

Board of Directors Meeting Minutes

Wednesday, April 13, 2022, 12:00pm – 1:30pm
Zoom Video Conference Call

Attendees

P Drew Deering (President)	<input type="checkbox"/> 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)	<input type="checkbox"/> 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)	P Calli Verkamp (Director)		<input type="checkbox"/> Not Present

Staff

P Joan Pomaranc (Senior Director of Advocacy and Special Projects)	P Steve Riforgiato (Director of Membership and Data Analytics)
<input type="checkbox"/> Allison Garwood Freedland (Director of Outreach)	P Ashley Spell (Director of Education and Awards)
P Kirstin Osgood (Director of Development and Sales)	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 March Meeting Minutes**
ACTION: Mindy motioned to approve the March meeting minutes. Julie seconded the motion. The March meeting minutes were unanimously approved.
- Executive Director Report and Updates**
SUMMARY: Jen updated the Board to the new Director of Education and Awards, Ashley Spell. Welcomed Ashley. An offer has been extended for the Program and Events coordinator this week. Jen continues her firm visits and wants to start meeting with Board member firms. She also has continued meeting for coffee with Fellows and will continue those discussions and meetings.
- A'22 updates**
SUMMARY: Dawn and Scott joined the Board to present and discuss A'22 committee updates. Reminder that the discount expires today. Scott presented the Chapter lounge- theme has been established for A'22. Lounge and Program committees along with Sponsorship are all working towards deadlines at the end of the month. Lounge radial panels will highlight the Bridge program along with past, present and future work.

Dawn acknowledged that the sponsorship committee continues to lead a great effort with lists and presentations. Some slots are full. The A'22 meeting tomorrow will provide an update on sponsorship, last week was 50% of goal, this week is 70% of goal. High level sponsors will be represented in different ways for visibility. Lounge will have coffee, snacks etc. to coincide with breaks in programming. Tours are 90% sold out, with addition tours being added, including the Graceland Cemetery tour recently

added back in. There is somewhat of a lagging sign up for the Open Studio night. David is working to create a big social media push, National will do the same next week.

Exhibits committee update – National did a walk through at the end of March which also included a tour of the departure lounge. We can promote there lounge activities and other items.

Volunteers committee- There are still a few open Volunteer spots for those who want to participate and volunteer.

5. Committee Updates

Advocacy

Arathi reported that committee continues to keep an eye on the Ukranian messaging. EDI update coming up along with the Anti-racism pledge. Drew noted today is National AIA lobbying day and some local individuals are speaking to state and local level leaders.

Communications

Mindy reported that the new website is the biggest push for this month. A developer is has been hired and engaged. The first step is to host a few focus groups who will meet three times to help develop website. The group will be reviewing the look and feel, and navigation of website which includes some case studies from AIA Denver and Brooklyn. The goal is to have the new splash page ready to roll out before A'22. The content would still be in progress and hope to be complete by Designight.

Education

They reported that they have welcomed Ashley and have hit the ground running on bringing her up to speed. They and Jen continue to onboard and inform Ashley about the goals of the strategic plan. Ashley will lead the KC development and follow up procedures. YAF emerging portfolio night was a great event that hosted over 30 individuals lead by Justin Banda. Education Committee is discussing how to better support and guide student to transition into professional practices roles.

Finance

Tim reported that financially website and Deisgnight continue to meet budget. The signatories from Northern Trust have been squared away. End of March 88% of dues were collected. 46% of total revenue was collected by end of Q1 with 15% of expected expenses spent to date.

Membership

Jason reported: BPC updates- Jen and the committee will have a meeting this month to review the Employee Handbook requested updates.

Fellow updates- Physical letters and emails have gone out to individuals. Chicago website Fellowship page has been updated. Carl D'Silva has agreed to host Submitting For Fellowship and May 26 to help promote and gain more interest.

David and Steve are creating several email blasts this month regarding A'22: Platinum pass, new members reduced costs, and new graduate, student, AIAS member rates.

Still looking to plan a new member reception potentially late summer after A'22. A save the date may be sent in May.

Honors and Awards

Lynda shared that the group is looking to have a Q&A sessions in-person with feedback to help guide applicants. The Lifetime Achievement award will be restructured moving forward. Opening the nomination process to all membership and then non-Board members would vet those nominees to reduce to a small candidate pool for the Board to then vote upon.

Committee continues to meet and jury decisions will be made soon. High level credentials are being worked through.

Development

Julie reported that the development committee is doing well with lots of involvement with the A'22 committees. The sponsorship group needs the Board to help increase contacts. Kirstin and Julie presented the Sponsorship opportunities and partner programs. Kirstin reviewed the next few months and deadlines for the conference and Designight.

6. Designight committee report and updates

SUMMARY: Mindy reported that we are finally under contract for the venue. Mindy added some notes on budgets and savings that were realized with the venue and concessions etc. The next step will be for the committee to present the two MC options. Mindy presented the two candidates and discussed each qualification. The committee feels that the entire event is being turned upside down and perhaps sticking with something that feels familiar might be a good idea. On the other hand the event is being turned upside down and perhaps a new face would be a great change. The committee will regroup and take the Board discussion into account when deciding.

7. EDI committee

SUMMARY: EDI has asked the Board to listen and respond to the Anti- Racism Pledge and Firm Assessment Tool they presented. Natalie Hicks and David Mulder introduced themselves to the group as the co-chairs of the EDI committee. Other committee members including Odile Compagnon. The committee presented a slideshow that included Anti-Racism firm pledge and Firm assessment toolkits. These efforts have been coordinated with firm leaders and keystakholder groups such as iNoma and Arquitectos. Natalie and David walked the group through the pledge, statement of intent, action items, firm assessment tool, and the EDI facilitator group review. The goal is to continue to take steps to building equitable practices within the profession.

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

Meeting adjourned

Next Meetings

Board Meeting – 05/11/2022 meeting (12pm – 1:30pm)

ExCom Meeting – 05/04/2022 @ virtual meeting (8am – 9:30am)