



# AIA Southwestern Oregon

## Board of Directors Meeting Minutes

November 18, 2009

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

Meeting Place: Actor's Cabaret

### Board Members 2009:

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

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 but attempts to capture the spirit and intent of the discussion.

***Meeting called to order: October Minutes Approved.***

### ***Consent Agenda Accepted***

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. New Meeting Sign-in Format**

- Three new greeters are coming this evening. The space will be reorganized to filter people into the space and past the check-in.

#### **B. Bylaws amendment voting procedure:**

- The bylaws amendment vote will be held before the general election.
- A copy of the amendment will be on the tables for reference.
- There will be a show of hands for the vote. Only a simple majority of people present at the meeting is needed to pass the amendment.

**C. Ballots for 2010 AIA-SWO board election:**

- If the bylaw amendment does not pass, Mariko will not be eligible for a Director position.
- If the bylaw amendment does not pass, Mark Gillem may want to remove his name from the running.

**D. Accounts Receivable and RSVP no-shows; collection policy:**

- There were people who RSVP'd for the Design Awards that did not attend. There were also people who came without an RSVP. The chapter was charged for full number of RSVP's.
- It was announced that no-shows would be charged.
- Net-Forum may offer some options for "at door" prices and "RSVP" prices in the future.
- *Motion: collect \$30 from all who RSVP'd for Design Awards and did not show. The Design Awards committee has already sent invoices.*
- Some 2008 People's Choice entries have still not been paid. There was discussion about not allowing those firms to enter again until their debts are paid. One more final notice will be sent.
- Future policies or decisions on how to address no-shows will be left to the 2010 board to discuss. Should there be a policy? Can there be a posting added to Socializer that lets people know they will be charged either way?

**E. Attendance at Grassroots:**

- AIA-SWO is going to do a presentation on how we've grown our membership and the activities the chapter has been undertaking recently. Registration fees for 4 members are included as part of the presentation arrangement.
- Michael cannot go and Randy believes it is in the chapter's best interest to encourage new folks to represent AIA-SWO at Grassroots.
- Paul D., Gabe Greiner, and Don K. are all planning to go. Shawn Jenkins would like to go but will likely need additional funding.
- AIAS will see if they have anyone interested in attending.
- Some of the incoming board members may be interested in attending which may help get more new blood invigorated with the organization.
- The chapter typically defrays the costs for the President and President-Elect, subject to the budget.
- *Resolution: 2010 board to determine who will go and how much can be spent to defray costs.*

**F. AIA Oregon delegates:**

- There is a set number of delegates from our chapter (to be confirmed) that can attend AIA Oregon meetings. Current delegates are; President (Randy), President-Elect (Michael), Bill Seider, Jonathan Stafford, and Mariko Blessing.
- Mariko would like to decline being a delegate for next year.
- Shawn Jenkins as the RAD may be interested. Or someone from Corvallis could be a good addition.
- There are 4 meetings a year.
- *Resolution: The new delegates need to be identified at the December meeting, or before the next AIA Oregon meeting in January.*

**G. AIA-SWO Board Transition Meeting:**

- It was decided to have a short board meeting in December and move the transition meeting to January to allow more time and separate it from the Holiday Party.
- January 13, 5:30 - dinner will be included. Date to be confirmed.
- There will be a budget review meeting held before in order to generate a budget before the meeting.

#### **H. December Meeting - Holiday party:**

- December 16 - where? MAC? ACE? Don and Paul D. will check venue availability.
- The Herman Miller chair will be auctioned at the party. aiachair@gmail.com
- There are also 2 picture frames that will be auctioned.

#### **Other items:**

##### **1. Net-Forum training:**

- Angel Baltimore from AIA National is coming December 7 and 8. Jody would like to attend trainings as well.

##### **2. RAD Budget and Funding:**

- Shawn Jenkins has noted that his costs seem to be in excess of what was expected for all the events he is supposed to attend.
- He is working on a proposal for additional funding that will be looked at with the 2010 budget.

##### **3. AIAS activities:**

- The two AIAS (Michael Fisher and Kent Wu) representatives reported on recent and upcoming activities. They are working on increasing their members and their connection to eth AIA-SWO.
- Upcoming activities include; trivia night on January 14 (students and professionals are welcome), the Reverse Crit sometime Winter term, IDP workshops. They are also trying to do some fundraising for Forum on December 29.
- *Motion: Provide free dinner for (1) AIAS representative. Passed.*

**Adjourned: Next meeting time: 4:00 pm, Wednesday, December 16. Mid-Town Arts Center.**

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