

# AIA CHICAGO Board of Directors Meeting Minutes

Wednesday, December 16th 2020, 12:00pm – 1:30pm

Video Conference Call

## Attendees

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

## Meeting Minutes

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

### 2. Approve November 2020 Meeting Minutes

**ACTION:** The November 2020 minutes were reviewed. Drew Deering motioned to approve the minutes, Jessica Figenholtz seconded the motion.

### 3. President Report

**SUMMARY:** April Hughes asked for the Board's input on the Annual Meeting. One member noted that it felt more natural because it felt more "live" than Designight. Another comment was that the length of it was appropriate (short.) Thanks to the staff for handling this high-quality event. Jessica asked if there was any feedback about a member wanting to speak at the Annual Meeting. It was suggested that we look at a way to facilitate feedback about the slate for future votes. This is the first year that the whole membership has been invited to vote without having to pay to attend the Annual Meeting. April Hughes was presented with a plaque and John Syvertsen was also presented with a plaque to acknowledge and thank them for their service to the chapter. April thanked the Board for their service this year.

**ACTION:** April Hughes asked the Board to return the settlement acknowledgement letter if they haven't done so already.

### 4. Executive Vice President Report

**SUMMARY:** John Syvertsen reported on the national ED search. The interviews were completed at the end of this week, as well as the surveys. We have 35 vetted applicants, and well over 100 total applicants. The deadline for applicant materials was the 11<sup>th</sup>. The committee will be reviewing candidates up until the January 6<sup>th</sup>, and interviews will start on the 13<sup>th</sup>. The second round of interviews will start on February 9<sup>th</sup>, and the Board will be notified of the selection in February. The goal is to onboard the new ED by March 15<sup>th</sup> of 2021.

### 5. President Elect Report

**SUMMARY:** Jessica Figenholtz reported on the strategic planning timeline. The overall plan is to restart in January, with a survey which will go out to members. The committee is targeting March 31<sup>st</sup> for a half day meeting with the Board and the new ED to think through short term and long term goals. The strategic plan will be updated by May 2021 at the latest so that we have the second half of the year to start to implement the plan. Some current Board members will stay on the committee even though they have rolled off the Board.

Jessica is working with staff to map out the 2021 meeting dates. All planners will be sent out as Zoom meetings to the 2021 Board as soon as possible, after the election is completed. She is also working out Board committees, and who will be serving on which committees for 2021.

### 6. Committee Report – Personnel Committee

***Elevate Public Awareness | Advocate for the Profession | Create & Share Knowledge***

*AIA Chicago works to increase public awareness of the built environment and the role architects and affiliated professionals play in making Chicago a world architecture capital*

**SUMMARY:** Laura Garcia reported on the proposed salary market adjustments for staff and the proposed changes to the handbook. The BPC worked with our HR Consultant Chatfield to first review staff job descriptions with our current staff, then compare our staff's job descriptions against comparable descriptions in the market to develop appropriate market salary ranges. This study found that our staff is paid within an acceptable range relative to the market, but at the low end of that acceptable range. Several salary adjustments were proposed by Chatfield, reviewed by the Board Personnel Committee and then reviewed again by the Executive Committee, before being proposed today as part of the 2021 budget. The BPC is also recommending one time end-of-year gifts for all staff as a thank you for their remarkable efforts during 2020.

A summary of changes to the Employee Handbook was also reviewed with the full Board of Directors. Chatfield completed a full and thorough review of the Handbook, and made a series of changes to update the chapter's discrimination and harassment policies, add a second official avenue for staff to bring concerns to beyond the Executive Director, and outlined new policies relative to grievances and potential disciplinary action. Chatfield also made recommendations for various additional miscellaneous changes to bring the Handbook in line with current law.

**ACTION:** Drew Deering motioned to approve the handbook, Tim Tracy seconded, and the Board unanimously voted to approve the changes via voice vote. Proposed salary market adjustments for staff will be approved via the 2021 budget vote later during this meeting.

## 7. Committee Report - Sponsorship

**SUMMARY:** Mindy Viamontes reported on sponsorship for 2021. 2021 will be different from all previous sponsorship years because we don't yet know how events will be impacted for the year due to the pandemic. We have roll over sponsors from 2020, assuming that they would be buying a table at DesignNight, but we don't currently know if that will be possible. The committee is looking at pivoting to assess how sponsorship might change moving forward; including assessing who our potential sponsors might be for virtual programming. For 2020, 47 virtual programs were hosted by the chapter, and totaled over 5,280 viewers. 23 programs offered CEUs. Joan P will be walking through programming next year with all of the KCs, so that planning can start for 2021. Sponsorship will be offsetting not just the cost of programming, but also overall chapter operating costs. The committee is looking at ways to bring value to our sponsors in a virtual format.

## 8. Committee Report – Finance

**SUMMARY:** Drew Deering reported on the budget for 2021. A summary of our financial status for 2020 was reviewed and is available in Dropbox for the Board to review. For questions regarding our finances (and reimbursements) email Accounting@aiachicago.org. The chapter has many accounts scattered across multiple banks, and we will be looking at restructuring chapter finances for 2021. The chapter is operating at a surplus for 2020 but is projected to be in a deficit for 2021. The 2021 budget looks at two separate scenarios, for a fully virtual year and for a partially live year. The biggest change is a projected 6% drop in revenue from dues, which aligns with what AIA National is projecting. The books have been reformatted and the budget is now documented with revenue first and expenditures second. Drew reviewed the 2021 budget with the Board and several questions were answered during the review. The 2021 budget includes the market salary adjustments proposed for staff, and the Board vote on the 2021 budget will also be a vote on the market adjustments for staff for 2021. It was suggested that we review our budget against other similar chapter's budgets next year to see if there are any creative ideas we can capture and incorporate into our own financial structure.

**ACTION:** Manuel Hernandez motioned to approve the 2021 budget, Jessica Figenholtz seconded the motion, and the Board voted unanimously to approve the budget via voice vote.

## 9. Committee Report – Advocacy

**SUMMARY:** Drew Deering discussed the proposed Net Zero code and the goal to advocate for it in 2021. There have been several planning calls about this in preparation for 2021.

## 10. Other Business

**SUMMARY:** no report.

### Meeting adjourned

**Next Meetings:** Board Meeting – 1/2021 @ virtual meeting (12:00-1:30)  
ExCom Meeting – 1/2021 @ virtual meeting (8am – 9:30am)

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