Chapter of The American Institute of Architects

EXECUTIVE COMMITTEE MEETING NOTES

Date of Meeting Tuesday, February 11, 2016

Location of Meeting AIA New Orleans Center for Design
1000 St. Charles Avenue

In Attendance	Nick Marshall	Present
	Paula Peer	Present
	Jason Richards	Present
	Angela Morton	Present
	Jennie Cannon West	Present
	Amanda Rivera	Present
	Mary Bullock	Present
	Thom Smith	Present
	Mary Gilmore	Present
	Brent Baumbach	
	Megan Weyland	Present
	Braham Berg	Present
	Nicole Dufour	
	Sherrilynn Carney	
Also Present	Stacey Pfingsten	Present

Call to Order The meeting was called to order by Nick Marshall at 4:40 pm

General Topics

1. Call to Order

2. Consent Agenda – Nick Marshall
    - 2.1. Will start with a “Consent Agenda”
        - 2.1.1. President will request for Committee Reports a week prior to board meeting
        - 2.1.2. Will have a standard committee report form.
        - 2.1.3. What is a Consent Agenda?
            - 2.1.3.1. Vote as a group of items. i.e. board minutes, planning minutes, and executive director’s report. Make a motion for someone to vote for a consent agenda, president cannot make a motion.
    - 2.2. Executive Director’s Report (EDR)
        - 2.2.1. Recap of Mardi Gras Parade Rentals
        - 2.2.2. Design Awards
        - 2.2.3. Crawfish Boil – no date set.
        - 2.2.4. New Co-signer set up at the bank.
3. Financial Report – Amanda Rivera
    - 3.1. Insurance Review
        - 3.1.1. AM wants to review the personal employer policy and make sure it is in alignment with State and National.

3.1.2. PP there was an issue that almost caused a lawsuit several years ago.
3.1.3. Insurance renewal by March 1, 2016.

3.2. Mardi Gras Parade Review
3.2.1. Endymion renter canceled. No contract.
3.2.2. Rental of viewing stands in $3,753.00. Insurance for $1,300.00.
3.2.3. Total Expenses for Mardi Gras are $6,678.00. Rental Income was $4,200. Mardi Gras was a loss of $2,478.00.
3.2.4. Secured commitments earlier and in writing.
3.2.5. PP recommends a contract with a deposit. Not worth doing if the stands are not in place.
3.2.6. PP What did the condo association pay for?
3.2.7. NM The stands suck. AIA New Orleans should build our own stands.
3.2.8. JR An alternative would be to sell a package of tickets for all nights at a higher price. Commination of continuing with the fixed cost and re-thinking the Mardi Gras events.
3.2.9. NM Put a Mardi Gras taskforce together. Taskforce – PP, AM, AR and BB.
3.2.10. BB Would be great to reach out to Tulane Students.

3.3. Design Awards
3.3.1. Long way to go for sponsorships.
3.3.2. PP Send invitations to the consultants on the teams.
3.3.3. AR sponsorships are $23,000; Attendees $48,000 and Design Awards Entry Fees $5,400.
3.3.4. NM Students will get a table for volunteers.

3.4. Outstanding Balances and Payments
3.4.1. Line of credit ($17,762.00).
3.4.2. Total Interest $4,780.00 yet to be paid.
3.4.3. More debt than originally anticipated.
3.4.4. NM Revise the $18,168.00 to $24, 769.13.
3.4.5. AM Concerned the board is going to pass a budget with a deficit.
3.4.6. NM Not comfortable passing the budget today. MG will final budget show a breakdown for projected events. Request the breakdown of the budget.
3.4.7. JR What were the Executive Board expenses? AR Strategic Plan.
3.4.8. JR What are the outstanding payments? AR Cleaning ($181.00), NOAF (19,440), Website (1,000), and Bookkeeping (4,000).
3.4.9. NM Send any criticism of the website due by February 29, 2016.
3.4.10. NM Budget approval will be distributed by February 25, 2016 and will include a basic breakout of events. Will vote on budget at next board meeting.

4. Development Committee – Jason Richards
4.1. Building Tours – Third Thursday of the month. First building will be Tulane Library with EDR in March – TBD.
4.2. AM Building Tour Form will go on the website. PP CEU form should be attached.
4.3. JW Building Tours considered as monthly AIA meetings. PP should have a ten-minute update about AIA.
4.4. NOAF events are on the website. NM Needs list of houses on the NOAF tour.
4.5. NM Communications taskforce – will set date today. TS, MB, NM, JW, PP, and BB will link us with AIAS student on the taskforce.

5. Advocacy Committee – Paula Peer
5.1. NAME OF GUY that wants to put together zoning sessions.
5.2. MB Surviving members of the DOCOMO. Mention to Wayne Troyer.
5.3. JW Short Term disability with AIA National Trust.

6. Membership Committee – Jennie Cannon West

6.1. Associates – submitted calendar. First Tuesday of the month for Associates events.
6.2. Partner with LAF on several events - SP
6.3. Update Building Tour App - SP
6.4. Calendar – Communications taskforce will handle protocol. Sherri is in charge of the calendar. Form on website, email to Sherri.
6.5. Newly Licensed Honored at the Design Awards – all licensed from 2015.
6.6. Dropbox link. Please use it.

7. Events Committee – Angela Morton
   7.1. Crawfish Boil volunteer needed – JR volunteered
   7.2. MG Bowling date is set for Friday, July 22, 2016. Needs to go on the calendar.
   7.3. NM Avoid Tulane graduation as date fro crawfish boil.
   7.4. NM Design Awards – Cocktail Hour is prohibitively expensive, so band will second line from AIA Design Center to WWII.
   7.5. NM No keynote speaker at the Design Awards. Will have a band instead.
   7.6. NM Can the Design Awards be an update or annual membership in the future?
   7.7. NM Is board OK with not having a keynote speaker? MB and TS
   7.8. NM Will accept any submissions for the video.
   7.9. NM Need volunteers for Design Awards – BB and MB will coordinate with NM.

8. Executive Session

9. New Business
   9.1. AM requests the meeting minutes published to the website monthly.

Adjournment ACTION: Upon a duly made (MB) a seconded motion (AR) it was unanimously RESOLVED adjourn the meeting.
Meeting adjourns at 6:25 pm.

Next Board Meeting **Thursday, March 3, 2016, at 4:30 pm**

Submitted by Jennie Cannon West, AIA
Board Secretary