

AIA New Orleans Executive Committee Meeting Minutes

Thursday, 02 February 2017
 AIA Center for Design
 1000 St. Charles Avenue, New Orleans, LA



Board Member	Attendance	Initials
Jason Richards, President	Present	JR
Nicholas Marshall, Past President	Present	NM
Angela Morton, President-Elect	Present	AM
Amanda Rivera, Vice President	Absent	AR
Thom Smith, Secretary	Present	TS
Shannon French, Treasurer	Present	SF
Jason Levy, Associates Director	Present	JL
Ashley Banks, YAF Representative	Present	AB
Brent Baumbach, La. Delegate	Absent	BB
Janina Scalfano, La. Delegate	Absent	JS
Megan Weyland, Tulane Univ. Rep.	Present	MW
Braham Berg, Tulane AIAS Rep.	Absent	BB
Joel Pominville, Executive Director	Present	JP
Sherrilynn Carney, Staff	Absent	SC

Meeting Minutes

1. Call to Order – Jason Richards
 - a. The meeting was called to order by JR at 4:32 pm
2. Consent Agenda
 - a. ACTION: Upon a duly made (NM) and seconded motion (AM), it was RESOLVED to approve the January 2017 board meeting minutes.
3. Executive Director Report – Joel Pominville
 - a. JP introduced Chet to the board and described Chet's role in the design and production of graphics and marketing efforts as a part time staff member of AIA New Orleans (AIANO).
 - b. Communications platforms and protocol. It was agreed that Slack is to be used as the primary mode of communication between AIA board members, along with other AIA members who may join specific channels. If a matter is urgent, AIANO board members and staff should make a phone call. Email is to be used with contacts outside the board or AIANO.
 - c. Google Drive. JP confirmed this is to be used for file storage, color coded per category. The new password is: 2017AIAboard
 - d. Calendar. It was agreed to use the Excel spreadsheet, developed by JR, that is stored in Google Drive, and to manually add events and coordinate with AIANO board and staff.
4. Finance Committee Report – Shannon French
 - a. Discussion of DHEC Claim Settlement. Discussion that claim funds are currently held in reserve and availability date is unknown. A reserve fund for up to four months of AIANO operating costs would be an initial goal, and should be planned into future budgets. Options for conservative/low risk investment accounts were also discussed.
 - b. JP stated that the Center for Design is regularly booked during the last week of Mardi Gras due to Sherri's efforts.
 - c. JP reminded board to register for upcoming seminar from AIA National on talking about architecture.
5. Development Committee – Angela Morton
 - a. AM stated that JS will lead Construction in 2017, which could focus on engaging emerging professionals.

- b. NM stated that NOAF will lead building tours in 2017. AM asked NOAF still managed AIANO facility and rental. NM replied yes.
6. Membership Committee – Thom Smith
 - a. TS stated that he will meet with WIA and AIA EPs next week to coordinate 2017 and 2018 events. JR asked for help in organizing and sharing the small firm panel discussion planned for April.
 - b. MW agreed to help market free Associate AIA membership after graduation to Tulane students. NM discussed differences between membership dues for AIAS and new AIA Associate members. AM suggested using reserve fund to send first year licensed architects to AIA National convention.
7. Emerging Professionals (EP) – Ashley Banks, Jason Levy
 - a. JL stated that 2017 events include mini golf, and tours of Six Flags and the new MSY airport North Terminal. Mini golf would be symbiotic with main AIANO golf tournament and scheduled accordingly. AM asked that EPs clearly establish a member benefit to mini golf.
 - b. JL plans to resume study resources at the Center for Design through a subscription to Black Spectacles. JP stated that the investment would be low risk and is worth pursuing.
 - c. AB suggested that a new tab or page on AIANO website describe the differences between YAF and Associates and EPs.
8. Events Committee – Joel Pominville
 - a. JP stated that an event list looking ahead four months will be in each board meeting agenda.
 - b. Mardi Gras booking. JP will confirm details soon, and stated that days not yet booked will still be staffed. Food and drinks will be offered on two days. It was agreed that AIANO members can use restroom for free, but have to pay if staying in space.
 - c. JP confirmed that the Design Awards will not have a keynote speaker and will be held at the WWII Museum, potentially featuring Lagniappe Brass Band.
 - d. It was agreed that the board will vote on AIA National issues together before the convention.
 - e. Programming for May is needed, potentially an EP event.
 - f. It was agreed that PSMJ seminar should be scheduled in May or June.
9. Advocacy – Nick Marshall
 - a. Update on Master Plan Amendments. TS stated that he talked with Chris Johnson and will follow up with new developments.
 - b. New Orleans S&P Lease of Servitude. It was agreed that AIANO will write a recommendation after precedent research in the spring
10. NOAF – Nick Marshall
 - a. AIA LA Loan Update. JR stated that after legal review, AIANO will request modification of terms regarding interest.
11. Old Business
 - a. AIA New Orleans Resiliency Leadership. TS stated that he will update board at March meeting.
12. New Business
 - a. CFD Design Task Force Update. SF summarized process: group met to identify existing challenges regarding space, identity, use, display, events/programming. Mockup of graphics would be coordinated with Letterman's.
 - i. JP talked to building manager about replacing the existing awnings.
 - ii. SF stated that task force also reviewed opportunities to improve rear wall materials, display areas, opening rear wall near corner, and new furniture. Goal is to improve visibility for passersby, potentially with a monitor displaying event info or built in display counter at windows.
 - iii. Conference room: JP proposed simple built in shelving with integrated desks. The goal of this space is to rent it out for meetings, ARE studying, and for resource library.
 - iv. Next steps: make drawings and send to board for review and approval, then prioritization, funding, and phasing.
 - v. JR requested that SF share AIANO Strategic Plan with task force.
 - b. Meeting length. After brief discussion, it was agreed that the board should limit future meetings to 1.5 hours.

Adjournment

ACTION: Upon a duly made (NM) a seconded motion (TS) it was unanimously RESOLVED to adjourn the meeting at 6:23 pm.

Next Board Meeting

Thursday, 02 March 2017, 4:30 pm

Submitted by

Thom Smith, AIA, Secretary