

Board of Directors Meeting Minutes

Wednesday, February 8, 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)	■ Enrique Suarez (Director)	P Bob Magruder (Affiliate Dir.)	
■ Peter Wojtowicz (Honors/ Awards)	P Susan Brain (Director)	■ Eric Singer (Affiliate Dir.)	
P Natalie Hicks (Advocacy)	P Kelly Moynihan (Director)	■ Wei Yu (IL Delegate)	
■ Jason Golub (Membership)	■ Lori Day (Director)	■ Molly R Rademacher (IL Delegate)	P <u>Key</u>
■ Tim Tracey (Finance)	■ Ashlen Williams (Director)	■ Sophie Mendelsohn (SAIC Student Director)	■ Phoned in
■ Chey-Wen Taylor (Education)	□ Calli Verkamp (Director)	P Erika Vidales (UIC Student Director)	□ Not Present
	P Cesar Santoy (IL Delegate)	P Mai Sano (IIT Student Director)	

Staff

■ 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)	■ 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 online through Microsoft Teams meeting. Mindy welcomed the Board and reviewed the agenda. Meeting began at 12:06 pm.
- Approval of the January Meeting Minutes**
ACTION: Drew motioned to approve the January meeting minutes. Ashlen seconded the motion. The January meeting minutes were unanimously approved.
- President’s Introduction**
SUMMARY: Mindy welcomed the group and thanked everyone for their involvement and reflection of the strategic plan, KC and board member involvement.
- Executive Director’s Update**
SUMMARY: Jen started with a congratulations for Steve on his 15-year work anniversary. Jen unveiled the newly acquired CRM and provided an overview of the upcoming milestones to get underway. Jen also reviewed what benefits the CRM will provide in the long term. Jen provided some updates on upcoming programming such as Third Thursdays and will have agenda release a month prior to March 16th. Guess a sketch is also coming up and Brett Taylor is going to chair. The AIA Leadership Summit is coming up – Jen, Mindy, Lynda and David are attending. Jen provided an overview of the agenda and meeting coming up during the summit. Jen and Mindy will work on continuing the coffee discussions with Firm leadership throughout the city.
- AIA Chicago Designight updates**
SUMMARY: Kelly provided an overview of the Designight planning. Kelly has recruited Terran Wilson to co-chair the event. The planning is preliminary but thinking it will be a two-part event: welcoming social hour into awards program. Kelly provided some of the feedback from last year’s event to help understand

and outline the new format and programming. The group will continue to work on the messaging of the new event and committee planning.

6. Committee updates

- a. Honors and awards
 - i. Peter reported on a few events and ongoing updates since the retreat. The committee will be reaching out to other groups for support. They are looking to strengthen the jury pool and process. Looking to open up a few of the annual process for nominations with awards. Firm of the Year award submissions are now open. Winner will be on stage during Designight.
- b. Advocacy
 - i. Natalie reported that there was a kickoff meeting 2 weeks ago. Various members and participants joined. Looking at the decision tree matrix and ongoing issues in the local community. Josh will be attending DoB meetings moving forward. The group will look to the NYC Advocacy committee as well for some information.
- c. Membership
 - i. Affiliate updates
 - ii. Firm Ambassador updates- share list of firms and individuals with Jen and Mindy for coffee talk discussions for awareness and engagement.
 - iii. Steve reported on a few updates membership numbers
- d. Education
 - i. They reported upcoming calendar events and welcomed new committee members. Carl Sergio and Justin Banda will also participate as non-Board members. Looking to demystify committees. Member elevation – looking nationally to elevate members as SMEs.
- e. Finance
 - i. New bank accounts are setup and open- checking and savings for each Board and Foundation
 - ii.
- f. Development
 - i. Kirstin and Julie are working on a prospect list. CRAN symposium is upcoming and planning continues. Third Thursdays will be a big boost for sponsorship.

7. AIA Chicago Sponsorship Ambassador Workshop

SUMMARY: Jen presented a PowerPoint presentation to empower the Board and provide talking points for opportunities and connections with various groups.

- Jen outlined several big key components of the importance financial goals, professional relationships, sponsorship (marketing opportunities, exchange of goods, not tax deductible), motivations etc.
- Jen and Ashley asked that each Board member provide (3) companies that they would list for sponsorship opportunities.
- Jen reviewed upcoming 2023 Events and Sponsorship opportunities via the new website page which outlines pricing tiers and benefits.
- Highlighted the thought of resharing social media posts via LinkedIn or others.
- Reviewed the email blast with sponsorship breakdown.
- Review of Affiliate member benefits and pricing
- Review of the 1869 circle partner program.

Meeting adjourned at 1:31 pm.

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

Next Meetings

ExCom Meeting – Wednesday 3/1/2023 @ virtual meeting (8am – 9:30am)

Board Meeting – Wednesday 3/8/2023 meeting (12pm – 1:30pm)