



# AIA Southwestern Oregon

## Board of Directors Meeting Minutes

February 13, 2008

**Meeting Place: Chapter Headquarters, Midtown Arts Center 1590 Willamette St: Eugene, OR**

### **Board Members 2008:**

|  | <b>Initials</b> | <b>Present:</b> |
|--|-----------------|-----------------|
| President: W. Jody Heady, AIA<br><a href="mailto:jody@heady-architect.net">jody@heady-architect.net</a> / <a href="mailto:jheady@hacsa.net">jheady@hacsa.net</a> | JH              | x               |
| President-Elect: Randy Nishimura, AIA<br><a href="mailto:rnishimura@robertsonsherwood.com">rnishimura@robertsonsherwood.com</a>                                  | RN              | x               |
| Secretary: Paul Dustrud, AIA<br><a href="mailto:dustrud@dustrudarchitecture.com">dustrud@dustrudarchitecture.com</a>   | PD              | x               |
| Treasurer: Kurt Albrecht, AIA<br><a href="mailto:cba@rio.com">cba@rio.com</a>  | KA              | x               |
| Director: Jean Duffett, AIA<br><a href="mailto:jduffett@berryarch.com">jduffett@berryarch.com</a>  | JD              | x               |
| Associate Director: Becky Thomas, Associate AIA<br><a href="mailto:bthomas@robertsonsherwood.com">bthomas@robertsonsherwood.com</a>                              | BT              |                 |
| Past President: Eric Gunderson, AIA<br><a href="mailto:egunderson@pivotarchitecture.com">egunderson@pivotarchitecture.com</a>                                    | EG              |                 |
| Web Master: Jessica Gracie<br><a href="mailto:jgracie@pivotarchitecture.com">jgracie@pivotarchitecture.com</a>   | JG              |                 |

AIAS Associate \_\_\_\_\_

### **Administrator**

|   |    |   |
|---|----|---|
| Executive Director: Don Kahle<br><a href="mailto:dk4aia@gmail.com">dk4aia@gmail.com</a> | DK | x |
|---|----|---|

**Initials indicated within the body of the minutes represent action items by that board member.**

**The Minute report contained within is not a literal transcript of the meeting; however the Chapter has now begun to digitally record the meetings and may be accessed at the chapter headquarters.**

***Meeting called to order, previous minutes approved as corrected (previous minutes on file).***

### **2.1 Executive Director Report. DK**

- 2.1.1 Financial Statement approved.
- 2.1.2 Discussion about Printer, Resolved.
- 2.1.3 JH to Purchase Quick Books for Chapter, run on DK's Computer.
- 2.1.4 Phone Discussion: PD to look into pricing for Phone number set up which would include forwarding and new handset,
- 2.1.5 Discussed "Socializr" method for communicating with membership, DK to try it for the Program

- meetings in addition to board announcement.
- 2.1.6 DK to send notices to past due affiliates.
- 2.2 President Report: JH**
- 2.2.1 Desks; Agreed that JH would find a way to offer to membership.
- 2.2.2 AIA-PNW conference call; region Presidents keeping updated, they discussed...2011 Japan, RN knew of a past employee who may assist with information.
- 2.2.3 E-Mail update for members to be forwarded to webmaster by DK.
- 2.2.4 Add Brian Hamilton to By-Laws committee.
- 2.2.5 Letter by JH for AIA Oregon newsletter..Publish in March, JH will send around for review to Board.
- 2.2.6 JH to ask Michael Fifield to be AIA representative for EWEB site.
- 2.3 President Elect Report RN:**
- 2.3.1 Notice has gone out for Feb Program with Robert Oshatz.
- 2.3.2 All other programs are confirmed at this time.
- 2.3.3 RN needs help with DIVA set up, JD to coordinate.
- 2.3.4 Agreed to caterer, Cornucopia.
- 2.3.5 Agreed to raise entrance fee to 25\$ for DIVA program.
- 2.4 Treasurer Report: KA**
- 2.4.1 Nothing new to report.
- 2.5 Secretary Report: PD
- 2.5.1 Noted minutes.
- 2.6 Director Report: JD**
- 2.6.1 Agreed to pay current insurance;
- 2.6.2 JD to ask insurance company about volunteers during events such as Peoples Choice or Others.
- 2.7 Associate Director Report: BT**
- 2.7.1 Not Present.
- 2.7.2 Authorized BT to purchase required Intern Library materials after submitting request.
- 2.8 AIAS President:**
- 2.8.1 Confirm who is in position.
- 2.9 Past President EG**
- 2.9.1 Not Present
- 2.10 WebMaster: JG**
- 2.10.1 Not Present.
- 2.11 Committee reports: See Presidents agenda, Action Items only noted here:**
- 2.11.1 By Laws Committee to be formed by end of Feb.
- 2.11.2 Budget Committee, tabled review, solvent at moment.
- 2.11.3 Craftsmanship Awards: JH interim Chair, no report.
- 2.11.4 Peoples Choice Awards: Kurt to start recruiting for Chair.
- 2.11.5 Design Awards 2009: No action.
- 2.11.6 PNW-AIASWO Refer to Presidents Agenda, committee needs to begin process.
- 2.11.7 Committee updates Refer to Presidents Agenda for details, no new action.
- 2.11.8 Adjourned:
- 2.12 Next meeting time: 4:00 pm, Wednesday, March 19, 2008 at ACT

Respectfully submitted,

Paul Dustrud, AIA,  
Secretary AIASWO 2008