MINUTES FOR THE REGULAR BOARD OF DIRECTORS’ MEETING

February 16, 2016  12:00–1:00 pm
AIA–SWO Octagon, 92 E. Broadway, Eugene

Board Members 2016:

<table>
<thead>
<tr>
<th>Present:</th>
<th>Position:</th>
<th>Name:</th>
<th>Directive:</th>
<th>Initials:</th>
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<tbody>
<tr>
<td>phone</td>
<td>President</td>
<td>Stan Honn, AIA</td>
<td>Internal Affairs</td>
<td>SLH</td>
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<td></td>
<td>Prez-Elect</td>
<td>Katie Hall, AIA</td>
<td>Public Education &amp; Outreach</td>
<td>KH</td>
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<td></td>
<td>Past-Prez + Secretary</td>
<td>Jenna Fribley, AIA</td>
<td>Communications</td>
<td>JLF</td>
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<td></td>
<td>Treasurer</td>
<td>Patrick Hannah</td>
<td>Professional Recognition</td>
<td>JPH</td>
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<td></td>
<td>Associate Director</td>
<td>Kristina Lang, Assoc. AIA</td>
<td>Emerging Professionals</td>
<td>KCL</td>
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<td>phone</td>
<td>Director</td>
<td>Seth Anderson, AIA</td>
<td>Extra–Metropolitan Affairs</td>
<td>SA</td>
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<td></td>
<td>Director</td>
<td>Scott Clarke, AIA</td>
<td>Local Affairs &amp; Community Service</td>
<td>SAC</td>
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<td>Director</td>
<td>Mark Donofrio, AIA</td>
<td>Networking &amp; Special Interests</td>
<td>MKD</td>
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<td></td>
<td>Director</td>
<td>(vacant)</td>
<td>Member Programs &amp; Education</td>
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<tr>
<td></td>
<td>Staff</td>
<td>Kathy Wendland</td>
<td>Administrative Assistant</td>
<td>KW</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.

12:04 Call to Order (SLH)

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

12:10 Director updates:

1. Internal affairs (SLH):
   a. Focused on money for the first month, going to focus on membership month 2; request to Board members to think about potential affiliate members
   b. Met with Fellows, new Fellow from TX, talked a lot about restructuring; still planning a past-presidents meeting later this month
   c. First meeting of small firms group, 11–12 people, interest in brainstorming 10 topics, meet every other month 2nd Tuesday, 2 people to bring projects to pinup/discuss during social time
   d. Oregon Architect – if people have suggestions for news and/or articles, forward to SH
   e. First conf call for AIA-O Restructuring Committee tomorrow

2. Professional Recognition (JPH): nothing new to report; KH brought up need for recognition of newly licensed members; SC noted that we typically invite newly licensed members to a chapter meeting and recognize them; SC suggests Patrick reach out to Jim Robertson to be informed of new licensees

3. Networking/Special Interests (MKD): In the process of hiring a director for the wood products center, hoping we can generate a program once more pieces are in place
4. Public Outreach (KH): DX scheduled next meeting for March 4, aiming for May for the next presentation. Katie to reach out to Kim Knowles about AIS

5. Member Programs & Education (SLH): ad hoc committee by default right now. KH, JLF, SH, Travis are pushing along; CSI conference next Thursday, Architecture booth during the day, economic forecast panel Thurs night; March blurred division focused on Arch as Developer; April features Don Peting @ ACE; May = DX; June = Corvallis (or Bend); July = picnic/service project; KH suggests Kids First as a backup idea for the school garden project

6. Extra–Metropolitan Affairs (SA): Bend 2013 Livability Conference in June is shaping up to be a 2 day event (6/10-11); Friday paired with art walk, walking tour of “makers district;” Saturday keynote speaker about livability issues, growth, change; 9 workshops; Seth is on advisory committee, not specifically an AIA event, but AIA is a partner; SH curious if we should use June event as Bend Trek, and/or keep September Bend Summit;

7. Emerging Professionals (KL): planning a meeting time with Andrew Scheidt to talk about DesignSpring; Julie Romig moving, KL to pick up ARE materials and give to Michael Bowles (new librarian)

