MINUTES FOR THE REGULAR BOARD OF DIRECTORS’ MEETING

June 21, 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></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>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></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></td>
<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>
<td></td>
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<tr>
<td></td>
<td>Staff</td>
<td>Kathy Wendland</td>
<td>Administrative Assistant</td>
<td>KW</td>
</tr>
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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.

12:18 Call to Order (SH)

12:18 Anti-trust statement (read by JPH)

12:18 Director updates:

1. Emerging Professionals (SH):
   a. Another Beer:30 coming up
   b. Mariko covering check-in at tomorrow’s chapter meeting

2. Communications (JLF):
   a. Need to put the Board minutes on the website
      i. Need to identify the best location/page/navigation
      ii. Are there any concerns about privacy/liability?
      iii. Important to make available for transparency to members
   b. Agenda & board minutes – put online
   c. Budget – make available upon request

3. Professional Recognition (JPH):
   a. New licensees – announced in T@3 last week
      i. Should also announce at tomorrow’s chapter meeting; new licensees entitled to a free dinner
      ii. Should we draft a more formal congratulations letter from the chapter?
   b. Design Annual – Stan to reach out to Karen to ask her to lead/chair this year
i. Advertising sales still a big piece to be covered – perhaps we can task Kathy with reaching out to advertisers from last year

4. Local Affairs & Community Service

5. Networking & Special Interests (SH):
   a. Small firms roundtable – met the first Fri of the month
      i. Contract language – September
      ii. Stan Cheshire – October
      iii. Firm succession – December

6. Extra–Metropolitan Programs (SA):
   a. Livability conference – continued/ongoing discussion with contractors about development of housing
   b. Bend Summit – September 16/17

7. Public Education & Outreach (KH):
   a. DX Fred Kent lecture – successful, good feedback
   b. People actually see DX as a series now, exciting to hear
   c. Goal to do another in the fall, but if it doesn’t work, definitely Spring again
   d. Still working on finances, waiting on the grant
      i. $5670 total expense; money in so far $4152
      ii. Could we look for grant money through AIA National and/or other organizations for funding?

8. Member Programs & Education

9. Internal Affairs (SH):
   a. Kathy: seems to be a good workload/time balance so far
   b. Octagon:
      i. Graphics meeting Friday with Oslund for revised graphic band top/bottom
      ii. Hanging system for window displays: still dialoguing/negotiating

12:50 General Business:

1. Approval of Minutes: May 17, 2016 Board Meeting (wiggio) – MOTION 12:53 pm, SA motioned, KH seconded; APPROVED by all present

2. Review/approval: May 2016 P&L and Balance Sheet (JPH) – nothing notable/outstanding

3. Review/approval: Revised chart of accounts – need to review

4. Appoint 2016–17 ABC Board
   a. 3 min. required by bylaws, but only 2 allowed to be on AIA–SWO board concurrently
   b. Patrick (President), Jenna (Secretary), & Scott
   c. Stan to reach out to Paul Dustrud about being on ABC Board

5. Policy needed: unpaid interns

6. June/July chapter meetings
   a. Picnic @ Civic – met last week & walked the site; meeting again tomorrow

7. AIA Single Chapter Task Force update – conference call last week, divided up 5 major tasks among the group
   a. Seth – tasked with Advocacy; how would a single state chapter deal with advocacy at both the state and local levels? Also helping with Member services – connecting with members across the state.
   b. Stan – tasked with Financial category, looking at options for the financial mechanism that addresses the joint needs of the state as a whole and also allows sections some financial autonomy to host programs and events at a local level; proportional dues to the membership
c. Trying to have a summary of recommendations ready by November, for action at the State board meeting.

8. Volunteer vouchers – still need to do
9. Confirm July board meeting dates/times: normally 1st & 3rd Tuesdays, could we do 2nd & 4th instead? July 12th & 26th (instead of July 5th/19th). => changed to July 12th & 26th

12:23 New Business:
1. Program committee chair still needed
2. Other new business

12:31 Adjourned

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

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