

Chapter of The American Institute of Architects

EXECUTIVE COMMITTEE MEETING NOTES

Date of Meeting Thursday, November 3, 2016

Location of Meeting AIA Center for Design



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

Also Present

(no guests)

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 – October Meeting minutes not available for approval, MOTION to defer action until General Membership meeting (AR) second (MG).
3. Executive Director Report – Joel
 - a. Holiday Party Thursday Dec 1. Looking for 6 x \$250 sponsors. Sponsors will be shown on a “step and repeat” photo board. Will be partnering with SMPS.
 - b. Because holiday party is 1st, board meeting will be pushed to 8th .
 - c. Partnership with bluStone—a marketing company. Options for revenue- 20% of revenue for us or 20% off for memberships.
Discussion- PSMJ is a more recognizable name. discussion was to do a PSMJ program every other year (odd years) . JR prefers having discount for webinars like these. MG second idea as discount.
JP has leeway to deal with bluStone to negotiate discount for membership.
 - d. Storefront graphics: Street Presence – graphics by Michael Ball will be printed by Lettermans without cost. Graphics were discussed. Center for Architecture and Design Items discussed: Front door needs identification of the 2 tenants. NM asks for

a detail from every panel and a detail of the front door. Graphics deadline is 11-11 to be installed by the holiday party Dec 1.

- e. Design Awards: see further in agenda.
- f. Sherri Carney elevated to Director of Programs and Events for AIA and NOAF. Job description for new staffer: Director of Outreach or Marketing or Design and Marketing. See attached draft job description. Idea is to have someone with a strong background in graphics to unify the media produced- newsletters, social media, etc. Current timeline- job won't be advertised until budget for 2017 is clear and the hours part time/full time are established. Potential to get the person on board to assist with design awards
- g. LINE OF CREDIT has been paid off!!
- h. Discussion on what to \$11,604.67 remaining after debt paid off:
Items proposed:
 - 1. Bike rack (TS)
 - 2. Front Doors (NM)—could be \$10,000 single item. Consideration for both security and aesthetics. Also discussion if is a Landlord responsibility (NOAF).
 - 3. History --\$8,000 insurance claim regarding damages from leak from HVAC was moved to income.
 - 4. Consideration for an operating reserve fund. Discussion is the
 - 5. Pay NOAF for rent – estimated at \$12,000.
 - 6. EP grants
 - 7. Grant scholarship for travel (come back and lecture) for professionals and student
 - 8. (JP) Money for bookkeeper or financial advisor to upgrade the system/ chart of accounts system. Could create better reporting systems (\$8,000 estimate)
 - 9. LAF co location office remodel
 - 10. Incentive for membership for new members or moved to town
 - 11. **All should be considered as a 1- time program or seed money for a program which will generate its own revenue, not as an annual spend.**
 - 12. Paint the brick
 - 13. Fix the lighting

4. Financial Report

- a. It appears NOAF owes AIA New Orleans \$600 x 12 months for staff time used by NOAF. NOAF.
- b. AIA New Orleans owes NOAF for rent which will be reconciled.
- c. 3 documents: one document for Fundraisers and programs
- d. Current bank account is \$30,000

5. 2017 Nominating Committee

- a. Nominations will be finalized tomorrow. All but 2 positions have 2 appointees.

6. Annual Meeting- NM requests photos from any activities this year.

- a. MCB working with Amy Garrett from WIA to have happy hour at Rusty Nail.
- b. Slack channel for the annual meeting--- put in that channel. Put everything there
- c. Mary Gilmore will lead up in Design. Team is (Nick, Thom, Mary G, Mary B, Jason L)
- d. Voting Brent + Paper Ballots
- e. Will have paper comment forms and committee sign ups
- f. Discussion on presidential citation

7. Strategic Planning Committee—TBD Dec 8 full day

8. Emerging Professional/ Associates

- a. MCB reporting that study group is not functional for associate members. Issues with 1 person / 1 key. Members requesting other support for tests—current budget for ARE programs is 0/dollars. MCB looking for suggestions. Events with programming had better programming. It is difficult for 1 person to manage. Resources of computer required. Board needs to find accommodations for study group. Consistency is lacking because it changes year to year from an associate director.
- b. Associate & YAF Event Support---MCB gives a challenge to board to better support, attend, and promote YAF events and associate events. Board members don't attend. She felt a disconnect in board and asks for help making it work, example of mini golf . TS echos and asks to find a way to better engage YAF events. Board echos. Provide a budget and dedicate funds is suggested, associates budget this year is "0".

9. Events

- a. Holiday Party- Dec 1
- b. 2017 Events Outlook—JR provides summary sheet of major 2017 events and calendar dates:
Design Awards- March 23
- c. 2017 Design Awards
 1. Committee—starting to assemble
 2. WWII Museum discussed as venue.
 3. CORE still wants to have preparty
 4. Financial Analysis: submissions was the reason we were
 5. Jury Chair- non board member to pick chair.

10. NOAF

- a. Report by NM: board will have twice as many members next year. Board members made by appointment.

11. Mardi Gras- Task force Needed

12. New Business

- a. Brahm Berg requests adding a NOMA seat (National Organization of Minority Architects)
 1. Discussion about logistics- may need to be a board
 2. JP input- this happens at a national level- it is a liaison relationship, both boards agree to have a seat on each other's boards, sometimes voting sometimes non voting.
 3. Currently we have a 'personal' relationship with USBGC through board members, but is not formal.
 4. Discussion resolves to ask NOMAS what type of relationship they want. AR to interface with NOMAS.
 5. MG recommends having NOMAS representative join AIA Board meeting on annual basis.
- b. JR brings up Keith Twitchell (advocate for the NPP) as resource for NOAF to make connections with community organization. Discussion is how NOAF and architects can help create education and awareness in community about what the requirements and rules of zoning code is; what to look for in development proposals, and what is the purvue of zoning organizations. (MG, AR, JR) to discuss further

Adjournment ACTION: Upon a duly made (JR) a seconded motion (MG) it was unanimously RESOLVED adjourn the meeting.
Meeting adjourns at 6:40 pm

Next Board Meeting **Thursday, December 8, 2016, at 4:30 pm**

Submitted by Angela Morton, AIA
Vice President