

Board of Directors Meeting Minutes

Wednesday, February 24, 2021, 12:00pm – 1:30pm
Zoom Video Conference Call

Attendees

P Jessica Figenholtz (President)	P Chey-Wen Taylor (Director)	<input type="checkbox"/> Jeremy Gentile (Assoc. Dir.)	
P Drew Deering (Pres-Elect)	P Arathi Gowda (Director)	P Justin Banda (Assoc. Dir.)	
P Mindy Viamontes (Sponsorship)	<input type="checkbox"/> Oswaldo Ortega (Director)	P Bob Magruder (Affiliate Dir.)	
P Tim Tracey (Honors/ Awards)	P Enrique Suarez (Director)	P Chris Carpenter (Affiliate Dir.)	
P Laura Garcia (Advocacy)	P Natalie Hicks (Director)	P Nyah Tsai (Student Dir.)	
P Jason Golub (Secretary)	P Julie Hacker (Director)	P Jeff Jenó (IL Delegate)	<u>Key</u>
P April Hughes (Past President)	P Lynda Dossey (Director)	P Terran Wilson (IL Delegate)	P Phoned in
P Manuel Hernandez (Treasurer)	P John Syvertsen (IEVP)		■ Present
			<input type="checkbox"/> Not Present

Staff

P Joan Pomaranc (Program Director)	P Steve Riforgiato (Membership Manager)	P Wendy Daniels (Accounting/ Bookkeeper)
P Allison Garwood Freedland (Program Manager)	<input type="checkbox"/> Debora Donato (Sponsorship Coordinator)	
P Kacey Larsen (Program and Events Manager)	P Anjolie Rao (Communications Director)	

Meeting Minutes

1. **Welcome** by Jessica Figenholtz. This meeting was held as a web-based video call due to the Coronavirus pandemic. Jessica welcomed everyone and reviewed the proposed agenda. Jessica kicked-off the board meeting by having staff report for the first 10-15 minutes on current events and workload. Each staff member briefly reported:
 - a. Allison reported SPA application will open next week on March 1st. Jury has been established. Each staff member has been assigned individual KCs to work with. Event tomorrow is scheduled for Higebr Education Building for Resiliency. Diveristy scholarship and Roche scholarship are both open for applicants. Foundation finances are being worked on at the moment.
 - b. Kacey reported she is working with Interior Architecture KC and next event is in 2 weeks. LGBTQi Chicago and Austin are combining efforts for an event in 2 weeks- registration will be opening in the next few days. Bridge Mentorship program planning is ongoing. AIA Wisconsin collaboration is looking to become a series but will begin in April 2021 focused on climate change initiatives revolving around Lake Michigan.
 - c. Steve reported he is still working through Fonteva with AIA National to reconcile the reporting and membership counts. Numbers on statistical reports are not accurate. Steve is really trying to work with them on rectifying. Fellows committee is meeting March 9th to establish various program planning and candidates in future. Membership Committee is working on a program to solicit and help refresh what being a member means. Steve is looking for affiliate members contact info from the Board.
 - d. Joan is working with KCs as well. Both the 2030 and Cote KCs could look to partner, merge and strategize to potentially workAIA Guidebook for 2022 is getting prepared and will be published in time for the Convention. May 1st will be the deadline for copy material for the refresh. Large firm roundtable group will meet virtually to help continue the group's progress in 2021. Joan is reaching out to those KCs that have a need for help or support or new leadership.
 - e. Anjolie has started a Communications Committee with Drew D. The group is looking to find out what the true needs are for the chapter, website, publications, etc. Working with Kacey on Magazine launch events- looking for advertisers and local SMEs to help with content and copy material. Issue #1 will be issued on April 1st and will be tied to an event. Proof of magazine is under review now. AIA National has completed a rebrand of our logos and we have chosen to adopt some of their design principals. Anjolie is beginning to look into programs and events for

Biennial along with City Open Workshop. Looking for volunteers for the Communication Committee.

- f. Wendy has reported that we are much closer to Bank of America account access and will get financial reports fully updated in the next few weeks. We are also close to the Northern Trust access for the Foundation. PPP loan forgiveness paperwork is going to be submitted by end of next week.
2. **Special Guest:** Ryan Gann, Assoc. AIA, At-Large Director, AIA National Board of Directors
 - a. Ryan joined the Board to present AIA National as they are looking to engage more on the local level. Ryan presented the current AIA National staff, Board, and component numbers. The current structure and org chart of AIA National was reviewed. The current 2021 Board was introduced along with the 2021-2025 Strategic Plan. The plan has two goals: Climate Action and Racial, Ethnic and Gender Equality.

