

Board of Directors Meeting Minutes

Wednesday October 12, 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)	□ Bob Magruder (Affiliate Dir.)	
■ Lynda Dossey (Honors/ Awards)	■ Natalie Hicks (Director)	P Chris Carpenter (Affiliate Dir.)	
P Arathi Gowda (Advocacy)	■ 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

■ Joan Pomaranc (Senior Director of Advocacy and Special Projects)	P Steve Riforgiato (Director of Membership and Data Analytics)
■ Allison Garwood Freedland (Director of Outreach)	■ Ashley Spell (Director of Education and Awards)
■ Kirstin Osgood (Director of Development and Sales)	■ Jen Masengarb (Executive Director)
■ David Cordaro (Communications Manager)	■ 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 September Meeting Minutes**
ACTION: Mindy motioned to approve the September meeting minutes. Josh seconded the motion. The September meeting minutes were unanimously approved.
- Executive Director Report and Updates**
SUMMARY: Jen started by reviewing the recent KC group quarterly leader meeting. Jen outlined the tiered event model that will help with the calendar, events programs planning, sponsorship coordination etc. Jen discussed having the individual committees open up the entire membership base. It would be a volunteer opportunity to members.
 CRM progress continues with timeline, RFP draft and plan to sign someone before end of 2022. The new website is scheduled to launch by end of the year. David continues to work on content. Staff is working on year end review and are scheduled to send a member survey. A New member welcome reception is being scheduled for November 3rd.
 Jen reviewed the current forecast and draft budget for 2023. The group discussed ideas for additional sponsorship to add structure to KCs and other groups.
- Development Committee Updates**
SUMMARY: Kirstin and Julie reviewed the upcoming The first Celebration Circle event is being held tomorrow night to recognize and thank all partners and sponsors this year. Julie is starting to work with the committee to plan out events for the 2023 calendar.

5. Distinguished Award Updates

SUMMARY: Lynda reviewed the two open categories left for the year: The firm of the year and the Distinguished Service Award. Lynda reviewed the parameters and guidelines of the Distinguished service award. The Board discussed Firm of year timeline and recognition during events moving into next year. Overall feedback from member reports on new platforms for awards has been favorable.

6. Strategic Plan Next Steps

SUMMARY: Mindy reported on the bigger picture of progress and reset going into next year and 2023 goals updates. Over the next month should be for committees to review and spend time updates and new goals.

7. Board Nomination Committee updates

SUMMARY: Mindy noted that the committee continues to look into the future and building a stronger pipeline by not just focusing on 2023 but a few years ahead. Group has met a few times over the past month. Discussions continue and will meet again this month to finalize. The slate will be sent to membership and voted is set to start December 15th. The December Board meeting will shift to Friday 16th.

8. Foundation MOU updates

SUMMARY: Drew provided continued updates. Jen and Drew continue to meet with the Foundation and a DRAFT MOU is being reviewed. The Board will also need to review and approve.

9. New programs and initiatives

SUMMARY: Staff has met this week and started working on a group calendar of events. The group started with the known events and deadlines. There were 8 goals that the staff would identify and base new ideas and topics upon with an associated scale. Ideas included a block party, host a mayoral candidate forum, host sketching events, firm hosted first Friday events, Pecha Kucha/ People's Choice award winner event, small group of AIA Ambassadors (brand ambassadors), and initiating Newly licensed Valentines.

Meeting adjourned at 1:36pm.

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

Next Meetings

ExCom Meeting – 11/02/2022 @ virtual meeting (8am – 9:30am)

Board Meeting – 11/09/2022 meeting (12pm – 1:30pm)