MINUTES FOR THE REGULAR BOARD OF DIRECTORS’ MEETING

November 15, 2016 12:00-1:30 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>President</td>
<td>Stan Honn, AIA</td>
<td>Internal Affairs</td>
<td>SLH</td>
</tr>
<tr>
<td></td>
<td>Prez-Elect</td>
<td>Katie Hall, AIA</td>
<td>Public Education &amp; Outreach</td>
<td>KH</td>
</tr>
<tr>
<td></td>
<td>Past-Prez + Secretary</td>
<td>Jenna Fribley, AIA</td>
<td>Communications</td>
<td>JLF</td>
</tr>
<tr>
<td></td>
<td>Treasurer</td>
<td>Patrick Hannah</td>
<td>Professional Recognition</td>
<td>JPH</td>
</tr>
<tr>
<td></td>
<td>Associate Director</td>
<td>Kristina Lang, Assoc. AIA</td>
<td>Emerging Professionals</td>
<td>KCL</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td>Seth Anderson, AIA</td>
<td>Extra-Metropolitan Affairs</td>
<td>SA</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td>Scott Clarke, AIA</td>
<td>Local Affairs &amp; Community Service</td>
<td>SAC</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td>Mark Donofrio, AIA</td>
<td>Networking &amp; Special Interests</td>
<td>MKD</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td>(vacant)</td>
<td>Member Programs &amp; Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff</td>
<td>Kathy Wendland</td>
<td>Administrative Assistant</td>
<td>KW</td>
</tr>
</tbody>
</table>

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.

12:05 Call to Order (SH)

12:06 Anti-trust statement (read by KL)

12:06 Director updates:

1. Local Affairs/Community Service (SC):
   a. Met with City to provide feedback about Design Handbook
      i. Eric, Travis, Randy, Scott, Zach Galloway, others from city
      ii. City was receptive to feedback
   b. Since the election
      i. Discussion about Robert Ivy’s letter, should CoLA generate a response to that letter? Probably not under the purview of CoLA, more of a chapter/member issue, not a local government/advocacy issue.
      ii. Need to determine next steps/issues
   c. Next year CoLA membership (implemented Jan 1) recommended by CoLA, to be approved by the SWO Board:
      i. Scott = chair
      ii. Eric & Travis = voting members
      iii. Randy & Austin = non voting members
      iv. Board liason (TBD)
   d. **MOTION to approve CoLA membership structure as proposed by CoLA, 12:22 pm, KL motioned, KH seconded: APPROVED by all present**
2. Professional Recognition (JPH):
   a. PCA/CCA awards to be announced at Weds night chapter meeting and in Thursday Design Annual
   b. No updates on newly licensed members
   c. 2017 Design Awards planning, start forming a committee, include in 2017 budget
3. Public Education & Outreach (KH):
   a. DX presentation November 30
4. Emerging Professionals (KL):
   a. Beer:30 in December
   b. No gingerbread competition this year
   c. Check in for tomorrow’s chapter meeting and Nov 30 DX presentation
5. Communications (JLF):
   a. Volunteer Vouchers – Jenna to send a list around the board as a starting point; going to print as business cards to be distributed to volunteers
   b. Design Annual to be published this Thursday
   c. Strategic Planning – need to create new strategic plan before end of 2016 to fulfill accreditation requirements/promises; Katie and Jenna to meet and outline goals to include that aren’t dependent on future chapter/section structure
   a. Seth elected President-Elect of AIA Oregon; will remain as an AIA-SWO Delegate on the AIA-O Board
   b. Kathy Austin is going to step in next year as the AIA-SWO Extra-Metro Director
7. Networking/Special Interests:
   a. (SH) Small Firms Exchange – meeting Dec 8th at 2fORM, discussing Firm Succession
8. Internal Affairs (SH):
   a. Renewal dues have been coming in
   b. Stan, Patrick, Katie have been working on draft budget
9. Programs/Educations
   a. Tomorrow night Chapter Meeting – eBuild changes, AIA-O restructuring, PCA/CCA Awards winners
   b. Patrick to email CCA Winners to make sure they send a representative to accept awards (and speak for a couple of minutes)
   c. Holiday party – December 14th
      i. Sprout: $30–60/hr
      ii. Social hall @ Unitarian Church on 13th & Chambers: $230

12:55 General Business & Action
1. October 18th Minutes are on Wiggio; MOTION to approve as amended, 12:56 pm, SC motioned, KH seconded; APPROVED by all present
2. Financial reports (JPH): October financials are on Wiggio, no red flags
3. 2017 Budget Development (JPH):
   a. Staff: do we want to continue staff arrangement with Kathy? Consider a raise to $17/hr? Kathy currently makes ~$16/hr, we pay ~$20/hr through Cardinal.
   b. Budget items for next year:
      i. Design Awards
      ii. PCA/CCA
iii. Design Annual
iv. Design Excellence
v. Conference travel for next year: 2 ppl to Grassroots, 2 to Nat’l conf, 2 to Regional

4. Regional Leadership Summit summary (SH):
   a. New director is Joe Notkin (Rico pulled out at the last minute)
   b. Business included looking at mission statement and strategic plan; communications up to National Strategic council, from National back down to local components, and laterally between components
   c. Emerging professionals – want the YARD to have more presence in the region, revised the budget to provide travel funds for YARD to connect to the rest of the region; rebranded YARD position as the Emerging Leadership Outreach position
   d. Regional Associate Director (RAD) position is open; need to send blast out to Design Spring
   e. Awards – approach to awards organization/ceremonies, share among components/sections/chapter, to standardize entry requirements and outreach documentation, guidelines for jury selection
   f. Medal of Honor winner was David Miller of Miller Hull

5. AIA-O Annual Board Retreat last Friday at Mt. Angel
   a. Attended by: Stan, Katie, Curt W., Seth A., Jenna, Dick Bryant, Eric Sandoval
   b. Long work session to revise report; did not vote on Friday, will be revised for action on January 27th AIA-O Board Meeting; if approved, AIA-O communications will be produced for distribution to chapters in preparation for a Spring vote
   c. A lot of discussion about whether to present financial/dues information with initial communications to members; reach out to members for feedback via a survey?
   d. Equity a big concern among/between chapters; transition of assets is complicated

6. AIAS at PSU has disbanded, AIAS at UO (Eugene) is the only remaining chapter in the State; we need to make sure we stay connected and supportive of the University architecture community

7. AIA Post Election Communications – how should we (AIA-SWO) respond? Should we issue a formal statement/response? Board consensus is yes, we need to speak up as a group. Stan to write a draft statement to share at chapter meeting and include in T@3, to emphasize equity, inclusivity, and environmental responsibility. Jenna to draft a starting point and circulate via Wiggio.

2:04 Adjourned

Next meeting time & place: Combined Work Session/Board Meeting, Tuesday December 13th @ the Octagon, 12:00-1:30 pm

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