

Board of Directors Meeting Minutes

Wednesday September 14, 2022, 12:00pm – 1:30pm
Zoom Video Conference Call

Attendees

■ Drew Deering (President)	P Jessica Figenholtz (Past President)	■ Richie Hands (Assoc. Dir.)	
■ Mindy Viamontes (Pres-Elect)	■ Josh Mings (Director)	■ Justin Banda (Assoc. Dir.)	
P Julie Hacker (Development)	■ Enrique Suarez (Director)	P Bob Magruder (Affiliate Dir.)	
P Lynda Dossey (Honors/ Awards)	P Natalie Hicks (Director)	■ Chris Carpenter (Affiliate Dir.)	
P Arathi Gowda (Advocacy)	P Kelly Moynihan (Director)	□ Wei Yu (IL Delegate)	<u>Key</u>
P Jason Golub (Membership)	■ Peter Wojtowicz (Director)	□ Molly R Rademacher (IL Delegate)	P Phoned in
■ Tim Tracey (Finance)	■ Ashlen Williams (Director)	P Terran Wilson (IL Delegate)	■ Present
■ Chey-Wen Taylor (Education)	P Calli Verkamp (Director)		□ 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)	■ Jen Masengarb (Executive Director)
■ David Cordaro (Communications Manager)	P Madison Young (Programs and Events coordinator)

Meeting Minutes

- Welcome** This meeting was held both in-person and a Microsoft Teams meeting due to the Coronavirus pandemic. Drew welcomed the Board and reviewed the agenda. Meeting began at 12 pm.
- Approval of the August Meeting Minutes**
ACTION: Josh motioned to approve the August meeting minutes. Chris seconded the motion. The August meeting minutes were unanimously approved.
- Executive Director Report and Updates**
SUMMARY: Jen started by thanking everyone for helping with Designight and noted a lot of positive feedback from members immediately after the conclusion. Jen outlined that the next quarter of 2022 will focus on member retention and recruitment efforts. A second focus will be volunteer recruitment and how and when, where to get involved. for KCs, Board, etc. Another focus will be education and events for budgeting and understanding programs for 2023. Looking to have an earlier release of the sponsorship package to firms to hopefully help budgeting and early interest. Jen reviewed a few upcoming events over the next month. Jen introduced and discussed the Chicago Computational group's interest in joining the organization as a KC moving forward. The Annual Holiday party will be co-joined with CAC, CWA, and Arquitectos on December 8th. 1869 Circle partners thank you party will be October 13th. David provided a brief update on the Website development. The site that was created for Designight will be rolled into the overall new site- aiming for late fall release. CRM options continue to be reviewed and have been shortlisted.
- Designight Recap**
SUMMARY: Mindy provided an overview and recap of Designight. Mindy thanked the committees and staff that helped pull off the overall event. The group noted the great turn out and provided feedback on the overall venue, experience, and run of show.

5. Strategic Plan updates

SUMMARY: Mindy updated the Board on recent and ongoing meetings with ESC. The ExCom reviewed progress last week. The rest of the year should consist of a clean up and catch up of where we are at, accomplishment and reassessing timeframes, goals, agendas. Committees shall begin reviewing the documents to outline items completed and items to be done. Committees will need to assign new leaders as some people drop off the board or move into a different role.

6. Financial authorization reviews

SUMMARY: The Board reviewed the Budget Adjustment authorization- Jen and Tim noted that the new fiscal policy and procedures guide triggered a formal review and approval due to the current legal fees and expenses that changed the budget. Motion to approve the increase in the budgeted line item for attorney's fees based on current fiscal policies and procedure rules- motion by Drew, seconded by Justin. All in favor, Drew and Tim abstained.

Northern trust securities signatories- It took several months to get the signatories up to date based on new ED, new board members, etc. This will be an annual vote moving forward. Motion by Drew to authorize the removal of authorized individual, Zurich Esposito, off the investment account, seconded by Lynda. All voted in favor.

*Northern Trust Securities
Corporate and Unincorporated Organization Resolution
09.14.2022*

Authorized Individuals now named to AIA Chicago's investments at Northern Trust with the power to make transactions.

*Jennifer Masengarb (Executive Director)
Mindy Viamontes (2023 President elect)
Timothy Tracey (Treasurer)*

Removed as Authorized Individual: Zurich Esposito

The resolutions were duly adopted by the Board of Directors on 09.14.2022 at which a quorum of said Board of Directors was present and acting throughout; that no action has been taken to rescind or amend said resolution; and, that the same are now in full force and effect and do not conflict with the by-laws of said company as stated in AIA Chicago's bylaws.

7. 2023 Membership Dues review

SUMMARY: Tim presented a financial report and comparisons from the past 4 years. The Board reviewed the various scenarios. A motion was provided, and seconded, and approved to pursue option #4. The vote passed unanimously.

8. 2023 Board nominations

SUMMARY: Drew noted that the nominating committee is starting next week. The committee welcomes any nominations, suggestions, or individuals.

9. Committee Updates

Honors and Awards

SUMMARY: Not discussed

Advocacy

SUMMARY: Not discussed

Development

SUMMARY: Not discussed

Education

SUMMARY: Not discussed

Finance

SUMMARY: Discussed earlier in the meeting – see above

Membership

SUMMARY: Discussed earlier in the meeting – see above

Meeting adjourned at 1:33pm.

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

Next Meetings

ExCom Meeting – 10/05/2022 @ virtual meeting (8am – 9:30am)

Board Meeting – 10/12/2022 meeting (12pm – 1:30pm)