

Board of Directors Meeting Minutes

Wednesday, April 27, 2021, 12:00pm – 1:30pm

Zoom Video Conference Call

Attendees

P Jessica Figenholtz (President)	P Chey-Wen Taylor (Director)	P Jeremy Gentile (Assoc. Dir.)	
P Drew Deering (Pres-Elect)	P Arathi Gowda (Director)	P Justin Banda (Assoc. Dir.)	
P Mindy Viamontes (Sponsorship)	P 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)	<input type="checkbox"/> Nyah Tsai (Student Dir.)	<u>Key</u>
P Jason Golub (Secretary)	P Julie Hacker (Director)	P Jeff Jenó (IL Delegate)	P Phoned in
<input type="checkbox"/> April Hughes (Past President)	P Lynda Dossey (Director)	<input type="checkbox"/> Terran Wilson (IL Delegate)	■ Present
P Manuel Hernandez (Treasurer)		P Jen Masengarb (Incoming ED)	<input type="checkbox"/> Not Present

Staff

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

Meeting Minutes

1. **Welcome** 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. Kacey reported Bridge mentorship has wrapped up. It was 8 sessions this year in lieu of previous 5 sessions. AIA Chicago has been working with AIA Wisconsin on their annual convention. Collaboration on Programs is looking to become a series beginning today focused on climate change initiatives revolving around Lake Michigan.
 - b. Deborah- sponsorship for SPA is the main focus at the moment and has started working on annual sponsorship package with Jen.
 - c. Allison reported SPA jury met Monday to review all 32 submissions. Jury has chosen the winners and will be moving forward with the event planning and celebration. Foundation-Scholarships deadline have been extended. The Roberta Feldman award has been opened as of last week. Architects in Schools online programs have begun virtually.
 - d. Anjolie has been working on magazine kick off events – first one focused on housing as highlighted in the publication. There has been a 60% increase in digital and printed publication advertising. E-news has had purchased ad space for the past few months. Seems as though moving to a quarterly publication has pushed advertising needs and interest. Website issues and help continues. Working with RFP and Communications Committee for new website. The group worked with current developer and staff to identify needs for the chapter, website, publications, etc.
 - e. Steve reported he is still working through Fonteva issues with AIA National to reconcile the reporting and membership counts. Numbers on statistical reports are not accurate and do not have a expected fix or timeline to resolve the issues. There is currently not an accurate reliable non-renew list from 2020-2021. Fellows committee is meeting tomorrow to review the candidate from this year. Steve continues to be involved with Allison in reviewing the CRM options.
 - f. Joan is working on several new programs including CRAN and a 3-part program next month. Joan has been involved in the Advocacy strategic plan. The largest chapters (Big Sibs) is hosting a programming committee which Allison and Joan will be joining today.

The AIA Guidebook for 2022 is getting prepared and will be published in time for the Convention.

2. Approval of the March Meeting Minutes

ACTION: The March meeting minutes were motioned by Laura and seconded by Arathi. A vote passed unanimously.

3. Designight Virtual Planning Workshop

ACTION: The group spent most of the meeting time on brainstorming for the next Designight being 100% virtual.

4. President Report

SUMMARY: Jessica Figenholtz reported strategic planning continues and noted that the proposed deadline is early next week to get thoughts and an outline to ESC. Strategic Planning committee has a meeting May 3rd with a DRAFT Strategic Plan potentially ready for next Board meeting. Last week's ExCom meeting included Arquitectos and creating a stronger relationship moving forward. In attempts to strengthen both membership basis.

A possible meeting could be in August around our typical Board outing for leadership of other organizations to participate and socialize.

5. Executive Director Report

SUMMARY: Jen has announced that Anjolie is moving on from AIA Chicago at the end of May as the Communications Director but has asked to stay on as editor of the Magazine through the end of the year. Jen is recommending that we revisit 2022 and future role aligning with the strategic plan. Jen is checking in with Big Sibbs on how they handle the roles and responsibilities.

The office reopening discussion is ongoing. June 3rd the staff will regroup in person. In June, staff will be asked to come in 1-2 days a week for half a day. The CRM and website discussion need to become one group and one conversation due to the intricacies of membership, events, planning, etc.

COMMITTEE- BY LAWS Julie Hacker- addressed by-laws and by-laws committee has met a few times and has created a working DRAFT document. The document will be forwarded to Jessica, maybe legal, for review before the next steps. At the next board meeting, changes/ revisions will be reviewed in a summary.

6. Committee Report- Advocacy

SUMMARY: Not discussed

7. Committee Report – Finance

SUMMARY: Not discussed

8. Committee Report - Sponsorship

SUMMARY: Not discussed

9. Committee Report – Membership Committee

SUMMARY: Not discussed

10. Committee Report – Personnel Committee

SUMMARY: Not discussed

11. Committee Report – Honors and Awards

SUMMARY: Not discussed

12. Committee Report- Education and KC committee

SUMMARY: Not discussed

13. AIA IL delegate

SUMMARY: Not discussed

14. Student update

SUMMARY: Not discussed

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

Meeting adjourned

Next Meetings

Board Meeting – 5/26/2021 @ virtual meeting (12:00-1:30)

ExCom Meeting – 5/19/2021 @ virtual meeting (8am – 9:30am)