

**Chapter of The American Institute of Architects**

**EXECUTIVE COMMITTEE MEETING NOTES**

**Date of Meeting** Thursday, May 5, 2016

**Location of Meeting** AIA Center for Design  
1000 St Charles, New Orleans LA 70130

**In Attendance**

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

**Also Present**

**Call to Order** The meeting was called to order by Nick Marshall at 4:50 pm

**General Topics**

1. Call to Order
2. Consent Agenda – Nick Marshall
  - 2.1.1. Motion to approve (?), second (?).
  - 2.1.2. Approved
3. Executive Session
4. Financial Report – Amanda Rivera
  - 4.1. Taxes
    - 4.1.1. Taxes were mistakenly not filed from 2011. Accountant and ND are writing letters to IRS to plead for forgiveness of penalties.
    - 4.1.2. AIA paying full condo/mortgage cost to NOAF and NOAF pays \$600/mo back for admin. AR to adjust expenses/income accordingly
    - 4.1.3. AR to keep repayments as a line item
    - 4.1.4. AR to adjust spreadsheet to reflect reduction of repayment against overall
    - 4.1.5. PP to send NOAF budget again.
  - 4.2 BP Claim –Peggy Landry has notified that claim is being refiled.
  - 4.3 Lapsed Memberships –
    - 4.3.1 14% loss from last year (but number might be skewed by late payments)
    - 4.3.2 NM requested a specific report from Sheri on membership income
    - 4.3.3 Full Board to review list and offer calls

5. Development Committee – Jason Richards
  - 5.1. City Planning Committee Educational Sessions/Chris Johnson
    - 5.1.1. Angela offered to follow up with CZO program.
    - 5.1.2. Brainstorm for interesting new sponsors for the event.
      - 5.1.2.1 how do they boost affordable housing
      - 5.1.2.2 “inclusionary zoning” study
      - 5.1.2.3 Land use study and “getting our voice back”. Land-use attorneys can sponsor event or panel discussion
  - 5.2. Executive Committee Director TASK FORCE
    - 5.2.1. Team received 9 viable candidates and are shortlisting them in the following week
  - 5.3. Communication TASK FORCE – Thom Smith
    - 5.3.1. Calendar – still searching
      - 5.3.1.1. Board Portal – is this an option?
      - 5.3.1.2. Understand the difference between the what AIA staff can handle vs. the website consultant.
      - 5.3.1.3. ND Sherri is overloaded with NOAF work.
      - 5.3.1.4. JW Possibly get an intern from Loyola. Will reach out to Core Construction for more information.
      - 5.3.1.5. E-blasts graphic update. Bi-weekly e-blasts.
      - 5.3.1.6. JW Trello or Slack. NM Request metered communication.
      - 5.3.1.7. Internal communication discussion.
      - 5.3.1.8. External Communication discussion.
    - 5.3.2 Patron of Architecture Awards – Nick Marshall
      - 5.3.2.1. Milton Schuermann (Marcel Wisznia) Tulane City Center
      - 5.3.2.3 Nick Muieller – President of WWII Museum
      - 5.3.2.3. Nominations are open
    - 5.3.3 State Selection Board needs nominees. John Klingman was first choice, but he won’t take it. Denis Brady?
6. Events Committee – Angela Morton
  - 6.1. Design Awards
    - 6.1.1. Discuss certificate policy for team members. (2) Certificates given free and there will be cost incurred for an additional.
  - 6.2 Crawfish Boil
    - 6.2.1 Board members need to order/call your potential sponsors
    - 6.2.2 Braham to relay info that students who offer to help out can attend fr free
    - 6.2.3 updated budget – goal \$9,000
  - 6.1 Building Tours
    - 6.1.1 May – Stallings Center
    - 6.1.2 June NOAF – Catahoula Hotel
    - 6.1.3 AIA may focus on construction tours/NOAF do more general tours interest to draw the public
    - 6.1.4 Pricing discussion – Keep AIA tours free for members if you rsvp - \$5 at the door
  - 6.2 Tulane Thesis exhibition May 6
  - 6.3 White Linen Night – Tiffany Lin. Sherri to coordinate with CAC to get on tour
  - 6.4 AIA Bowling – Confirmed date July 22. Extra staff hours will need to be built into budget.

- 7 NOAF – Nick Marshall
  - 7.1 Give NOLA raised \$1000. Board still working on capital campaign. Website went down, but money still qualifies for lagniappe funding.
  - 7.2 Cuba Trip – need travelers – please spread the word about the opportunity to clients, etc.
- 8 New Business
  - 9.1 AIA Elections
    - 9.1.1 Board will need to vote for national AIA president at AIA Convention. Nominees were sent to all Board members/discussed.
    - 9.1.2 Motion for Board to vote for Carl Elefante for President. Secretary Julia Donoho Motion passed
    - 9.1.3 MB may be proxy voter
  - 9.2 Maggie Williams – encourage involvement in Tulane Summer Architecture Camp. (flyers distributed)

**Adjournment** ACTION: Upon a duly made (xx) a seconded motion (xx) it was unanimously RESOLVED adjourn the meeting.  
Meeting adjourns at 6:30 pm

**Next Board Meeting** **Thursday, June 2, 2016, at 4:30 pm**

**Submitted by** Jennie Cannon West, AIA  
Board Secretary