

## Board of Directors Meeting Minutes

Monday, February 9, 2022, 12:00pm – 1:30pm  
Zoom Video Conference Call

### Attendees

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<b>P</b> Drew Deering (President)	<b>P</b> Jessica Figenholtz (Past President)	<input type="checkbox"/>	Richie Hands (Assoc. Dir.)	
<b>P</b> Mindy Viamontes (Pres-Elect)	<b>P</b> Josh Mings (Director)	<b>P</b>	Justin Banda (Assoc. Dir.)	
<b>P</b> Julie Hacker (Development)	<b>P</b> Enrique Suarez (Director)	<b>P</b>	Bob Magruder (Affiliate Dir.)	
<b>P</b> Lynda Dossey (Honors/ Awards)	<b>P</b> Natalie Hicks (Director)	<b>P</b>	Chris Carpenter (Affiliate Dir.)	
<b>P</b> Arathi Gowda (Advocacy)	<input type="checkbox"/>	Kelly Moynihan (Director)	<b>P</b> Wei Yu (IL Delegate)	<u>Key</u>
<b>P</b> Jason Golub (Membership)	<b>P</b> Peter Wojtowicz (Director)	<b>P</b>	Molly R Rademacher (IL Delegate)	<b>P</b> Phoned in
<b>P</b> Tim Tracey (Finance)	<b>P</b> Ashlen Williams (Director)	<b>P</b>	Terran Wilson (IL Delegate)	<b>■</b> Present
<b>P</b> Chey-Wen Taylor (Education)	<b>P</b> Calli Verkamp (Director)			<input type="checkbox"/> Not Present

### Staff

<b>P</b> Joan Pomaranc (Program Director)	<b>P</b> Steve Riforgiato (Membership Manager)
<b>P</b> Allison Garwood Freedland (Program Manager)	<input type="checkbox"/> Wendy Daniels (Accounting)
<b>P</b> Kirstin Osgood (Development and Sales Manager)	<b>P</b> Jen Masengarb (Executive Director)
<b>P</b> David Cordaro (Communications Manager)	

### Meeting Minutes

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- Welcome** This meeting was held as a web-based video call due to the Coronavirus pandemic. Drew welcomed the new Board and reviewed the agenda for the meeting.
- Approval of the November Meeting Minutes**  
**ACTION:** Mindy motioned to approve the January meeting minutes. Chris seconded the motion. The January meeting minutes were unanimously approved.
- Executive Director Report and Updates**  
**SUMMARY:** Jen reviewed the staff promotions for both Allison and Steve that was communicated to the membership base through an email update. Joan is also moving into her new role with public engagement and advocacy, and member resources. Two new positions are being recruited for: Education and Awards manager as well as a Programs and events coordinator. There is also a need for a part time office manager – being recruited for and job posted. New accounting has been hired- Nagham will work remote and will be in the office next Thursday and Friday. All are invited to meet her next week.  
Jen is considering a part-time employee to be a A'22 air traffic control manager for the conference. The job description was sent out this week to the Board for review and comment. The idea was to not post on Indeed or other but hopeful it can be filled by word of mouth and networking.

Cloud is all set for files and storage for Board.

Jen continues to firm tours – 8 so far. She also continues to schedule lunches and meetings with new Board members.

Reminder- David sent an email regarding trusted website developers that can be a reference or start RFP discussions. Board to send any references if available.

Last fall met with k-12 leaders- AIA staff, iNOMA, Youth Ed team from CAC, and ACE mentorships groups. The groups will meet quarterly to discuss ideas on collaboration and events moving forward. Guidebook is almost ready and available for pre-sale.

#### 4. Finance Committee Report

**SUMMARY:** Tim reported- February folder contains the 2022 budget along with how 2021 closed. 2022 budget: Identifies expenses on first few pages, total revenue is figured in two ways with and without A'22 (in case of cancellation). Tim reviewed the placeholder line items for awards and Designight. Jen noted a few technology upgrades including website and CRM that need to happen sooner than later and have those accounted for.

#### 5. Honors and Awards Committee Report

**SUMMARY:** Lynda reported- There have been a variety of meetings to rethink how to start merging awards submissions and categories. Last week the group pulled together a small focus group of past winners. Feedback of feasibility and viability seemed to be well received. Lynda will upload all meeting minutes of those discussions. Some of those met have agreed to join the Awards committee to help guide the process and qualifications moving forward. Save the date- call for submissions will go out this week. Another big shift is to move Honors for individuals away from Designight.

#### 6. A'22 Conference Update

**SUMMARY:** Scott and Dawn both joined the meeting to provide updates to the A'22 conference. Dawn and Scott are co-chairs of the steering committee along with Jen. 6 standing committees since October, with a seventh new one recently added. Dawn shared the structure of the committees.

Sponsorship- Committee is fully staffed and meeting once a week. Target goal is \$150,000. There are four tracks for sponsorship with varying ranges- Host lounge, tour departure lounge, open studios program, tours, and programs.

Host Lounge- The team presented the A'22 floor layout with narrowed down host and tour lounge areas. Lounge, steering committee and ExCom reviewed submissions and voted in favor of the bKL submissions. Scott reviewed their team composition and partners. Scott and Dawn discussed next steps to refine the concept design with bKL and Freeman over the next few weeks/months. Dawn noted the Boulevards and Parks within the expo floor. Dawn noted we are trying to take advantage of those parks and design opportunities there.

Exhibits- Still working on locations within McCormick Place along with National. Exhibits committee is working on themes and organizations being exhibited. There is a call out to membership via email to direct firm involvement in the conference which is due February 28<sup>th</sup>.

Programs- Looking to activate the parks and lounge areas with the "We will Chicago" initiative. Perhaps have a presenter in the lounge or information posted in the Parks areas with more information of the themes. Looking to have more hands on activities in the Lounge and studio visits. Opportunities to build things (PLUS PLUS) sketching areas, graffiti boards, etc. a place to breathe and relax.

Volunteers- Sign up has expired for local volunteers through AIA Chicago. Another round of opportunities will be rolled out soon with more of a national focus.

## 7. Development Committee Report

**SUMMARY:** Kirstin and Julie started by presenting a quick slideshow about the new partner program as well as the current Designight 2022 planning updates.

AIA Chicago's Partner Program: The program will be named *1869 Circle* (founding year of the Chapter). It will be an elevated annual sponsorship program with unprecedented visibility as a celebration of those who support AIA Chicago at the highest level. It will be for members only. Kirstin reviewed the committee's approach as well as some recent interviews held with current and past sponsors. The approach considered the past sponsorship totals and breakdowns of years past between members, firms, and advertisements. The committee discovered that some top supporters are not attending events over the past few years. Kirstin reviewed the partner program objectives for the full Board. A few examples of supplier partnerships as well as firm partnerships were reviewed along with how those group meet the minimum costs. The initial value and benefits were reviewed.

Designight: Kirstin and Julie presented the reimagined Designight. The venue needs to be booked before a large notification can be distributed. The Board discussed program, budget, costs, timing, schedule. The Board voted unanimously to continue this effort and move forward with the proposed venue and costs.

## 8. Open Discussion

**SUMMARY:** Not discussed

**Documents Distributed:** See the February 2022 Sharepoint folder for all documents.

**Meeting adjourned**

## Next Meetings

Board Meeting – 03/09/2022 meeting (12pm – 1:30pm)

ExCom Meeting – 03/02/2022 @ virtual meeting (8am – 9:30am)