

Board of Directors Meeting Minutes

Monday, December 15, 2021, 12:30pm – 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)	<input type="checkbox"/> Arathi Gowda (Director)	P Justin Banda (Assoc. Dir.)	
P Mindy Viamontes (Sponsorship)	P 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)	<input type="checkbox"/> Wei Yu (Student Dir.)	
P Jason Golub (Secretary)	P Lynda Dossey (Director)	P Jeff Jenó (IL Delegate)	P <u>Key</u> Phoned in
P April Hughes (Past President)		<input type="checkbox"/> 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 Kirstin Osgood (Development and Sales Manager)	P Jen Masengarb (Executive Director)
<input type="checkbox"/> David Cordaro (Communications Manager)	

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. Jessica started with presenting a year in review. Jessica thanked the entire Board and Staff for a fantastic year. Jen and Joan presented Jessica with a thank you gift and certificate commemorating the 2021 year.
- Approval of the November Meeting Minutes**
ACTION: Justin motioned to approve the November meeting minutes. Chris C. seconded the motion. The November meeting minutes were unanimously approved.
- President Report**
SUMMARY: Jessica presented the year in review presentation (as noted above).
- Executive Director Report**
Jen reported that Chatfield is currently helping narrow down a search for a part-time bookkeeper. Chatfield has screened over 100 applicants and has narrowed down the list to 11 people. Jen and Wendy will take time to review the notes and follow up with the top 4 or 5.

Annual report is scheduled to come out the week between Christmas and New Year's. The strategic plan roll out is scheduled for Monday December 20th. A one-page version and entire pdf link will both be sent out to the entire membership body.

A'22 update: Agreement has been received from National. The agreement needs to be ratified and voted upon by the Board today. Compared to 2014 it is close to the same. Jen reached out to other big sibs for past conference agreements. If conference gets cancelled for some reason, the chapter will still receive the grant for staff time, work, etc. The majority of financial risk is on national however some falls on AIA Chicago due to local contracts however we have parsed it out into thirds to mitigate risk. Legal team will have one more pass on the contract.

Drew made a motion to approve the agreement, Jeremy Gentile seconded. The vote passed unanimously by a vocal vote. The agreement is ratified by the board.

Jen reviewed the social media metrics provided by David. Jen reviewed current Facebook, Instagram, LinkedIn, email blasts and contact lists including duplicate contacts or past unsubscribes.

5. **First Vice President Report**

SUMMARY: Drew reported that there was a very productive Foundation meeting two weeks ago to discuss how both orgs tie to each other. Wendy and Jen sent the operating costs to the Foundation for their review. Foundation awards will be reviewed next year to determine where funding comes from and which awards should continue based on available funds from donors. MOU discussions and revisions/restructuring will continue into 2022.

Budget for 2022- Jen, Drew, Manny, and Wendy have been working towards the budget from 2021 moving into 2022. This budget is different than years past now that all the accounts have been combined with more detail and line items added after purging and resorting. The group presented new line items and proposed assumptions to A'22, staff operations and technological needs for digital capital improvements.

The Board established a vote for the budget. April motioned to approve the presented budget, Mindy seconded the motion. The vote passed unanimously,

6. **Strategic Plan Updates-** Maureen Durack from ESC joined the call to help guide the different committees. Maureen asked that the groups take some time to update the tracker before the end of the year as Board members transition off the board or into different positions.

Education and Programs

They reported- Justin, Enrique, Jeremy, Jen, Joan, and Allison makeup the committee. The group continues to move through goals and action items but feel they continue to work in the information gathering and documentation period. Working group is working with KCs on providing 2022 calendar of events and CEU forms.

Structure

Tim reported – By-laws updates have been distributed and will be voted on after the annual meeting. A link will be sent virtual for each member to vote within 2.5 days after the meeting. Since voting will not be complete until after the Board meeting in December, new Board members will attend the January meeting. MOU with the Foundation conversations continue. The group is in a support role of the BPC and looking forward to connecting two areas.

Advocacy

Laura reported- A draft is in place of Advocacy Action Matrix, informally a decision tree, a two-page document to better assess any current event and policy that we are asked to respond to publicly. This is a tool or set of guidelines, not a policy, used to setup a timeframe of what, when and how to respond. A version will be provided to membership to help understand the process and a way to bring it to the Board. Both documents may be provided on the website in the future. Updates are being made to the document tab but the next meeting will review those updates.

Communications

Jen reported- Jeff, Wei and Jen, looking to cross pollinate events for other organizations- local, industry wide, etc. The group wants to evaluate -Who do we promote and why? Looking at a similar decision tree model as the advocacy group with a scale to determine promotion of other organizations. Now that David is onboard, the member communication, eblasts, e-communications, social media have all been ramped up over the past several weeks. The engagement with members on social media has changed. The newsletter and e-communicaitons will begin to evolve and change heading into next year. Next step will be to bring David into the working group and get further involved.

Development

Mindy reported- The committee is wrapping Kirstin into the group. 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. Making good progress on what these three areas are and how we approach them differently moving forward. Kirstin will continue to meet with sponsors from years past to better understand value and evaluate options moving forward.

Membership

Jason reported- The group is outlining questions for large firm visits to focus on the associate aspect of membership – pros vs. cons. As well as non-member surveys for Jen’s use in firm tours as well as the Board to utilize when going back to our respective firms to get responses and more information. One question the group is working through is how do we create specific benefits that are exclusive to the associate membership and not given away for free to non-members. The committee will continue to evaluate Fellowship and will begin to interact with nominating committee in early 2022 to begin to better understand the nomination process.

7. Committee Report – Honors and Awards

SUMMARY: Tim reported- Tim sent an email for the distinguished service awards updates. Since 1955 the Board has the ability to recognize certain individuals or organizations. Tim has received two separate emails from Board members on the same individual to be recognized as a recipient of the Distinguished Service Award. Linda mentioned a group to be recognized. April recommended an individual to be recognized. The board discussed several recommendations and voted on the 7 nominations. The Board agreed on one recipient of the Distinguished Service Award. The group discussed potential Presidential Citations award winners.

8. AIA IL delegate

SUMMARY: Not discussed

9. Transform Update

SUMMARY: Not discussed

10. Committee Report – Finance Committee

SUMMARY: Manny reported- Our budget is in the black and noted that this year the job board has been a big contributor. Next month the 2022 budget will be reviewed and focused on with staff for accountability and ownership of their individual department buckets. The group reviewed the current budget and revenue from Designight. Lynda asked is we needed to complete a full financial audit as discussed last year, Drew noted it should occur at the beginning of next year with the new bookkeeper. Drew also added that a certification with National occurs soon and needs to include the audit.

11. Committee Report – Personnel Committee

SUMMARY: Not discussed

12. Committee Report- Education and KC committee

SUMMARY: Not discussed

12. Student update

SUMMARY: Not discussed

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

Meeting adjourned

Next Meetings

Board Meeting – 01/12/2022 meeting (12pm – 1:30pm)

ExCom Meeting – 01/05/2022 @ virtual meeting (8am – 9:30am)