

AIA New Orleans Executive Board Meeting Minutes

Thursday, 01 February 2018
 AIA Center for Design
 1000 St. Charles Avenue, New Orleans, LA



Board Members	Attendance	Initials
Angela Morton, President	Present	AM
Jason Richards, Past President	Present	JR
Jessica Walker, President-Elect	Present	JW
Terri Hogan Dreyer, Vice President	Present (via phone)	TD
Anna Bertucci Ghelase, Secretary	Present	AG
Shannon French, Treasurer	Present	SF
Bryan Bradshaw, Associates Director	Present	BB
Julie Babin, YAF Representative	Present	JB
Janina Scalfano, La. Delegate	Present	JS
Justin Greenleaf, La. Delegate	Absent	JG
Megan Weyland, Tulane Delegate	Absent	MW
Joel Pominville, Executive Director	Present	JP

Meeting Minutes

1. Call to Order – AM
 - a. The meeting was called to order by AM at 4:30 pm
2. Consent Agenda
 - a. ACTION: JW motioned to approve the meeting minutes and JS seconded the motion, it was RESOLVED to approve the January 2018 board meeting minutes.
3. New Business – AM
 - a. Strategic Planning Recap/ Committee Organizations and Focuses- the handout passed around illustrates the reorientation of the committee structure to align with the four points of our mission. All events throughout the year should hit on or more of these four points. This means a realignment and separation of our events into two categories Peer Engagement and Professional Development.
 - b. Strategic Plan Implementation- 3 year action plan; We have a Strategic Plan and an Implementation Plan; JS has gone through and noted items which she wasn't sure had been done.
 - c. Yellow cards from the meeting have been transcribed in Google.
 - d. Member value programming- To create a value for membership, it is necessary to provide desirable programming; CEU Academy; Some free events for members; Some events only open to members
 - e. National Register Committee Nominations- They have requested nominations for qualified persons to serve on the Committee which meets 4-5 times a year; AM would like to turn in nominations within the next month.
 - f. AIA New Orleans received the \$40,000 loan/grant from AIA Louisiana which will be used to pay down the debt to NOAF. In return, AIA Louisiana has been given the appropriate credit and AIA Louisiana members will get benefits of AIA New Orleans.
4. Executive Director Report – JP
 - a. JP is taking care of year end work
 - b. JP reviewed the status of Brittany, the part-time marketing hire. She is very task oriented. She is working on a rental document for the AIA space. She is also working on Social Media Strategy. JP will do a 2 month evaluation with her and in March finances will be evaluated to determine if she may be able to become full time.
5. Financial Committee – SF
 - a. Initial budget was submitted last month at the Board Meeting.

- i. Subsequent discussion and planning meeting but also consideration of potential adds like educational programming
 - ii. Summary of changes since last month's draft budget- Dues number was bumped up because of more affiliate member interest (5 new in January); .
 - iii. Budget is a planning document; Once budget is approved, amendments can be made, but we'll need to know how these items will be paid for the keep the budget balanced.
 - iv. Budget assumes 3 full time staff (20% of salary paid by NOAF).
 - v. ARE Materials to be purchased under supplies
 - vi. Add a Scholarship number to allow us to keep this as a goal
- b. AM motioned to accept the budget with an amendment to add line items for scholarships and ARE. TD seconded the motion.
6. Events and Programs
- a. Breakout session for Committees following the Board meeting.

Adjournment

ACTION: Upon a duly made (SF) a seconded motion (JS), it was unanimously RESOLVED to adjourn the meeting at 5:20 pm.

Next Board Meeting

Scheduled for Thursday, 01 March 2018, 4:30 pm.

Submitted by

Anna Bertucci Ghelase, AIA, Secretary