

Board of Directors Meeting Minutes

Wednesday July 13, 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.)	
<input type="checkbox"/> 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 (Senior Director of Advocacy and Special Projects)	<input type="checkbox"/> 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. Meeting began at 12 pm.
- Approval of the June Meeting Minutes**
ACTION: Tim motioned to approve the June meeting minutes. Julie seconded the motion. The June 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 notified the Board that Anjolie Rao, editor of the magazine, has resigned and is working on content for next issuance. Jen will act as the managing editor for Q3 and Q4. Jen suggested the magazine strategic plan gets revisited.

Jen asked the Board about the opinion on the Holiday party and the possibility of a joint party in December with CAC, Noma, and Arquitectos.

Jen has hired Dan O’Connell for promotions on the Guidebook and Designight. The Communications team is on schedule to launch the new website about the date of Designight. Staff is prepping for the future CRM integration next year. We have also shifted to Eventbrite for events which also works in tandem with MailChimp. Upcoming events include the A’22 planning group thank you celebration and August 3rd for the Board summer event.

Foundation MOU updates and progress continues.

4. A'22 updates

SUMMARY: Reports, feedback, finances, etc will be worked on over the next few weeks and provided to AIA National as well as the San Francisco chapter for lessons learned.

5. Designight Updates

SUMMARY: Mindy reported that there was a meeting 2 weeks ago at Millennium Park that gave the committee a better feeling of how the program will flow on the event night. Jen, Ashley and Mindy met to discuss next steps on decisions. The group is looking into current seating and lawn logistics along with security logistics. They will be having weekly meetings moving forward to help focus communication and delegate staff and committee tasks. Run of show will continue to develop. Kelly asked about awards submissions and categories so Mindy and Lynda reviewed the awards breakdown and categories.

6. Committee Updates

Honors and Awards

Lynda provided an update- A special meeting for lifetime achievement award is scheduled for 7/27 from 12-1:30pm. Letters and nominations are in and being vetted now with the committee. Nominees are being asked for materials to be presented before the Board. Former lifetime achievement award winner and FAIAs are reviewing potential shortlist. This is building structure for the future of the award nomination process. Tim asked if after Board member review if rankings could be emailed in for those missing the special meeting.

Advocacy

Peter reported that the notification of the State Street project was on the agenda for last week in front of the Landmarks commission. LC voted unanimously to review the condition and assessment of those buildings which halted any further progress or demolition of the two buildings. Next couple of months, LC will start the review process. Group will keep everyone posted.

Chicago Energy Transformation code is going to be reviewed to better understand what it means. EDI- talking to Boston Society of Architects and how to hire Ukrainian Architects- more information to come.

Richie added that iNOMA project pipeline summer camp is coming up soon to introduce students to architecture and planning.

Communications

Not discussed during this meeting

Education

Not discussed during this meeting

Finance

Not discussed during this meeting

Membership

Fonteva issues continue however the numbers being reported show about 25+ Archs than this time last year. Looking to schedule our next BPC meeting before the end of the month to pick back up the employee handbook revisions. Membership strategic plan meetings are picking back up again next week. The group was reaching out to affiliate members for feedback on the value of membership.

Development

Not discussed during this meeting

7. Building Enclosure Council Agreement Updates

They are their own org with own board, by laws, sponsorship and membership but do not have their own bank accounts. AIA National established a precedent that the local chapter would serve as the management for the BEC which would allow them to function mor similar to a KC. The agreement had previously not contained language or agreement on finances. To update this, the BEC had to update their by-laws. Jen has been meeting with their President and they have since updated their by-laws to include specific relationships to AIA Chicago. They now have financial quarterly reporting, a member must be an AIA member, clarity on sponsorship and reserves. AIA Chicago will now charge an association management fee each year based on yearly and quarterly hourly estimates to help offset Nagham's time and efforts. Their Board has reviewed and approve the new MOU and now the AIA Chicago Board needs to review and provide comment, a motion and vote will need to be taken. Drew made amotion to approve the MOU as submitted, Lynda seconded. The vote was unanimously approved.

8. Fiscal Policy and Procedures Manual Updates and Review

Tim shared updates and highlights of the new Fiscal Policy and Procedures Manual. Tim shared the link to the updated packet. Tim reviewed the thoughts behind the creation of the document and the values it provides to the Board, future committee, VP of Finance, staff and the overall organization. Tim shared some of the checks and balances and procedure to guarantee the Board is fiscally responsible. The documents provides clarity on significant various details of the financial practices as well as the end of year procedures. This also lays out an audit schedule for every three years. Drew also noted that the audit is required for the accreditation from AIA National. Tim motioned to adopt the Fiscal Policy + Procedure Manual as presented today, Lynda seconded the motioned. The Board voted unanimously to approve the motion.

Meeting adjourned

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

Next Meetings

Special Board meeting- 07/27/2022 meeting (12pm-1:30pm)
ExCom Meeting -08/03/2022 @ virtual meeting (8am – 9:30am)
Board Meeting – 08/10/2022 meeting (12pm – 1:30pm)