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  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  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

      3.1.2. 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