

Chapter of The American Institute of Architects

EXECUTIVE COMMITTEE MEETING NOTES

Date of Meeting Tuesday, September 13, 2016

Location of Meeting Conference Call

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
Joel Pominville	Present
Sherrilynn Carney	

Also Present

Call to Order The meeting was called to order by Nick Marshall at 4:38 pm

General Topics

1. Call to Order
2. Meeting Minutes - ACTION: Upon a duly made (MCB) a seconded motion (JR) it was unanimously RESOLVED to approve the meeting minutes.
3. Executive Director Report – Joel
 - 3.1. CASE Annual
 - 3.1.1. Great to meet people about the country, not necessary to attend every year
 - 3.1.2. AIA Nat'l refunded \$1000
 - 3.2. Coffee Meetings with a number of board members in the first month.
 - 3.3. Sponsor Meetings
 - 3.3.1. AOS – ready to donate more, but would like to be included in the thought process and earlier in even planning
 - 3.3.2. Letterman's – no cash sponsor, will continue to provide printing services, communications and intellectual
 - 3.3.3. TSA – met with Ken Schwartz
 - 3.3.4. New invoicing procedure - invoice sponsors in November every year
 - 3.4. The Center as a Gallery?
 - 3.4.1. Possible to use it as 2D space, not or 3D work

- 3.4.2 Vladimir Belogolovsky – month to host the exhibit. TS suggested June preferred, July backup, exhibit needs to be out by White Linen Night
- 3.4.3 Southeastern Architectural Archives at Tulane University
- 3.4.4 New Orleans Public Library
- 3.4.5 New Orleans Tri-centennial
- 3.5 Deepwater Horizon claim was a result of lower than anticipated attendance at the AIA National Convention in New Orleans in 2011. Awarded \$40,340.90; total taken from consultants \$4,034.09, net \$36,306.81
 - 3.5.1 NM asks that the board member think about what we want to do with the money. Will be a topic at the next board meeting. JR please think about how to craft the message to the membership as well.
- 3.6 Next 30 Days – financial planning for 2017
- 4. Financial Report – Amanda Rivera
 - 4.1. Budget
 - 4.1.1. QuickBooks – Budget vs. actuals will come from QuickBooks
 - 4.1.2. Budget vs. Actuals
 - 4.1.2.1. Member Dues
 - 4.1.2.2. Checking account has \$19,000 available balance
 - 4.1.2.3. Aging debt – continue to pay aging bills and rent to NOAF
\$28,564
 - 4.1.3. Line of credit is about \$12,724
 - 4.1.4. Aging debt – continue to pay aging bills and rent to NOAF. NOAF amount owed is \$22,440.
 - 4.1.5. Total owed \$35,840.
 - 4.1.6. Next financial meeting is September 20, 2016 4pm at EDR.
 - 4.1.7. JP – Request for clarification on approved budget on 3/3/2016. Tabled to next financial meeting.
- 5. Development Committee – Jason Richards
 - 5.1. Louisiana State Conference many of the NOLA board members attended.
 - 5.2. JW requested that Joel to email Lynn to get ahead of the 2018 Conference
 - 5.3. JR New Orleans does not have any voice in the executive committee. In the future we should put someone on the executive committee.
 - 5.4. 2017 Board Nominations
 - 5.4.1. AIA – seven positions to fill JR is working on it. MG when does the call for nominations go out? JR it can go out ASAP.
- 6. Membership Committee – Jennie Cannon West
 - 6.1. Women in Architecture
 - 6.1.1. Latoya Cantrell Speaking Event September 28, 2016
 - 6.2. Lapsed members – no report.
- 7. Associates and Emerging Professionals – Mary Bullock
 - 7.1. Mini-golf tournament October 15, 2016 afternoon
 - 7.2. Rebuilding Together New Orleans – October 9, 2016 volunteers needed
 - 7.3. Bus Tour to Louisiana Sports Hall of Fame in Natchitoches– still in early planning phases
 - 7.4. Dallas Leadership Institute - JP nearest locations is Dallas November 18
 - 7.5. AIAS Update – (BB) energetic Presidents, firm crawls once a month, firm or architects happy hour, or dinner night
 - 7.6. AIA LA Q&A Licensing Panel – (MW) Jenny Pelc is helping targeting October 27
- 8. Events Committee – Angela Morton
 - 8.1. CZO Meetings tomorrow – September 14
 - 8.2. NOAF home tour – September 24 buy your ticket!

- 8.3. Golf tournament – October 14
- 8.4. NOAF Joie La Vie Building Tour - October 20
- 8.5. AIA EP Convention - September 22-24 in Arkansas
- 8.6. Holiday Party – December 8
- 8.7. AIALS Conference in NOLA - October 21-24
- 8.8. Digital Display – add to communications taskforce
- 8.9. Calendar access “AIA New Orleans Working Calendar”
Username: aianocalendar@gmail.com Password: 1000StCharles

9. Advocacy – Paula Peer

- 9.1. New Orleans Architecture Foundation Home Tour coming on September 26, volunteers needed.
- 9.2. Association for Learning Environments panel on September 29 at AIA Design Center. The seminar will be a panel discussion on design-build work, group discussion was that it is not related to any specific contract forms i.e. Consensus Docs.

10. New Business

- 10.1. TS revive the communications taskforce
- 10.2. JP need another staff person for strategic marketing and graphics. NM request that JP create job descriptions.

Adjournment ACTION: Upon a duly made (JR) a seconded motion (TS) it was unanimously RESOLVED adjourn the meeting.
Meeting adjourns at 6:26 pm

Next Board Meeting Thursday, October 6 2016, at 4:30 pm

Submitted by Jennie Cannon West, AIA
Board Secretary