8. Communications (JLF):
   a. Getting T@3 dialed in with Kathy, now Kathy mostly taking the lead on pulling together the content; Kelsey working on reworking the template to comply with branding standards while maintaining consistency/character of SWO
   b. Compiled & submitted Accreditation Report, Board needs to formally adopt revised policies as noted in accreditation submission

9. Community Service and Local Affairs (SC):
   a. SH forwarded call for participants for S. Willamette discussion; mediators interviewing people, CoLA responded, not yet confirmed/selected; Kristina part of that conversation from the Neighborhood Association point of view: Friendly neighborhood association having first meeting of committee on S. Willamette special area zone tonight;
   b. Randy taking backseat role b/c of wife’s health issues;
   c. Eric Gunderson met Lucy (mayoral candidate) at BEST meeting, Lucy asked Eric how to connect with architectural community on local issues; CoLA to meet with her, to be a resource and share perspective on local issues (but NOT to endorse her as a candidate);
   d. Eric G. offered to participate on the CoLA committee, and will be stepping in to play an active role and give momentum
   e. (KH) Urban renewal district support by CoLA? (SC) CoLA supported document published Chamber of Commerce; (KH) Chamber is looking for more information, to have a more active role, suggests CoLA reach out to them

12:41 General Business:
1. Approval of minutes from January; MOTION 12:36 pm: SC moves, KL seconds, APPROVED by all present
2. Approval of policies:
   a. Whistleblower Policy: MOTION 12:39, moved MD, seconded SC; APPROVED
   b. Conflict of Interest: MOTION 12:41, moved MD, seconded SC; APPROVED
   c. Gift Acceptance Policy: MOTION 12:47, moved MD, seconded SC; APPROVED
   d. Joint Venture Policy: MOTION 12:48, moved SA, Seconded MD; APPROVED
   e. Records Retention Policy: MOTION 12:49, moved KL, seconded MD; APPROVED
f. Staff Performance/Compensation Review Policy: **MOTION 12:51**, moved KL, seconded MD; **APPROVED**

g. Member financial data security policy: **MOTION 12:52**, moved SC, seconded KL; **APPROVED**

3. Board Endorsement of Accreditation Report as Submitted on behalf of the chapter: **MOTION 12:55**, moved SC, seconded KH; **APPROVED by all present**

(Seth & Katie signed off)

4. Financial report:

   a. 2015 Year End P&L and Balance Sheet: net income for the year was <$2750>, about $8700 below our budgeted net income; most of the discrepancy was on the program income, not as much with the expenses;
      i. Some 2015 income may still be trickling in for the Design Annual and other things;
      ii. Infusion of dues $$ at beginning and end of year (consistent with expectations);
      iii. Accounts have been renumbered; account #’s used to be connected for income/expense, no longer connected; should take another look at these with Susie
      iv. Areas of concern: lunch & learn income shows as only $20; showing $6500 income in Design Awards, but is actually $$ from Eventbrite that should be distributed to other categories (chapter meetings, webinars, etc.)
      v. SH will request expanded report of last year’s accounting/line items so we can make sure things are coded correctly
      vi. SC suggests we look more closely at this again at next month’s work session
      vii. **MOTION 1:23 pm** to accept the 2015 year end budget bottom lines for submitting to CPA, moved MD, seconded SC; **APPROVED by all present**

   b. January 2016 P&L and Balance Sheet
      i. Going as expected;
      ii. What types of reports do we want as the year progresses? SH would like to YTD 2015, YTD 2016, Budget, $ Over Budget
      iii. Monthly spreadsheet to be produced/reviewed quarterly

5. March Board meeting times:

   a. 1st Tues Work Session (3/1/16)
   b. 3rd Tues Board Meeting (3/15/16)

1:36 Adjourned

**Next meeting time & place:** Work Session, Tuesday March 1 @ the Octagon, 12:00-1:00 pm

_Minutes respectfully submitted by Jenna Friable, AIA, Past-President & Secretary AIA-SWO 2016_