

Board of Directors Meeting Minutes

Wednesday, May 11, 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)	<input type="checkbox"/> 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)
P 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)	P Madison Young (Programs and Events coordinator)

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 April Meeting Minutes**
ACTION: Enrique motioned to approve the April meeting minutes. Mindy seconded the motion. The April meeting minutes were unanimously approved.
- A'22 updates**
SUMMARY: Dawn and Scott joined the Board to present and discuss A'22 committee updates. Scott kicked off with the update that the tours have expanded and are 90% sold out. Early registration ends soon. Dan and Scott both recognized Kelly Moynihan leadership in the tours committee. Dawn reviewed and thanked the Volunteers committee for all their hard work and upcoming training sessions. Scott recognized Jen and the Bridge program mentees and mentors on the pylons for the Chapter lounge theme and content. Scott also recognized David Cordaro for the amount of graphic design work he was able to get accomplished. Scott wants the AIA Chicago, the Board and local leadership present in the lounge and will distribute a signup sheet. The Open Studio tours continues to gain more visitors and a few tours have been combined. Dawn also recognized all of the big efforts that the sponsorship team has been able to push in order to exceed our sponsorship goal for the conference.
- President Report and National AIA Updates**
SUMMARY: Drew presented the next AIA National Annual Meeting on June 9th. AIA Chicago is looking for delegates with two training sessions on May 25th and June 1st. Contact Steve R. with interest. Most other chapters vote as one big block, Chicago each delegate gets their own vote, so great representation is important. Drew reviewed the National candidates. Drew handed over the presentation to Mark Schwamel, Ryan Gann, Peter Exley, Janeen Harrell, who took a minute to introduce themselves to the Board. Each individual reviewed their role in the National stage and goals, visions and agendas.

5. Designight Updates

SUMMARY: Mindy reported on the email and messaging on the revealing of the Designight location and MC. Mindy revealed more detail on the MC discussion and process the Board and Committee went through to vet and vote. Next big steps will be awards integration, run of show with details of the arrivals, awards presentations, food, etc. Mindy and Jen reiterated the importance to share the messaging on social media and to become ambassadors for the event as more and more discussion takes place.

6. Executive Director Report and Updates

SUMMARY: Jen updated the Board and introduced Madison Young, Program and events coordinator and reintroduced the new Director of Education and Awards, Ashley Spell. Office administrator starts next week. Jen provided a large overview of where we were a year ago and where we are now in relation to the strategic plan. This has wrapped up the strategic goal plan 6a to update staff roles, relationships, and needs. Jen mentioned a few new policy and procedure manuals that are being revisited or created- Employee manual and Fiscal Policies. The building enclosure council is a functioning KC which now has an agreed upon financial relationship that will be reviewed at the next board meeting. New language has been added to awards submission requirements and design excellence award requirements.

7. Committee Updates

Honors and Awards

Lynda shared that the awards submission portal is up and running. The group is receiving some additional questions and clarifications. A Q&A session had about 40 participants to help guide applicants. 12 jurors have been locked in. Reed Kroloff, will be leading the jurors and handling the operations and organization. The group will work with the Designight group for timing and run of show integration. Eblast with Jury members will be sent along with an email for the lifetime achievement award. The Lifetime Achievement award will be restructured moving forward. The group will be 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.

Advocacy

Arathi reported that committee will meet next week and will periodically invite Illinois Green and Landmarks Illinois. The group will look to amplify and focus on 3 issues moving forward. The group will look for a broader announcement and have a bigger reach to the general membership base to gain more involvement and interest.

Communications

Mindy and David reported that the new website is the biggest push. The group is working on reviewing current websites they like or don't like to share with the developer. In the next few weeks the group will receive some wireframes to review for general layout. 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 met yesterday and welcomed Ashley, Jen, Madison and Allison. A lot has been handed to Ashley to run with along with needed structure and processes moving forward. Includes data gathering and programming. The group is looking at links between various levels of professional transitions and how to best support those transitions through programming and support. The group will look at long term programming around mental health

and associated issues that have not been focused upon- studio culture in schools equating into the work place environment.

Finance

Tim reported that the new policy and manual they are working on should help codify processes, the role of VP of Finance and future Board and staff. The group is working through a first draft and edits. Hoping to bring it in front of the Board by end of summer and approved before the end of the year.

Membership

Jason reported: Membership reports have been updated and are in the folder – about 70 member down from this time last year according to current Fonteva calcs. The new FAIA yearly calendar has also been added to the folder. Fellow updates- physical letters were sent out end of March. Email versions sent last week in March, Fellowship page updated at the same time. Eblast was sent April 5th to the membership group soliciting interest. BPC updates- Jen and the committee met with staff last week to review the intent of the BPC and goals and objectives. We will be meeting again to review necessary and requested updates to the employee manual.

Development

Julie reported A'22 has met their goals and is a great example of what the Development committee could strive to be. A new committee or new individuals will be added , breaking away from A'22 to help raise more sponsorship. Strategic goals of onboarding and training have happened but still needs more work. Julie asked that the Board go back to their respective firms and ask for help in sponsorship. Julie acknowledged that these large efforts could not have happened without Kirstin, staff, and the A'22 planning group. Julie thanked the team for the energy and support.

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

Meeting adjourned

Next Meetings

Board Meeting – 06/8/2022 meeting (12pm – 1:30pm)

ExCom Meeting – 06/01/2022 @ virtual meeting (8am – 9:30am)