

## Board of Directors Meeting Minutes

Wednesday June 8, 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)	<b>P</b> 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)	<b>P</b> Kelly Moynihan (Director)	<input type="checkbox"/> Wei Yu (IL Delegate)	<u>Key</u>
<b>P</b> Jason Golub (Membership)	<input type="checkbox"/> 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)	<input type="checkbox"/> 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 (Senior Director of Advocacy and Special Projects)	<b>P</b> Steve Riforgiato (Director of Membership and Data Analytics )
<b>P</b> Allison Garwood Freedland (Director of Outreach)	<b>P</b> Ashley Spell (Director of Education and Awards)
<b>P</b> Kirstin Osgood (Director of Development and Sales)	<b>P</b> Jen Masengarb (Executive Director)
<b>P</b> David Cordaro (Communications Manager)	<b>P</b> Madison Young (Programs and Events coordinator)

### 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 Board and reviewed the agenda.
- Approval of the May Meeting Minutes**  
**ACTION:** Justin motioned to approve the May meeting minutes. Jessica seconded the motion. The May meeting minutes were unanimously approved.
- Executive Director Report and Updates**  
**SUMMARY:** Jen started by thanking the staff and volunteers for their dedication and time in pulling it all together over the past few months for the conference. Jen updated the Board and discussed the member voice task force that is working to strengthen the value of membership and the organization. Jen outlined some of the upcoming agenda and national discussions from the AIA. Awards submission wrapped up Friday and the deadline was not extended. Ashley, Madison and Antoinette are being onboarded during the motion of A'22 and Designight planning and were thanked for their patience and willingness to be amenable.

There is a team assembled on the Foundation MOU between the foundation and Chapter. The Bank account access is fully resolved with all current and correct users and signatories.  
Reminder: Annual meeting is tomorrow, and Jen will be emailing a summary through email from each candidate. Website updates are ongoing and the CRM would be next to take on in the Spring.  
AIA Chicago is partnering with Northwestern University's Center for Talent Development for a 3 week program for students from around the country. An ex-CAC staff member will be the course instructor. First week are office visits, sketching exercises, field trips etc. Second and Third weeks will be hosted at NU for some design workshops. This takes a step further into the K-12 involvement and the future of the profession.

#### 4. A'22 updates

**SUMMARY:** Dawn and Scott joined the Board to present and discuss A'22 updates with the conference two weeks out. updated the Board on potential protesters during A'22 from SMART and the dispute with Kingspan. Scott reported 99.5% of the 4000 tour tickets are sold. A few tours have expanded ticket opportunities over the past two weeks. The Volunteer committee has put together another version of the Volunteer conference handbook. A few of the Open Studios have been combined to consolidate attendance and are about 70% sold out. Programs committee is putting together the short video montage for the Host Lounge. Scott thanked the host chapter lounge committee and staff pulling this all together. Scott thanked the staff and Board for all of the support and participation.

#### 5. Designight Updates

**SUMMARY:** Mindy reported that the committee met last week to discuss communication and understanding of what this event will look like to each firm. Mindy walked through the current seating and lawn logistics and alignment with the park guidelines. Mindy gave an overview of the awards sessions and timing for the run of show. The committee will map out combination of award announcements as the awards are determined by categories and how to break up those categories with other topics/awards. Right after July 4<sup>th</sup> is when emails and communications will really ramp up.

#### 6. Student Director Updates

**SUMMARY:** Drew introduced Allison and let her introduce the topic at hand. This year presented a challenge to bring onboard a student director. Allison reached out to 5 of the big sib chapters to learn more about their student director experiences. Allison outlined 4 general recommendations.

- **Terms-** Change to align with the student school schedule (Sept 1- August 31) not the fiscal calendar year. Which would open up the student pool more. Would require a by-law modification.
- **Grow the number of potential student board members-** One member from each school or program within the chapter boundaries. Currently the AIA Chicago chapter was rotating between schools, this would allow 3 at one time and allows coverage between events and meetings. Creates some camaraderie between the schools. We could allow the AIAS chapter to elect the student directors which removes AIA from the search and allows for more ownership by the student body. Would require a by-law modification.
- **Role-** This needs to be clarified to help get them more involved in the strategic plan. Help with career day events or other student engagements. Assist with connections to other chapters, quarter roundtable with AIAS chapters and affinity groups.
- **Mentorship-** Each student director would then be assigned to a board member for the term as a guide and sounding board.

Drew introduced and reviewed the two by-law revisions to 6.05 and 6.16.08.- Drew motioned to revise the by-laws as presented on screen and in the document with increased the Board of Directors to totals to 22. Josh seconded the motion. The Board will vote and then it will be on the annual meeting slate at the end of the year. The vote passed unanimously.

#### 7. Committee Updates

##### Honors and Awards

Lynda shared that the awards submission has closed. Friday submissions increased significantly and will need to work through the jury distribution. The committee will need to work with juries on an equal amount of extra awards for each category. Initial draft of call for nominations for Lifetime Achievement award is being drafted and prepared with needed discussion. Jury is

compiled and Ashley is working on headshots and bios to release the announcement. They will meet starting in July. David mentioned a PR consultant is being brought on for Designight.

#### Advocacy

Arathi and the EDI group continue to work on discussions revolving around the situation in Ukraine. Laura Garcia continues to work with DOB. State Street initiatives continues with discussions on GSA options. Several members have been participating in the Chicago Sustainability Green updates

#### Communications

David walked the group through the new website development. There are 6 working groups currently dividing up the workload and understand feedback. The homepage design mock-ups have been reviewed. The functionality and splash page have been worked through but is a draft and requires further editing. David noted that the primary audience is the membership base and walked through the strategic plan and goals of what the website should highlight and contain. David discussed the backend user experience and editing capabilities. Drew asked how this makes life easier for staff which David expanded upon future revisions and expansions of the site with the future CRM integration.

#### Education

Not discussed during this meeting

#### Finance

Not discussed during this meeting

#### Membership

Not discussed during this meeting

#### Development

Not discussed during this meeting

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

**Meeting adjourned**

#### Next Meetings

Board Meeting – 07/13/2022 meeting (12pm – 1:30pm)

ExCom Meeting – 07/06/2022 @ virtual meeting (8am – 9:30am)