

AIA CHICAGO Board of Directors Meeting Minutes

Wednesday, October 28th, 2020, 12:00pm – 2:00pm

Video Conference Call

Attendees

P April Hughes (President)	P Chey-Wen Taylor (Director)	P Jeremy Gentile (Assoc. Dir.)	P John Syvertsen (IEVP)
P Jessica Figenholtz (Pres-Elect)	P Manuel Hernandez (Director)	P Jose Rodriguez (Int'l Assoc. Dir.)	
P Mindy Viamontes (Sponsorship)	P Oswaldo Ortega (Director)	P Ryan Biziosek (Affiliate Dir.)	
P Jennifer Park (Honors/ Awards)	P Jason Golub (Director)	P Chris Carpenter (Affiliate Dir.)	
P Drew Deering (Advocacy)	P Natalie Hicks (Director)	P Andrew Jiang (Student Dir.)	Key
P Laura Garcia (Secretary)	P Tim Tracey (Director)	P Jeff Jenó (IL Delegate)	P Phoned in
P Robert Forest (Past President)	P Lynda Dossey (Director)	P Joseph Lai (IL Delegate)	■ Present
		<input type="checkbox"/> Terran Wilson (IL Delegate)	<input type="checkbox"/> Not Present

Meeting Minutes

1. **Welcome** by April Hughes. This meeting was held as a web based video call due to the Coronavirus pandemic.

2. Committee Report- EDI

SUMMARY: Jen Park, Natalie Hicks and David Mulder are cochairs, Oswaldo Ortega and Cristina Gallo are also on the committee. Natalie started by introducing the committee and reviewed the committee's activities and commitments. Implicit Bias Training will be offered to member firms free of charge, which will be financed with proceeds from this year's Designight. David Mulder reviewed the self-assessment tool that the committee has developed. It is based on UK guidelines for determining pay gap, and on Equity by Design's 5 pinch points to equity. The Beta test of the tool was completed last year, and it was successful. The next step is to link to it on AIA Chicago's website, so that generic results can be calculated. Participation and all results are anonymous. The committee is assessing how to further develop the test. Cristina Gallo discussed the pledge which will be introduced to the AIA Chicago chapter by video during Designight. An EDI Annual Meeting is planned for February 2021. Oz Ortega discussed the details of the pledge which broadly includes growing Design Firm EDI IQ.

3. Approve September 2020 Meeting Minutes

ACTION: The September 2020 minutes (regular and petitioned 9/25 meeting) were reviewed. Lynda Dossey motioned to approve the minutes, Jessica Figenholtz seconded the motion. The regular September meeting minutes were also approved. Mindy Viamontes motioned to approve the minutes, Oswaldo Ortega seconded the motion.

4. President Report

SUMMARY: April Hughes reported that the chapter has settled with the former EVP. Chapter insurance has covered the costs of the settlement, minus the 1K deductible. The agreement will be provided to the full Board so that they can read and understand the confidentiality and non-disparagement clauses. There will be guidance on what the Board can and cannot say.

April Hughes discussed the proposed changes to the by-laws. They were edited to achieve parity with National and align with other large AIA chapters. The by-laws may be realigned again based on input from the new EVP and the Strategic Planning Committee. The by-laws reference a long range plan, and a Board Rules and Procedures document, neither of which we currently have. These proposed changes will be reviewed by our legal team, then AIA Illinois, and then AIA National. These will be voted on at the Annual Meeting. Notice of the changes and the slate of nominations for the 2021 Board will go out to membership 3 weeks before the meeting per our bylaws. Voting will likely start at the meeting or the day after and continue for 48 hours as was done at the National level.

ACTION: The Board of Directors is asked to review the by-law changes in Dropbox and forward comments to April.

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5. President Elect Report

SUMMARY: Jessica Figenholtz reported that the Strategic Planning Committee is on a brief pause. The next step is public outreach to the chapter. The Executive Director search is on going and the Strategic Planning Committee will be reassessing on a monthly basis when to start back up.

6. Committee Report – Personnel Committee

SUMMARY: Laura Garcia reported that the Personnel Committee is working on a questionnaire that will go out to staff to start the job description reconciliation process. This will also lay the foundation for future yearly performance reviews. The committee is also interviewed an HR firm and is proposing that HR assistance be confirmed to provide ongoing support to the chapter. The committee will be working with the HR company to update the Employee Handbook. All of this work is scheduled to be completed by the December Executive Committee meeting, in preparation for bringing any recommendations to the full Board of Directors for a vote at the December regular Board meeting.

7. Committee Report - Sponsorship

SUMMARY: April Hughes reported that Designight planning is going well. It is scheduled for November 13th, and pre-recorded content is being completed. There will be a virtual pre-party and after party. The event website went live and all are encouraged to register. There is just under 5,000 of additional sponsorship dollars (beyond the cost of the event) that will go to EDI initiatives. No additional requests for sponsorship will go out this year (for the Annual Meeting.)

8. Committee Report – Finance

SUMMARY: Drew Deering updated that the checking account update is almost complete. He is also starting updates to the Foundation's accounts. Wendy has completed the upgrade to QuickBooks online. John, Wendy and Drew can all log in at anytime to assess financial status. The chapter and foundations books have been separated. Drew is also working on pulling together everything needed for 2019 taxes, and the PPP forgiveness paperwork will be filed by the end of the year. An audit will be started as soon as all finances are organized. The 2021 budget will be reviewed at our next Board meeting in November. A couple of different scenarios will be reviewed.

9. Committee Report – Advocacy

SUMMARY: no report.

10. Committee Report – Membership

SUMMARY: Laura Garcia reported the membership levels remain stable as compared to this time last year. Membership is slightly lower, but because of the small dues increase for this year, income from dues is slightly higher.

11. Committee Report – Honors and Awards

SUMMARY: Lynda Dossey reported that there were 7 submissions for Firm of the Year, and the jury will meet in November. The Dubin Young Architect award has been determined and will be announced by the Foundation. The Board will be voting on who will receive the Distinguished Service award for this year at the November Board meeting.

ACTION: The Board is asked to provide recommendations for the Distinguished Service Award.

12. Other Business

SUMMARY: no report.

Meeting adjourned

Next Meetings

Board Meeting – 11/23/2020 @ virtual meeting (12:00-1:30)

ExCom Meeting –11/18/2020 @ virtual meeting (8am – 9:30am)

Documents Distributed: See the October 2020 Dropbox folder for all documents.