



AIA Southwestern Oregon

Board of Directors Meeting Minutes

June 17, 2009

Chapter Headquarters, Midtown Arts Center 1590 Willamette St: Eugene, OR
Meeting Place: Actors Cabaret, Eugene, Oregon

Board Members 2009:

| <u>Present:</u> | <u>Initials:</u> | <u>Position/Name:</u> | <u>Email:</u> |
|-------------------------------------|------------------|--|---|
| <input checked="" type="checkbox"/> | RN | President: Randy Nishimura, AIA | rnishimura@robertsonsherwood.com |
| <input checked="" type="checkbox"/> | MF | President Elect: Michael Fifield, AIA | mef@uoregon.edu |
| <input checked="" type="checkbox"/> | JH | Past President: Jody Heady | jody@heady-architect.net / jheady@hacsa.us |
| <input checked="" type="checkbox"/> | KT | Secretary: Kari Turner, AIA | kturner@pivotarchitecture.com |
| <input checked="" type="checkbox"/> | PD | Treasurer: Paul Dustrud, AIA | dustrud@dustrudarchitecture.com |
| <input checked="" type="checkbox"/> | PE | Director: Paul Edlund, AIA | pauledlund@msn.com |
| <input type="checkbox"/> | MB | Associate Director: Mariko Blessing, Associate AIA | mariko@2-form.com |
| <input checked="" type="checkbox"/> | EB | Web Master: Erik Bishoff | ebishoff@pivotarchitecture.com |
| <input type="checkbox"/> | | AIAS Associate: | |
| <input type="checkbox"/> | BS | Oregon AIA Delegate: Bill Seider | bseider@pivotarchitecture.com |
| <u>Administrator</u> | | | |
| <input checked="" type="checkbox"/> | DK | Component Executive: Don Kahle | dk4aia@gmail.com |

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: April Minutes Approved, with correction to item D.

Consent Agenda Approved

Please reference the Consent agenda distributed prior to the meeting for additional information. In an attempt to streamline the meetings, a consent agenda is being utilized for board reports and other regular business. The intent is to allow more time for discussion on other items.

General Agenda

A. Moving small CD to checking account:

- The CD is maturing.
- Cash flow is low because ODOT has not paid for the bridge workshop yet.
- *Motion: Cash CD into checking account.*
Amendment: Address how cash should be re-invested in the future.
Amendment passed. Motion passed with amendment.

B. Reimbursement for FAIA applications:

- *Motion: To reimburse Otto Poticha and Jim Robertson \$190 each for their Fellowship nomination fee.*
Motion passed.

C. Credit Card Processing:

- The system currently being used is cumbersome and the receipts carry the card users full name and full credit card number. The system is outdated and something new will be necessary for the 2010 conference.
- Every month there are a few credit cards that end up being rejected that Paul D or Don K. then have to follow-up on. There also appears to be meals eaten every month that are not paid for perhaps because people do not want to wait in line at the beginning of the meeting and then forget to come back.
- There are a couple of electronic systems out there that Paul D. and Don K. are researching. Board recommendation is to go with a stand-alone system rather than trying to tack on to another organizations'.
- *Motion: Allocate up to \$350 to establish a stand-alone credit card processing system to be selected and procured by the Treasurer.*
Passed.

D. Tax Exemption:

- It appears that AIA-SWO is not a 501 C3 non-profit organization. Therefore property taxes are due.
- *Motion: Authorize Treasurer to pay property tax because we are not a 501 C3 non-profit.*
Passed.

E. AIA Sponsorship Brochure:

- Don K. has examples from AIA Portland and AIA Seattle.
- There is a systematic description of what sponsorships are available and what each level of sponsorship provides for the sponsor.
- *Action: A committee will be formed as delegated by Randy. Don K. to participate.*

F. AIA-SWO website:

- There has been discussion in the past of updating the current website in order to get it ready for the 2010 Conference.
- The AIA National template that was supposed to be out earlier this year is still not ready and would still need to be edited for the conference use.
- The Hawaii conference template would cost about \$20,000 and would require additional editing.
- We need to get the website for 2010 up and running soon. The current AIA-SWO site is not under the same time pressure.
- There may be options for purchasing an off-the-shelf "conference" website template.
- *Motion: Leave AIA-SWO website as is, develop a new website for 2010 Conference (to be developed by 2010 Committee). Both websites should have links to the other.*
Passed.

G. Register Guard Home & Garden Insert opportunity:

- The Guard wants an every other month article specifically about homes. Six articles annually.
- The article would be written by a Guard reporter interviewing an AIA member about their project.
- Some concern was voiced that this is a narrow opportunity, only available to a few members. Others countered that any publicity is good publicity.
- CORA could perhaps somehow be involved.
- *Action: Don K. to send invite to whole membership to gauge interest. He will also ask to have the topic included on the next CORA meeting agenda.*

H. Proposal for UO Practicum student for AIA-SWO office:

- A current UO Architecture student (Renee Benoit) who has been active in working with the chapter on recent activities is interested in working with the chapter as a practicum student. She would get school credit for her work.
- This is envisioned as perhaps a "leadership practicum" and has been approved for academic credit. This summer would be the "pilot program" to determine if a chapter practicum is valuable

from both a chapter and a student perspective.

- Some thoughts included having her help small firms with tasks but it was decided this could be too difficult.
- This was also seen as a good way to strengthen ties between the UO and the AIA.
- There was discussion of paying the AIA-SWO practicum's AIAS fees but it was unresolved to determine if that would conflict with receiving school credit.
- *Motion: Take on Renee Benoit as a practicum student for the summer.
Passed.*

Other items:

1. Don's discount Proposal:

- Assess every Oregon member \$20.10 at the beginning of next year, tacked on to their regular dues. (This would apply only to architects, since the state organization does not charge associates anything.) This would bring about \$20,000 in, but the money is not really as important as getting everybody's attention. Then we'd offer every Oregon architect \$30 off region conference registration. To be sure we don't find ourselves competing with Oregon Design Conference, we could offer to double the discount to \$60 for AIA Oregon architects who attend both ODC and the region conference.
- The concept is more designed to get local architects across the state to come to Eugene, than it is to raise money.
- There was some skepticism that other chapters will go for paying a per-member fee.

Adjourned: Next meeting time: To be determined. Randy to send meeting Wizard.

Respectfully submitted, Kari Turner, AIA, Secretary AIA-SWO 2009