

## Board of Directors Meeting Minutes

Wednesday, March 31, 2021, 12:00pm – 1:30pm

Zoom Video Conference Call

### Attendees

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

### Meeting Minutes

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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:
  
2. **Approval of the February Meeting Minutes**  
**ACTION:** The February meeting minutes were motioned by Mindy and seconded by April. A vote passed unanimously.
  
3. **President Report**  
**SUMMARY:** Jessica Figenholtz reviewed the updates on a potential CRM software, last meeting noted need for CRM database for membership, sponsorship, communications etc. CRM has been rapidly moved forward in tangent with Foundation (Allison). Allison reported a few potential candidates and presented to the foundation and ExComm last week. ExComm had questions and expect responses in the next few weeks. Jessica noted this will be John's last meeting as IEVP and thanked him for his contributions and stepping in when help was needed in this role.
  
4. **Executive Vice President Report**  
**SUMMARY:** John Syvertsen will continue to work with Jen on to do list and transition over the next few weeks. John noted that the U of I press is on track for the new guidebook to be completed by conference deadline.  
 The by-laws committee met a few days ago focused on two areas, meetings and elections. Sub groups were established and hope to meet next week again.  
 Office reopening task force- ongoing conversation with staff and Jessica which will potentially be broken into three phases: staff comfort levels, meetings in the office, and presentations.
  
5. **Vice President Elect Report**  
**SUMMARY:** Drew reported that most of the Communications group is focused primarily on website. Anjolie is surveying staff on needs and priorities. Foundation MOU is still owed but may need to be delayed based on Strategic Planning efforts. Scholarships are open for applications – Roberta Feldman and Diversity. Conference in 2022 pre-planning committee is being established and asking for volunteers.

## 6. Committee Report- Advocacy

**SUMMARY:** Laura reported there have been a lot of ongoing meetings revolving around 2030 goals and climate change. Chief Sustainability officer at the City of Chicago will be putting together a separate focus group.

The group discussed the ongoing General Iron news stories, updates and background: ExComm reviewed last week and agreed the group did not have all the information to make an informed statement. Jessica acknowledged that moving forward, the Board needs a mechanism to react and respond to these types of issues and get to the point of being more proactive. The group discussed potential statements and pros and cons of producing a public statement. The group decided to take a vote and a majority voted to issue a statement. Mindy withheld her vote during ExComm and the full board vote. Drew and Anjulie will work with Laura, Arathi and Jessica to issue the correct statement.

Natalie reported to the group – EDI is working on the pledge from last year along with the self-assessment program. This will be combined with a new marketing strategy with the new LGBTIQ liaison. Committee is not representative of the diversity that wants to be represented- EDI group is looking for recommendations of potential volunteers. EDI wants to recognize firms that sign up and pledge but are not sure on how to acknowledge those firms as it is not an award and shouldn't be incentivized. Natalie will follow up with an email asking for Board guidance and recommendations.

## 6. Committee Report – Finance

**SUMMARY:** Manny reported that Drew, Wendy and himself meet several times a week. Still continuing to work on gaining full access to all of the accounts, there is a lot of old names, paperwork etc. Once all accounts are accessible we will have the full picture of all accounts and totals. Wendy and Manny continue to work on Foundation paperwork and accounts. Both PPP 1 and 2 have been submitted and continues to get processed.

## 7. Committee Report - Sponsorship

**SUMMARY:** Mindy, Chris and Bob continue to work together. SPA is coming up in June. There is a google doc in the dropbox- Mindy is asking that the Board go in and review the list and add contacts accordingly. Debra has already reached out with the initial asks. The annual partnership package was discussed which provided strategic alignment on events and goals.

## 8. Committee Report – Membership Committee

**SUMMARY:** Steve is currently tracking AIA National numbers and non-renewals. The CRM ongoing discussions as part of the larger strategic plan goals will be relevant in the progress and goals of the committee during 2021. Steve is working on combining a list of current firm registered and liassions. Justin noted having a membership drive prior to the conference as an idea to spark involvement from Emerging Professionals.

## 8. Committee Report – Personnel Committee

**SUMMARY:** THE BPC has gotten the HR and insurance info to Jen. Will look to work with Jen on onboarding once she arrives and has an opportunity to layout what she needs help with.

## 9. Committee Report – Honors and Awards

**SUMMARY:** Lynda noted that National this year is pushing to integrate the 2030 goals and framework into the awards submission so it merges with Design and Sustainability/resilience goals. The immediate goal would be to bring in jury members who focus on sustainability and “green” to help meet the national standards and goals at the local level. Lynda discussed having a special acknowledgement for a discretionary sustainable and green project along the lines of state and national awards.

**10. Committee Report- Education and KC committee**

**SUMMARY:** Not discussed.

**10. AIA IL delegate**

**SUMMARY:** Not discussed

**11. Student update**

**SUMMARY:** Nyah reported that a lot of students still require more information on AIA, what we do, what we are, etc.

**Meeting adjourned**

**Next Meetings**

Board Meeting – 4/28/2021 @ virtual meeting (12:00-1:30)

ExCom Meeting –4/21/2021 @ virtual meeting (8am – 9:30am)

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