

AIA CHICAGO Board of Directors Meeting Minutes

Monday, November 23rd 2020, 12:00pm – 1:30pm

Video Conference Call

Attendees

<input checked="" type="checkbox"/> April Hughes (President)	<input checked="" type="checkbox"/> Chey-Wen Taylor (Director)	<input checked="" type="checkbox"/> Jeremy Gentile (Assoc. Dir.)	<input checked="" type="checkbox"/> John Syvertsen (IEVP)
<input checked="" type="checkbox"/> Jessica Figenholtz (Pres-Elect)	<input type="checkbox"/> Manuel Hernandez (Director)	<input checked="" type="checkbox"/> Jose Rodriguez (Int'l Assoc. Dir.)	
<input checked="" type="checkbox"/> Mindy Viamontes (Sponsorship)	<input type="checkbox"/> Oswaldo Ortega (Director)	<input checked="" type="checkbox"/> Ryan Biziosek (Affiliate Dir.)	
<input type="checkbox"/> Jennifer Park (Honors/ Awards)	<input checked="" type="checkbox"/> Jason Golub (Director)	<input checked="" type="checkbox"/> Chris Carpenter (Affiliate Dir.)	
<input checked="" type="checkbox"/> Drew Deering (Advocacy)	<input checked="" type="checkbox"/> Natalie Hicks (Director)	<input checked="" type="checkbox"/> Andrew Jiang (Student Dir.)	<u>Key</u>
<input checked="" type="checkbox"/> Laura Garcia (Secretary)	<input checked="" type="checkbox"/> Tim Tracey (Director)	<input type="checkbox"/> Jeff Jenó (IL Delegate)	<input checked="" type="checkbox"/> Phoned in
<input type="checkbox"/> Robert Forest (Past President)	<input checked="" type="checkbox"/> Lynda Dossey (Director)	<input checked="" type="checkbox"/> Joseph Lai (IL Delegate)	<input checked="" type="checkbox"/> Present
		<input checked="" 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. Approve October 2020 Meeting Minutes

ACTION: The October 2020 minutes were reviewed. Drew Deering motioned to approve the minutes, Jose Rodriguez seconded the motion.

3. President Report

SUMMARY: April Hughes asked the Board to discuss comments on Designight. Thanks to the staff and Mindy for pulling Designight together. One member commented that it lacked live content. The “cocktail” hour was fun, as was the live music at the end. It was suggested that we review how other chapters are handling their awards ceremonies for ideas for future events. The red background was a little too intense. Attendance was discussed and one member had expected to see a higher attendance considering that it was virtual. A survey to membership about this year’s Designight was discussed. The Board of Directors slate for 2021 and the by-laws were sent out to full membership in advance of the Annual Meeting. The vote will be held on a system called Elections Now to handle virtual voting. All members will get a unique link that will be sent on December 16th and will be live through the 18th. Membership will be notified of the results on the 18th after the election results are certified. The slate and the bylaws will be voted on in aggregate. (Y/N for the bylaw changes, Y/N for the 2021 Board of Directors full slate.)

The Board will be working on “passing the baton” to new Board members coming in for 2021 during the month of December. This will include looking at who will be chairing and co-chairing 2021 Board committees.

ACTION: April Hughes asked the full Board to review the settlement with the previous EVP, sign a form acknowledging receipt and understanding of the settlement, and return the form to April Hughes by December 1st. Schiff Hardin can provide input on what can and can’t be said in the future.

4. Executive Vice President Report

SUMMARY: John Syvertsen reported on the Executive Director search committee. We have received many submissions of interest and the deadline is December 14. Stakeholder interviews are in progress and surveys will be sent out before the end of the year. Staff interviews will be completed before December 2nd. The staff met to map out 2021 and the executive committee will be reviewing this and developing the budget in collaboration with staff for 2021.

5. President Elect Report

SUMMARY: Jessica Figenholtz reported on the status of the strategic planning committee. They talked to ESC who attended Designight and their next meeting is in early December. They will map out the next 3 months of the committee’s efforts in December. The strategic plan will be wrapped up by March or April of 2021.

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The AIA Foundation has its next Board meeting on December 4th. We are working with the Foundation to reconcile finances, and understanding how if/how to move forward with the AIA Chicago guidebook.

6. Committee Report – Personnel Committee

SUMMARY: Jason Golub, Laura Garcia and Chey Taylor reported on the progress of the reconciliation of staff job descriptions and compensation, and proposed updates to the Employee Handbook. Responses have come back from all staff on the staff survey. Edits to the Handbook include clarifying the definitions of workplace harassment, the process of bringing grievances forward, yearly performance reviews process/ timeline, and additional policies such as accommodation for nursing mothers, etc.

7. Committee Report - Sponsorship

SUMMARY: Mindy Viamontes discussed the difference between how sponsorship has been handled in past years, as opposed to how it will be handled next year. Last year, sponsorship started at the beginning of the year for all events across the whole year. As a result, sponsorship funds came in early for both the SPAs and Designight. SPAs netted 15K this year, and Designight netted 5K more than the cost of the program. An additional 70K was rolled over for next year. No additional sponsorship funds were fundraised for the Annual Meeting this year. Traditionally, 89% of our sponsorship funds came in for and went to Designight and the Annual Meeting. This year, because of the move to virtual programming, our sponsorship dollars were more evenly split. The goal is to come up with a more balanced sponsorship strategy for future years, which may be more focused on educational programming including Transform. Our staff also sees enormous potential with virtual programming and sponsorship opportunities. It was noted that sponsorship may lag slightly behind the economy as it improves post-pandemic. It was also noted that a communications committee has been suggested starting in 2021.

8. Committee Report – Finance and Advocacy

SUMMARY: Drew Deering reported that we finally have signatory access and online access to our Northern Trust bank accounts. He is working on getting the Foundation access to their accounts. The next step is getting access to our investment accounts. The chapter is been fully migrated to Quickbooks online. 501C3 organizations have to submit meeting minutes and financial reports annually, this is in progress. PPP paperwork forgiveness is in progress. We are still charting out finances for 2021 and are developing a budget in conjunction with chapter staff. The finance committee meets weekly on Friday mornings.

Drew reported that he, Joan, and John spoke to city officials, and the city has passed a 5 year budget to work on capital projects across the city. The city is proposing bonds to fund the projects. Joan sent a letter of support from AIA Chicago supporting the measure which is now making its way through city council. There will also be a call about a net zero code and working on that initiative during 2021.

9. Committee Report – Honors and Awards

SUMMARY: Lynda Dossey reported that the Firm of the Year jury met, and the winner will be announced. Lynda reviewed the nominations received from the Board for the Distinguished Service Award. There was extended conversation about the goals of the award and who we would like to recognize this year.

ACTION: The Board did not make a decision on the Distinguished Service Award during this meeting. Email consideration will continue for the rest of this week, through Thanksgiving. April will work directly with staff to determine potential Presidential Citations.

10. Other Business

SUMMARY: no report.

Meeting adjourned

Next Meetings

Board Meeting – 12/9/2020 @ virtual meeting (12:00-1:30)

ExCom Meeting –12/16/2020 @ virtual meeting (8am – 9:30am)

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

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