign of how to move forward and capitalize on hybrid venues. Manny and Drew are working to clean up the reporting moving forward including the budget and future reports.

10. Committee Report – Personnel Committee

SUMMARY: Not discussed

11. Committee Report- Education and KC committee

SUMMARY: Not discussed

12. Student update

SUMMARY: Not discussed

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

Meeting adjourned

Next Meetings

Board Meeting – 11/22/2021 virtual meeting (12pm – 1:30pm)

ExCom Meeting – 11/17/2021 @ virtual meeting (8am – 9:30am)