

MEETING MINUTES – January 2005

AIA/SWO/Board Meeting Minutes

4:00 – 5:30 pm, January 19, 2005, Lane Arts Council
Prepared 2/12/05 by Eric Gunderson

Attending:

Scott Stolarczyk, Andrew Toney, Tricia Berg, Lana Catlin, Richard Shugar, Eric Gunderson

Approval of minutes:

Approval of the December minutes was deferred to next the meeting in hopes someone might actually read them.

Chapter Executive's Report

Andrew Toney

Andrew had prepared a draft budget for 2005. The proposed budget includes balanced income and expenses of \$29,030. Richard noted that last year's savings were used to buy a CD. No income is shown for an AIA charette this year. The budget plans support for sending one person each to attend Grass Roots, Regional and National Conventions. Tricia expressed interest in attending the Regional Conference. Andrew will investigate the cost of the last Design Awards program to help establish a budget for this year. \$2000 is budgeted for chapter programs. Richard liked a variety of program venues. Scott objected saying he preferred a more regular location. Andrew intervened just in time to prevent violence. After things settled down, a motion was passed approving the draft budget.

Insurance: Richard met with Insurance Agent Tim Sealy and determined that the Chapter met the minimum group size of 150 members. This allows us to continue the current group plan.

Banking: A new signature card for the Chapter account is needed from Key Bank for the President, President Elect, Secretary, and Treasurer.

Grass Roots: Scott applied to attend Grass Roots. Andrew will check with Chelsea to see if she plans to attend.

President's Report

Scott Stolarczyk

Scott graciously greeted the new board to the first meeting of 2005. He requested that Richard refrain from pontification so we could all leave on time.

President Elect: There was discussion about possible candidates to fill the vacancy but no resolution was reached.

Committee Volunteers: Scott proposed a committee structure where a board member led each group and solicited volunteers. Scott will send out an email asking members to volunteer for the committee of their choice. Failing that, a draft was threatened modeled after the CSI practice of assigning all chapter members to a committee.

AIA Oregon Delegates: Delegates are Curt Wilson, Brian Hamilton, Lana Catlin, Scott Stolarczyk, Richard Shugar, and Charles Gerky.

Tsunami Relief Fund: Jessica Ellingson had sent an email suggesting the chapter seek contributions from members to Architecture for Humanity. TBG generously offered \$250 as a starting gesture. Richard suggested the chapter contribute. The issue was not resolved.

Board Member Announcement: Board members are to send digital photos of themselves to Scott for use in a press announcement about the new board. Scott will arrange publication in the RG, DJC, and New York Times.

Chapter By-Laws: Scott plans to complete action on proposed amendments by March. A copy of the amendments was attached to the board agenda.

March Program: Larry Reed of Arlie Development Co. will be the speaker at the program to be held 3/16/05.

President Elect's Report

Vacant

This space available.

Past President's Report

Richard Shugar

Design Awards: Without pontification, Richard noted that it has been many years since the chapter held a Design Awards program. He voiced a desire to see the chapter hold awards this year.

Web site: Richard described efforts to improve the SWO AIA website. A web site designer, Marilyn Milne will continue to work as a consultant to the Chapter to help make this happen. She is paid from the PR budget for 2004 and 2005. The goal of the web site is to benefit member firms and the public. A template is to be developed for use by each firm to display information about their capabilities. There was debate about whether to attempt to categorize firms by type of work or other characteristic. Richard suggested a project of the month could appear on the site. Tricia suggested simply linking to the member firm website which would be easier to keep up to date.

Richard left the meeting.

AIAS Liaison's Report

No Report

Associate Director's Report

Lana Catlin

Intern Tours: Lana plans to restart regular intern tours. She requested suggested sites to tour.

Reverse Crit: Lana is organizing the Reverse Crit to be held 2/16/05 at U of O. She is seeking participants.

Brown Bag with AIAS: Lana suggested a brown bag lunch including people from AIA and AIAS.

Director's Report

Jim Lavagnino

No Report.

Treasurer's Report

Tricia Berg

Design Charette: Tricia sought suggestions for charette subjects for 2005. She will contact John Lawless about past efforts. Tricia proposed that a member firm be hired to organize, facilitate, and document charettts. Since it takes so much effort, past attempts to organize charettts using volunteers have proven difficult. It was noted that the charette sponsor could compensate the facilitation firm. Examples include WBGs and TBG who have been retained by the City of Eugene in the 2 past charettts. It was suggested that we seek a charette subject in Springfield. City of Springfield and U of O were possible contacts.

Secretary's Report

Eric Gunderson

The secretary noted that despite his good looks and intelligence he is new to the job and would appreciate board members reviewing the draft minutes prior to issuing them to the critical public. Eric is to send minutes to Andrew and the Board for review. Andrew will print copies for the board meeting.

The secretary was deeply conflicted about whether to put the budget discussion under the heading of Component Executive (who prepared the draft) or Treasurer (who is the responsible board member). In the end Eric was moved by Tony's intervention during a tense moment in the meeting and put the report under Component Exec. For more on this burning issue stay tuned to future minutes.

The secretary has added Stolarczyk to his spell checker.

RG Insert: Eric will begin planning for an insert to be published in April. He will contact Andy and JF at TBG to learn from their experience last year. Eric asked if anyone had heard feedback from last years insert. IT was reported Chuck Bailey might have heard some feedback. The publication date should be announced in advance so members know its coming.

Committee Reports

Provided above

Public Affairs – President, Scott Stolarczyk
Programming Committee – President Elect, Vacant
Continuing Education Committee – JF Alberson
Fundraising Committee – Treasurer, Tricia Berg
 2005 Design Charette – Treasurer, Tricia Berg
Public Relations – Director, Jim Lavagnino
 Chapter Website – Director, Jim Lavagnino
 Register Guard Insert – Secretary, Eric Gunderson
University of Oregon Committee – Associate Director, Lana Catlin
Design Awards Committee – Past President, Richard Shugar
 2005 Design Awards - Past President, Richard Shugar
 2005 People's Choice Awards – Associate Director, Lana Catlin

General Discussion

None

Adjournment

The next Board meeting will be 4:00 to 5:30, Wednesday, February 16, 2005, at the U of O School of Architecture Hearth Café (Second floor of Lawrence Hall).