

AIA New Orleans Executive Board Meeting Minutes

Thursday, 03 October 2017
 AIA Center for Design
 1000 St. Charles Avenue, New Orleans, LA



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

Guests

None

Meeting Minutes

1. Call to Order – JR
 - a. The meeting was called to order by JR at 4:45 pm
2. Consent Agenda
 - a. ACTION: Upon a duly made (AM) and seconded motion (AR), it was RESOLVED to approve the September 2017 board meeting minutes.
3. New Business – JR
 - a. FAIA Nominations from AIANO: Lee Ledbetter and Z. Smith. ACTION: Upon a duly made (NM) and seconded motion (AR), it was RESOLVED to approve both nominations. No further action required from board. Then board briefly discussed general FAIA process.
 - b. Integrated Resource Planning. JR explained the general opportunity, and will distribute documents to the board via email.
4. Financial Committee – SF
 - a. Quarterly Financial Report
 - i. Updates. Addition of \$7000 cash on 02 October 2017. NR requested paper documentation of upcoming coordination with NOAF.
 - ii. Cash Flow. Projection for December is very low, but increases significantly in January. This includes assumption of only two full time staff, Joel and Sherri. Also assumption of no further payments from NOAF in 2017; AIANO will coordinate with NOAF.
 - iii. Budget vs Actuals. Original projection of decrease in membership dues is not as bad as expected. Golf Tournament is expected to be profitable. It was agreed that achieving the strategic plan goal of a third AIANO staff member will require significantly more funding. Discussion of staffing options between NOAF and AIANO; it was agreed that a third staff member is a major goal for 2018. General discussion of planned fundraising asks for AIANO.

5. Events Committee
 - a. October
 - i. Mini Golf/Golf Tournament
 1. Mini Golf. JP stated that ticket sales are currently low, but Emerging Professionals are encouraging attendees.
 2. Golf. JP stated that this event also has less sponsorship funding than projected, but this also occurred last year and resulted in a profit. Board is encouraged to attend and purchase tickets online. Beer Garden is a featured attraction.
 - ii. NOAF Home Tour is 21 Oct. Volunteers are needed.
 - b. November
 - i. Construction is 03-10 Nov. on O.C. Haley Blvd.
 - ii. Membership Meeting/Elections will be held on 16 Nov. at the Center for Design.
 - iii. AIA National Leadership Institute – New Orleans Regional Host: 16 Nov 2017
 1. AR updated progress on confirming speakers. Categories of leadership, resiliency/water management, civic engagement, and economic development. Discussion of local and regional speakers and panelists. A committee will meet on 05 Oct to develop remaining details.
 - c. December
 - i. Holiday Party: 07 Dec 2017. Details will be discussed in November board meeting.
6. Tricentennial Planning – AB
 - a. Next meeting on 04 Oct. JP requested that board invite participants, also share via social media.
 - b. Beaux Arts Ball. JP stated that CAC may be a likely venue, as well as potentially hosting part of the exhibit.
7. Old Business
 - a. 2018 Board Nominations. Shared Google document will be set up for board members to suggest nominees.
 - b. AIA Louisiana Loan Update. JR stated an upcoming discussion will occur with a team of AIANO members.
 - c. It was confirmed that Brent Baumbach has resigned from the Executive Board of AIANO, effective September 2017.
8. Executive Session: ED Performance Review.
 - a. Upon a duly made (AR) and seconded motion (SF), it was unanimously RESOLVED to adjourn executive session, after approximately ten minutes of discussion regarding JP's performance review.
 - b. JR summarized to JP that the board agreed to his salary raise request, and that the Executive Director Review Committee will write a letter confirming details.

Adjournment

ACTION: Upon a duly made (AR) a seconded motion (JL), it was unanimously RESOLVED to adjourn the meeting at 6:29 pm.

Next Board Meeting

Rescheduled for Tuesday, 02 November 2017, 4:30 pm.

Submitted by

Thom Smith, AIA, Secretary