MINUTES FOR THE REGULAR BOARD OF DIRECTORS’ MEETING

December 13, 2016  12:00-1:30 pm
AIA-SWO Octagon, 92 E. Broadway, Eugene

Board Members 2016:

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

12:11 Call to Order (SH)

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

12:13 Director updates:
1. Introductions to new director Kathy Austin in Bend (via Zoom)
2. Extra-Metropolitan Programs (SA/KA):
   a. Reached out to emerging professionals in town to start a social hour event; hoping will grow into an emerging professionals group
   b. Continue to be involved in Bend2030 initiative for Workforce Housing; consultant involved, developing mission statement
   c. Kathy interested in personally visiting all firms locally who are/are not members of AIA; would be nice to create a reason/excitement for local members/firms to join AIA locally; considering hosting AIA events where members would have discounted admission
   d. Line items in 2017 budget for Extra-Metro Programs and Emerging Professionals; consider for planning events in Bend/Central Oregon next year
   e. Thinking about when to charge for events, and whether to charge different rates for members vs. non-members
3. Emerging Professionals (KL):
   a. Beer:30 Happy Hour last week @ Cold Fire, great turnout
      i. Stan joined and prompted discussion re: wants/needs from AIA
ii. Used Design Spring budget $$ to offer free first drink, perhaps boosted attendance, good means to promote/fan the flames, spent ~$108

4. Local Affairs & Community Service (SC):
   a. Larry Gilbert giving update on Coordinated Downtown Development tomorrow night at the Holiday Party
   b. City Council public

5. DX/Public Education (KH):
   a. Kaarin Knudson meeting with Rob Zako to discuss “missing middle” housing; considering Daniel Parolek for April 12, 2017
   b. Building Better Bend has funds to bring in speakers and has been discussing bringing in the Missing Middle author
   c. Jennifer Knapp w/ City of Eugene has been studying the missing middle in relation to local policy

6. Professional Recognition
   a. Design Awards to be discussed in budget topic

7. Communications
   a. Volunteer Vouchers – format as a punchcard, since dinner is no longer offered at most programs; allow ppl to use a punch for Lunch & Learns as well; Jenna to make a list for review/edits/approval
   b. Wiggio disbanding; need to move all files over to Google Drive

8. Networking/Special Interests
   a. Small Firms roundtable last week at 2fORM

9. Internal Affairs
   a. Affiliate renewal forms sent out last week; 16 affiliates this year who paid for individual members, a few others who are affiliates as part of Corporate Partnership
   b. Member voices email address set up, one email so far, not a lot of activity but good to have it set up
   c. New members:
      i. Mike Harwood – UO new campus architect
      ii. Mike Heffernan – 4J’s new district architect; interested in being involved

12:52 General Business & Action
1. AIA-SWO Board Retreat – Saturday, January 14th, 11:00 am – 4pm, PiVOT
2. November 15th Minutes are on Wiggio; MOTION to approve 12:53 pm, KH motioned, SA seconded; APPROVED by all present
3. Review/comment: November 2016 P&L and Balance Sheet
   a. Stan sees nothing of concern, the chapter has been operating in the black this year
   b. Stan proposes moving funds in Paypal account (~$700) into main account; leave $100 in the Paypal account
4. 2017 AIA-SWO Proposed Board (KH)
   a. Voting tomorrow night at Holiday Party
   b. Stan Honn = Past President
   c. Katie Hall = President
   d. Frank Visconte = President Elect
   e. Vacant = Treasurer
   f. Vacant = Secretary; Jenna to stay on as interim until position is filled
   g. Carolina Trabuco = Associate Director
   h. Kathy Austin = Extra Metropolitan Director
   i. Mark Donofrio = Director at Large
   j. Vacant = Director at Large
5. 2017 Budget
   a. Draft budget handed out; amend to add Hospitality Line Item of $285 for Bend, and a Contingency line item for $2500
   b. **MOTION to approve as amended 1:28 pm**, SA motioned, JPH seconded; **APPROVED** by all present
6. NW&P Region Update – Region Director position open
7. AIAO Single Chapter Task Force
   a. Proposal undergoing another round of revisions for review at January AIAO mtg
   b. If the AIAO board adopts a draft in January, will generate a communications plan to distribute to the chapter
8. December Chapter Meeting, tomorrow night @ Sprout
9. UO Professional Pinup Weds Jan 18th, 2017

1:44 Adjourned

**Next meeting time & place:** January Board Retreat **Saturday Jan 14th, 2017**; January Board Meeting, Tuesday January 17th @ the Octagon, 12:00-1:30 pm

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