

**Chapter of The American Institute of Architects**

**EXECUTIVE COMMITTEE MEETING NOTES**

**Date of Meeting** Thursday, August 4, 2016

**Location of Meeting** Conference Call



<b>In Attendance</b>	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	
	Braham Berg	Present
	Joel Pominville	Present
	Sherrilynn Carney	

**Also Present**

**Call to Order** The meeting was called to order by Nick Marshall at 4:41 pm

General Topics

1. Call to Order
2. Meeting Minutes - ACTION: Upon a duly made (AM) a seconded motion (JW) it was unanimously RESOLVED adjourn the meeting.
3. Financial Report – Amanda Rivera
  - 3.1. Budget
    - 3.1.1. Quickbooks – Sheri has updated quick books.
    - 3.1.2. Budget vs. Actual
    - 3.1.3. Checking account ahs \$18,093 available balance, net income \$4,293 thru August 3, 2016
    - 3.1.4. Aging debt – continue to pay aging bills and rent to NOAF.
    - 3.1.5. Net income for bowling is \$6,288.
    - 3.1.6. Line of credit is about \$13,400.
    - 3.1.7. Aging debt – continue to pay aging bills and rent to NOAF. NOAF amount owned is \$22,440.
    - 3.1.8. Total owned \$35,840.
    - 3.1.9. Next financial meeting is August 18, 2016 4pm at EDR.
    - 3.1.10. JP - There a lot of non-labeled items in the accounting. Are you reconciling this? AR, yes but it is always a work in progress.

3.1.11. JP – What are the expectations about forecasting revenue for the upcoming year? AR, explanation of forecasting. JR – We will expect you to pitch in on financing.

4. Development Committee – Jason Richards

- 4.1. NORA (New Orleans Redevelopment Authority)-Rose Fellowship Mary Gilmore
  - 4.1.1. Need to have a person to sit on that selection committee.
- 4.2. Louisiana State Conference – In September
- 4.3. 2017 Board Nominations
  - 4.3.1. AIA – seven positions to fill: President Elect
  - 4.3.2. NOAF is trying to rotate their board members two–three new board members. Will accept nominations from the community, they do not need to be architects.
  - 4.3.3. NM called to create a taskforce to nominate.
  - 4.3.4. Questionnaire about adding a line item for NOAF donations. JR will work with JP.

5. Membership Committee – Jennie Cannon West

- 5.1. Women in Architecture Grassroots meeting – several events
  - 5.1.1. Partnership with LAF Film Fest
  - 5.1.2. Special Speaker event - asking Latoya Cantrell
  - 5.1.3. Mentor Dinner in the fall
  - 5.3 Time for another calendar get together
- 5.2. Lapsed members – no report. Work
- 5.3. Associates and Emerging Professionals – Mary Bullock
  - 5.3.1. Mini-golf tournament committee members
  - 5.3.2. Volunteers
  - 5.3.3. Bus Tour to October 8
  - 5.3.4. Nominated 10 years and 10 stories group. NM

6. Events Committee – Angela Morton

- 6.1. LAF Film Festival – go watch films
- 6.2. Building tours – need one for August
- 6.3. CZO Meetings ongoing
- 6.4. Canstruction – early 2017
- 6.5. Golf tournament – September 14
- 6.6. Sustaining Series with USGBC – packed house at last event
- 6.7. White Linen Night exhibit – Tiffany Lin
- 6.8. Digital Display – add to communications taskforce
- 6.9. Calender access “AIA New Orleans Working Calendar”  
Username: [aianocalendar@gmail.com](mailto:aianocalendar@gmail.com) Password: 1000StCharles

7. Advocacy – Paula Peer

- 7.1. NOAF Home Tour coming up in September, volunteers needed.
- 7.2. NOAF Annabelle Selldorf – October 25
- 7.3. Conservation Committee – NM presented. Did you consider a more traditional scheme? This requires more attention.

8. Executive Director Report – Joel

- 8.1. Start Date
  - 8.1.1. August 6 moves to New Orleans, August 15 first day in the office
  - 8.1.2. Institute Executive Director Training at AIA Nat'l
- 8.2. First 30 – Board Support
  - 8.2.1. Start in August
  - 8.2.2. CASE National

- 8.2.3. One-hour meeting with each board member, learn how the board speaks about the component.
- 8.2.4. Invitations to affiliate members.
- 8.2.5. Sponsors meetings – reach out in the first week.
- 8.2.6. Learn more about Sheri, learn her likes and dislikes.

9. New Business

- 9.1. No new business

**Adjournment** ACTION: Upon a duly made (JR) a seconded motion (AR) it was unanimously RESOLVED adjourn the meeting.  
Meeting adjourns at 5:55 pm

**Next Board Meeting** **Thursday, September 1 2016, at 4:30 pm**

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