

Board of Directors Meeting Minutes

Wednesday January 11, 2023, 12:00pm – 1:30pm

Attendees

■ Mindy Viamontes (President)	■ Drew Deering (Past President)	■ Richie Hands (Assoc. Dir.)	
■ Lynda Dossey (Pres-Elect)	■ Josh Mings (Director)	■ Eve Fineman (Assoc. Dir.)	
P Julie Hacker (Development)	P Enrique Suarez (Director)	■ Bob Magruder (Affiliate Dir.)	
■ Peter Wojtowicz (Honors/ Awards)	■ Susan Brain (Director)	P Eric Singer (Affiliate Dir.)	
■ Natalie Hicks (Advocacy)	■ Kelly Moynihan (Director)	■ Wei Yu (IL Delegate)	
■ Jason Golub (Membership)	■ Lori Day (Director)	□ Molly R Rademacher (IL Delegate)	P Phoned in
■ Tim Tracey (Finance)	P Ashlen Williams (Director)	■ Sophie Mendelsohn (SAIC Student Director)	■ Present
■ Chey-Wen Taylor (Education)	□ Calli Verkamp (Director)	P Erika Vidales (UIC Student Director)	□ Not Present
		P Mai Sano (IIT Student Director)	

Staff

■ Joan Pomaranc (Senior Director of Advocacy and Special Projects)	■ Steve Riforgiato (Director of Membership and Data Analytics)
■ Allison Garwood Freedland (Director of Outreach)	■ Ashley Spell (Director of Education and Awards)
P 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. Mindy welcomed the Board and reviewed the agenda. Meeting began at 12:06 pm.
- Approval of the December Meeting Minutes**
ACTION: Josh motioned to approve the December meeting minutes. Richie seconded the motion. The December meeting minutes were unanimously approved.
- President's Introduction**
SUMMARY: Mindy welcomed the group and started a round of introductions.
- Executive Director's Update**
SUMMARY: Jen started with a review of the approved budget for 2023 and some recent updates. The updates include credit card fee estimated charges by reducing the approved line item budget from \$13,000 to \$6,000. Jen presented the 2023 Proposed Development Committee + Task Force structure based on strategy, prospecting and delegation of roles/ logistics. Jen reviewed the 4 main task forces and those individuals currently identified to chair each group. It was noted that the Board is looking for volunteers and members interested in joining these groups along with leadership roles. Jen and Julie presented the schedule for each of these events across the next 12 months.
 Jen and David also noted that the new website is about 2 weeks away from being released- New Year, New Website, New opportunities to get involved.
- AIA Chicago Business Plan Continuity Updates and Review**
SUMMARY: Jen, Tim and Mindy reviewed highlights of the document, what it addresses, and responses. This document is due to National this week. This provides continuity and procedural items for transparency and consistency. This provides transitional information for accounts and other business-related matters. This will get passed down from Board to Board each year moving forward.

Tim made a motion to approve the business plan as presented, Drew seconded. All voted unanimously to approve.

6. AIA Chicago and AIA Chicago Foundation Fiscal Policy & Procedures, updates and review

SUMMARY: Tim presented and reviewed the current document. This is the annual review from the 2022 version. Two revisions include; 1) the relationship between AIA Foundation and the AIA Chicago Board and 2) ongoing MOUs. Eric mentioned the Board looklooklook into a Fiduciary Bond for the Board.Board Board.

Tim made a motion to approve the AIA Chicago and AIA Chicago Foundation Fiscal Policy & Procedures. Kelly seconded. All voted unanimously to approve the motion.

7. 2023 Board of Directors orientation

SUMMARY: Jen and Mindy reviewed the current Sharepoint folder, the file folders, along with the current and appropriate documents contained within. Jen reviewed the Chapters Mission and Vision, core values, and the current strategic plan goals. Jen also presented the National, State and Local level benefits. Jen presented the video *"10 Ways to be an awesome Board Member"*.

Mindy presented the governing documents and important articles, IRS and tax information, by-laws and policies and procedures that are found in the sharefolder. Additionally, the 2021-2023 Strategic Plan and Annual Budget documents are held there as well. Mindy also reminded the Board of our Fiduciary responsibilities including the Board's duty of care, loyalty and obedience. Mindy discussed the importance of recruitment, engagement and building the pipeline for future Board members and leaders.

Lynda motioned to adjourn the meeting, Josh seconded. Meeting adjourned at 1:41pm.

Documents Distributed: See the January 2023 Sharepoint folder for all documents.

Next Meetings

ExCom Meeting – Wednesday 2/1/2023 @ virtual meeting (8am – 9:30am)

Board Meeting – Wednesday 2/8/2023 meeting (12pm – 1:30pm)