MINUTES FOR THE REGULAR BOARD OF DIRECTORS’ MEETING

January 19, 2016  12:00-1:00 pm
AIA-SWO Octagon, 92 E. Broadway, Eugene

Board Members 2016:

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<th>Present:</th>
<th>Position:</th>
<th>Name:</th>
<th>Directive:</th>
<th>Initials:</th>
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<td></td>
<td>President</td>
<td>Stan Honn, AIA</td>
<td>Internal Affairs</td>
<td>SH</td>
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<td>Prez-Elect</td>
<td>Katie Hall, AIA</td>
<td>Member Programs &amp; Education</td>
<td>KH</td>
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<td>Past-Prez +</td>
<td>Jenna Fribley, AIA</td>
<td>Communications</td>
<td>JLF</td>
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<td>Secretary</td>
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<td>Treasurer</td>
<td>Patrick Hannah</td>
<td>Professional Recognition</td>
<td>JPH</td>
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<td>Associate</td>
<td>Kristina Lang, Assoc. AIA</td>
<td>Emerging Professionals</td>
<td>KL</td>
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<td>Director</td>
<td>Seth Anderson, AIA</td>
<td>Extra-Metropolitan Affairs</td>
<td>SA</td>
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<td>Director</td>
<td>Scott Clarke, AIA</td>
<td>Local Affairs &amp; Community Service</td>
<td>SC</td>
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<td>Director</td>
<td>Mark Donofrio, AIA</td>
<td>Networking &amp; Special Interests</td>
<td>MD</td>
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<td>Director</td>
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<td>Public Education &amp; Outreach</td>
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Initials indicated within the body of the minutes represent action items by that board member. The Minute report within is not a literal transcript of the meeting.

12:09 Anti-trust statement (read by SH)

12:10 Director updates:

1. Internal affairs (SH): working on budget, Stan optimistic about transition from ED to admin assistant position (Kathy); thinking we all need to re-read and review/update by-laws and policies
2. Member Programs & Education (JLF): program tomorrow night only has one RSVP, need to boost interest/participation; concerned will lose people coming from lecture if they have to pay admission, reduce costs (free for everyone except members who want AIA Credits, charge $10 for credits); send blast tomorrow morning
3. Communications (JLF): working with Kathy on Weds. Mornings to get her rolling along with T@3 newsletter and archive on website
4. Professional Recognition (JPH): figuring out scope of this directive, includes starting to get a committee together to do initial planning/brainstorming for 2017 Design Awards; role also includes ensuring Colleague’s Choice is well implemented as part of PCA; Craftsmanship Awards also part of this Directive, but not taking place again until 2018
5. Networking/Special Interests (MD): getting really plugged into National Wood Products project in Corvallis (Forestry), center is keenly interested in architects’ perspective; partially focused on faculty research/interests but also involvement from professional community; interested in holding a program and/or roundtable panel – good for Corvallis program this year?
6. Extra-Metropolitan Affairs (SA): Firm visits with Seth/Stan last Friday; Bend architects have interest in what we’re doing and appreciation for continuing ed; individuals not interested in joining/paying membership; Seth pushing interest in advocacy for this year
7. Local Affairs/Community Service (SC): CoLA has stalled out a bit, suffering from being overwhelmed by work/life; Randy’s wife having health issues; SC disappointed by lack of momentum, but doesn’t have the time/energy to allocate to pushing along personally right now; previous discussions of Feb/Mar chapter meeting about Kesey Square, still open to that. South Willamette continues, Paul Conte had a forum this week showing a sketchup model, Anita/others have interest in presenting an analysis of this. Should we offer Randy a sabbatical? Also new Park Blocks issue? Need to get connected with city & planning department to know what’s coming up. Could CoLA and Design Excellence team up for the next program to address one of the current issues?

8. Emerging Professionals (KL): no updates; (SH) need to assign someone as “funnel” to receive emerging professionals communications from the Region, KL agreed to do this

9. Public Education/Outreach (JLF): Design Excellence met last week, brainstorming ideas for events/presentations and goals/desired outcomes for this year; meeting again soon

12:41 General Business:

1. Approval of minutes from December; not in existence yet, JLF to reconstruct

2. Admin. Kathy – getting desk/workstation setup; tomorrow is the end of her first pay period; accounting for her time in 6 categories; hours MWF 9-1 (currently Stan working with her on M&F, Jenna on Weds); scheduled for 12 hours/week with an additional 4 hours/month for surges.
   a. MOTION 12:54 pm – SC moved to authorize JLF & SH to sign Kathy’s time card; MD seconds; APPROVED by all present

3. Approval of Check signers: SH & JF continue to be on file as signers, assuming KH & Kathy will also become signers

4. Check signer limits: need to make an actual written policy, seems to have been $600
   a. MOTION 12:46 pm – MD moves to approve SH/JLF/KH/Kathy as signers with a $500 limit before requiring 2 signers; SC seconds; APPROVED by all present

5. Debit card holders: SH suggests 3 debit cards to allow for nimble payment of program expenses; typically we’ve had one card, would like to see if bank can limit
   a. MOTION 12:52 pm – MD moves to approve the debit card holders of Kathy/SH/JLF with the amendment that we try to cap to $2000; SC seconds; APPROVED by all present

6. Approval of 2016 Budget (SH):
   a. Version posted last night removes old drafts and adds a few notes from 2015’s actual expenses, and Patrick posted another version this morning with a few adjustments
   b. New budget format summarizes proposes income/expense at $76,173, including $5073 into Reserves
   c. Bookkeeper at $135/month this year
   d. Goal for affiliate dues: 25 @ $95/ea
   e. Adding Director & Officer insurance coverage ~ $800 in addition to our existing $500 basic liability coverage
   f. L&L income/expenses based on detailed projections from Will
   g. Octagon expenses to finish/install the display system in the octagon
   h. Added $500 for extra-metro expenses for travel
   i. MOTION 1:09 pm – SC moves to approve budget as presented; MD seconded; APPROVED by all present
7. ABC Board of Directors Officers: need a president (possibly JPH); need to meet once/quarter; JLF automatically rolling onto ABC board as past-president
8. February Board meeting dates/times: would be 2/2 & 2/16; but 2/16 is set aside as the designer day at the Capitol in Salem; shifting Feb. Board meetings to 2/2 and 2/9 instead

1:14 New Business
1. Still need program committee chair – perhaps KH should switch to be Director of Public Education & Outreach instead of Director of Programs & Education, since she is already so involved with Design Excellence; then we could find one person who might take on a combined role as Programs Director/Programs Chair; JLF to chat with KH about it
2. Octagon display – trying to implement so that the space can sell itself as a gallery; ideally would find a volunteer to help manage the space and help organize/set-up exhibits

1:19 Adjourned

Next meeting time & place: Work Session, Tuesday Feb. 2 @ the Octagon, 12:00-1:00 pm

Minutes respectfully submitted by Jenna Fribley, AIA, Past-President & Secretary AIA-SWO 2016