

Board of Directors Meeting Minutes

Wednesday, March 9, 2022, 12:00pm – 1:30pm
Zoom Video Conference Call

Attendees

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

Staff

P Joan Pomaranc (Program Director)	P 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)
P David Cordaro (Communications Manager)	

Meeting Minutes

- Welcome** This meeting was held as a web-based video call due to the Coronavirus pandemic. Drew welcomed the Board and reviewed the agenda.
- Approval of the February Meeting Minutes**
ACTION: Julie motioned to approve the February meeting minutes. Mindy seconded the motion. The February meeting minutes were unanimously approved.
- Executive Director Report and Updates**
SUMMARY: Jen updated the Board to the onboarding of Nagham our new accounting staff member. Nagham, who lives in California, visited the office a few weeks ago. Jen continues interviews for Education and Awards positions as well as the “air traffic controller” position for A’22.

Jen has had a few conversations with the CAC on a few initiatives and collaboration events moving forward. 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. Jen continues her firm tours and discussions with a recent one at Eastlake Studios this past week. The strategic plan one -age overview was presented. Jen noted that there is a desire to have a medium-sized firm group such as the SPA or Large firm roundtable groups.
- A’22 updates**
SUMMARY: Dawn and Scott joined the Board to present and discuss A’22 committee updates. They recently met with Freeman and bKl ideas and agree that the scheme can be built. Tours: contract has been signed with CAC. Next eblast will highlight tours. 27 tours are sold out. The others are about 50% sold out. Guidebooks are being sold as well. The chapter grant has been received from National. Registration is tracking to pre-pandemic sales in Las Vegas at this time of year. Next up will be discussion about the exhibits and submitted and vetting through the themes and proposals. A’22 programs group is still looking for volunteers if the Board has any desire or knows of others that may be interested. Dawn lead a discussion on sponsorship for A’22 and what the Board can do to help

push the efforts and asks forward until the deadline. Dawn also asked the Board and others to show a big Chicago chapter presence and to play a part in the lounge and welcoming those coming from out of town. Dawn asked that the Board think about fun ideas for buttons or other designations that AIA Illinois, Board or Chicago chapter members can wear during the conference like the 2014 effort.

5. Designight committee report and updates

SUMMARY: Mindy reported that a committee has formed including Tom Hoepf and Peter Wojtowicz. Mindy and Kirstin are meeting weekly to continue planning efforts. Committee is working through concessions and food vendors. One big focus is on the MC and who it should be- potential would be Geoffrey Baer again. Mindy and David are working on timelines and communications to the broader membership group (a teaser video) is in the works. Jen added that CAC is hosting their annual gala the same week and AIA and CAC are working together to show collaboration and celebrate as a planned week of events. The two events are very different this year and will be a great cross over with presentations and lifetime achievement award winner involvement. They asked about MC involvement and scripted vs adlibbed activity throughout the night. Joan noted that it is 99% scripted with some initial opening comments that are up to the MC.

6. Committee Updates

Advocacy

Arathi reported that the EDI committee is working on a statement on Ukraine. An email will be distributed to the Board to comment and review. Committee is looking for more Board involvement in the Advocacy push.

Communications

Mindy reported that David and the committee meet every 4th Tuesday. The RFP for the website is out to several qualified developers and are awaiting for a few responses. Whoever is selected will host a series of focus groups and content areas of the website. Those groups are yet to be identified. Goal is to have the splash page updated by the conference- full roll out would be planned for September before Designight.

Education

They reported they have soft launched the dashboard for involvement and feedback from KC leaders. Justin and David have set up a slack channel for the groups to coordinate and quickly communicate. AIAS organizations from the 4 larger schools are also in the slack channel with their students and building a leadership pipelines. Allison is working with AIAS student and hosting quarterly meetings with the groups.

Finance

Tim reported that the 2nd installment of the PPP loan has been forgiven. The group continues to work on the bank statements and signatories. The current reports tend to be delayed based on the date of the Board meetings. January reports are in the folder which show 61% of dues collected for the year. Non-dues revenue comes later in the year.

Membership

Jason reported that the group continues to meet to review both affiliate membership and associate membership groups. The committee has created a list of questions for affiliate members as well as Jen's firm tour visits. The committee has divided the list of current affiliate to start communications with individuals to get some more information on the value of membership. Additionally, Jason has joined the 2022 Fellowship committee group to help the Board better understand current lists and the pipeline of those deserving of the elevation.

Development

Julie reported that the development committee is doing well with lots of involvement with the A'22 committees. The sponsorship groups are collaborating on goals and contacts. Julie and Kirstin will be presenting a soft-launch of the toolkit for A'22 sponsorship. Kirstin presented training on sponsorship and how Board members can get involved now in March. Kirstin presented the phasing and follow-up timelines along with the topics to think about. There is an excel sheet for contacts and materials available for the Board's use.

Honors and Awards

Lynda shared the latest 2022 Awards Categories pdf that David helped create. It is a brochure for membership to utilize as they prepare for submissions. Lynda provided context and clarity of rules and fine print. The group reviewed past awards submission parameters from SPA and where they'd fall within the new categories. Decarbonization is a separate award category and will work with COTE on requirements. The Chicago Fellowship is in charge of the Roberta Feldman award and not a part of this committee. This will lead us to have 3 juries in total for all awards. Lynda reviewed the jury composition, diversity, experience level, and affiliate member integration. Lynda presented the draft of the AIA Chicago suggested submission content page. Lynda also presented the projected timeline and deadlines for the entire year moving forward.

7. EDI committee

SUMMARY: EDI has asked the Board to consider a request for a statement on Ukraine. Natalie presented some talking points that the Board could consider and think about if a statement was to be produced. Drew reviewed the Chapter's go- no-go policy decision tree guidelines. The group inquired about National and State level AIA responses or statements. A motion was given and passed to defer to the National statements and communications and repost National's message.

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

Meeting adjourned

Next Meetings

Board Meeting – 04/13/2022 meeting (12pm – 1:30pm)

ExCom Meeting – 04/06/2022 @ virtual meeting (8am – 9:30am)