

Chapter of The American Institute of Architects

EXECUTIVE COMMITTEE MEETING NOTES

Date of Meeting Tuesday, March 3, 2016

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

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

Also 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
 - 2.1.1. ACTION: Upon a duly made (JR), a seconded (MG) motion it was unanimously approved RESOLVED to approve the February 11, 2016 Minutes and Consent Agenda.
3. Financial Committee – Amanda Rivera
 - 3.1. 2016 Budget
 - 3.1.1. Review of 2016 budget.
 - 3.1.2. JW requested breakdown of event financial be shared with the board. JR provided all information via dropbox.
 - 3.1.3. JW Programs income and expenses breakdown requested. AM and ND to provide by next board meeting.
 - 3.1.4. ACTION: Upon a duly made (JR), a seconded (MG) motion it was unanimously approved RESOLVED to approve the 2016 Budget.
 - 3.1.5. Discussion – request for JW programs income and expense information.
 - 3.1.6. NM request that next financial meeting include all committee chairs, next meeting is Tuesday March 15, 2016, 5 pm at the AIA Design Center.

4. Development Committee – Jason Richards
 - 4.1. City Planning Educational Sessions/Chris Johnson
 - 4.1.1. Chris Johnson approached AIA and offered to set up the CZO program.
 - 4.1.2. AM suggested AIA be involved in CZO amendments and modify the first session to include advocacy for positive changes
 - 4.1.3. JR event will be free; AIA is offering the Design Center rental free. First event in April.
 - 4.1.4. MG and AM interested in helping.
 - 4.2. Executive Director Search TASK FORCE
 - 4.2.1. Executive director job description posted on the AIA website.
 - 4.2.2. JW volunteered to be on the task force.
 - 4.2.3. AM recommends past presidents involved. Advertisement closes March 18, 2016.
 - 4.2.4. ND have not advertised or reached out to potential candidates. Requesting the board to submit recommendations via email.
 - 4.2.5. ND AIA National - ASAE American Society of Architect Executives.
 - 4.3. Communications TASK FORCE – Thom Smith
 - 4.3.1. Draft online google calendar. Streamline process to post events on the calendar. Will be able to request through a standard form on the website.
 - 4.3.2. NM will correspond with the website team.
 - 4.3.3. Propose reducing newsletter to twice a month.
 - 4.3.4. JW What is the plan for social media?
 - 4.3.5. NM prioritize calendar and too much email correspondence. Second priority is Social media – access to twitter and Facebook.
 - 4.3.6. BB is going to send info on how to use social media.
 - 4.3.7. AR tweeted board meeting.
 - 4.3.8. TS will set up an Instagram account.
 - 4.3.9. BB look into Slack.

5. Membership Committee – Jennie Cannon West
 - 5.1. Next meeting is Wednesday, March 9, 2016.
 - 5.2. MB ARE study group kickoff next Tuesday evening. Second Tuesdays ARE partnerships. Open to anyone, pay \$5 to attend.
 - 5.3. WIA yoga on Mondays. Community classes on Monday. JW will request that Amy Garrett send information.
 - 5.4. Tiffany Lin spoke – 30 attendees and J&J Flooring sponsored the event.
 - 5.5. BB New Orleans Jazz Market – grad students, free event.

6. Events Committee – Angela Morton
 - 6.1. Design Awards TASK FORCE – Nick Marshall
 - 6.1.1. ND rough schedule – cocktail party at AIA Design Center, second line to WWII, NOCA band, buffet, no keynote speaker and band.
 - 6.1.2. Mark or image for the design awards TS is working on this. TS is working on the power point.
 - 6.1.3. FAIA recognition of Mark Ripple.
 - 6.1.4. USGBC award
 - 6.1.5. NOAF award
 - 6.1.6. General call for any awards.
 - 6.1.7. Newly licensed – ND will handle invitations. JW will send information.
 - 6.1.8. Board requested call five sponsors each.
 - 6.2. Crawfish Boil TASK FORCE – Angela Morton
 - 6.2.1. Location – The Blue Crab Restaurant and Oyster Bar.
 - 6.2.2. Date - May 14, 2016.
 - 6.2.3. Co-chairs Gene Guidry and Seamus McGuire.
 - 6.3. Seidler Exhibit – Nicole Dufour
 - 6.3.1. Will email information.

- 6.4. Building tours – Angela Morton
 - 6.4.1. Publish form online.
 - 6.4.2. March tour of Tulane Library.
 - 6.4.3. April tour of Felicity Church.
 - 6.5. “Tulane Eight” Exhibit – Nick Marshall
 - 6.5.1. Location – AIA Center for Design
 - 6.5.2. NM request MW date and details.
 - 6.5.3. Scott Bernard is the Tulane contact.
7. NOAF – Nick Marshall
- 7.1. Capital Campaign – AIA Louisiana voted to approve the loan.
8. New Business
- 8.1. AIANOLA/LAF space reconfiguration – Nick Marshall
 - 8.1.1. Call for volunteers to clean AIA Design Center closet.
 - 8.1.2. Ten Years Ten Stories needs to move.
 - 8.1.2.1. AM to call DDD. AR to call contacts in Mississippi, JW to contact LSU, MW to contact Tulane City Center.
 - 8.1.3. LAF to move to the storefront, AIA NOLA to stay in the bullpen, Executive Director Office to be a conference room.
 - 8.2. Tulane Career Day – Megan Weyland
 - 8.2.1. March 11, 2016
 - 8.2.2. Add to calendar.
 - 8.3. Grassroots Report - Jennie Cannon West
 - 8.3.1. Emerging Professionals in Arkansas in September.
 - 8.4. Website – Nick Marshall
 - 8.4.1. Send complaints to NM by next board meeting.
 - 8.5. Member of the Month – Nick Marshall
 - 8.5.1. Sherri will be the featured member for April.
 - 8.5.2. Nicole will be the featured member for May.

Adjournment ACTION: Upon a duly made (AR) a seconded motion (BB) it was unanimously RESOLVED adjourn the meeting.
Meeting adjourns at 6:35 pm

Next Board Meeting Thursday, April 7, 2016, at 4:30 pm

Submitted by Jennie Cannon West, AIA
Board Secretary