3. **Approve the regular January Meeting Minutes and Special February 11th Meeting Minutes**

ACTION: The January 27th minutes were reviewed. Drew D motioned to approve the minutes, Lynda seconded the motion. The February 11 Special Meeting motioned by Justin, Chey 2nd. **Mark confidential**

4. **President Report**

SUMMARY: Jessica Figenholtz reported over 400 members completed the ESC survey. A third and final reminder will be sent out on Friday. Jessica added a networking document from AIA National in the Board dropbox. AIA National also sent some onboarding materials for new Executive Directors.

5. **Vice President Elect Report**

SUMMARY: Drew reported that most of the Communications group updates were acknowledged during Anjulie's report. Drew is working with Foundation and Allison on MOU and working relationship. Reports are within the dropbox.

6. **Executive Vice President Report**

SUMMARY: John Syvertsen reported on the Executive Director search. Jen has accepted the offer and terms of the position. Transition, onboarding, and employment agreement are all being finalized. Beginning of April 2021 is the target starting timeline. Meeting is set with Greentarget to establish the PR process and rollout of communications regarding Jen and her new role. The new ED hire is still meant to be confidential until the official announcement in the next week or two.

6. **Committee Report- Advocacy**

Advocacy will look to work more hand in hand with National Advocacy groups in attempts to align strategies moving forward. City of Chicago DOB is currently looking at Mechanical and Electrical code updates this year. The ADU ordinance passed in December and will be accepting permits beginning in May 2021. City Grassroot currently has no updates. One major goal this year will be to establish connections and understand Net zero codes and what does that mean for local and national codes. The sub-committee of 2030 will also be involved heavily in the Net Zero discussion.

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, among other minor revisions and updates.

7. Committee Report - Sponsorship

SUMMARY: Mindy Viamontes discussed the four main categories- Designight, SPA, Annual Meeting, Events. The committee's goal last year was \$550,000 but due to the pandemic only was able to raise \$160,000 with the majority of money coming from the virtual Designight. Traditionally 80% of sponsorship funds was raised by Designight. This past year it was closer to 46% providing a more even spread of sponsorship opportunities. Mindy and the committee are looking at ways maximize opportunities moving forward with virtual events and big picture for 2021. SPA is coming up first and will be the first ask by the committee. The committee continues to look for different ways to promote sponsorship: in the past the focus has been on events, other chapters focus on partnerships throughout the year and advertisements. This committee is working to connect sponsors with their targeted audience. The overall sponsorship goal this year \$170,000.

8. Committee Report – Finance

SUMMARY: Manny will be chairing the Finance committee for 2021. The committee is working on reconciling all financial and accounting for 2020. The group is working on access to all accounts to have a clean 2020 reporting. The group has created a 2021 forecasted budget and is looking forward to working with the committees and sponsorship. Board Packet has 2020 actual numbers and 2021 budget for review. Approved budget assumes all events are virtual moving forward in 2021. The packet does contain a budget that shows both virtual and in-person events (post-pandemic).

9. Committee Report – Honors and Awards

SUMMARY: Tim Tracey reported that SPA is working on the short list for jury participants aimed on a Mid-February deadline. Lynda is pulling together lessons learned from last year's event. Currently the SPA is scheduled for June 10. Tim will be looking for input from 2020 on recommendations on 2030 signatories and how the participation correlates to award submissions. Should AIA Chicago require AIA 2030 participation moving forward? Data reviewed from 2020 revealed that out of 57 awards submittals last year, only 27 were AIA 2030 signatories, 9 unaware of the 2030 challenge and 21 had not signed up.

10. AIA IL delegate

Meeting was this past Monday. Grassroots will be virtual for Illinois. Working through now. Reconnect Conference to happen again in fall.

11. Other Business

SUMMARY: no report.

Meeting adjourned

Next Meetings

Board Meeting – 2/24/2021 @ virtual meeting (12:00-1:30)

ExCom Meeting –2/17/2021 @ virtual meeting (8am – 9:30am)

Documents Distributed: See the February 2021 Dropbox folder for all documents.