



PRESENT:

BOARD: Alison Morita, Assoc. AIA; Greg McClure, AIA; Kevin Pollem, AIA; Ada Mancilla, AIA; Kristi Byers, AIA; Jean Zagrodnik, AIA; Doug Paterson, AIA; Richard Nowicki, AIA.

STAFF: Elizabeth T. O'Malley

GUESTS: LifeSource Water representatives

The regular monthly meeting of the AIA San Diego Chapter Board of Directors was called to order on Wednesday, February 24, 2010 at 7:36AM at 110 West "A" Street , the President, Mr. Pollem presiding.

REPORTS

The following individuals gave reports: Mr. Pollem, President's report; Ms. Byers, Vice-President's report; Ms. Zagrodnik, Immediate-Past President's report; Elizabeth O'Malley, Executive Director and Treasurer's Report.

MOTIONS OF THE BOARD

M1. "Motion to approve the January minutes."

- M.1.1 Motion- Ms. Morita
- M.1.2 Second- Mr. McClure
- M.1.3 M/S/C/U

M2. "Move that the following actions are implemented relative to the \$143,000 in the current Convention Legacy Fund,

- put \$10,000 in a premium savings account at .75% for potential scholarships once the Convention Legacy Fund Rule of the Board is revised;
- divide the remaining \$133,000, as recommended by the UnionBanc financial advisors, as follows:

\$34,000 for 3.5 yrs in the Dow Jones UBS Commodity Index -- matures Sept. 2013
\$33,000 for 4 yrs S&P 500 -- matures March 2014
\$33,000 for 4 yrs BRIC Currency Basket -- matures March 2014
\$33,000 for 6 yrs S&P 500 -- matures March 2016

OR

\$45,000 for 3.5 yrs in the Dow Jones UBS Commodity Index -- matures Sept. 2013
\$44,000 for 4 yrs BRIC Currency Basket -- matures March 2014
\$44,000 for 5or 6 yrs S&P 500 -- matures March 2015 or 2016"

- M.2.1 Motion- Ms. Byers
- M.2.3 Second- Ms. Morita
- M.2.3 M/S/C/U

M3. "Move to accept President's Report."

- M.3.1 Motion- Ms. Morita
- M.3.2 Second- Ms. Byers
- M.3.3 M/S/C/U



- M4. "Motion to accept the Vice-President's report as presented."**
M.4.1 Motion- Ms. Morita
M.4.2 Second- Mr. Nowicki
M.4.3 M/S/C/U
- M5. "Motion to accept the Immediate Past President report as presented."**
M.5.1 Motion- Ms. Byers
M.5.2 Second- Ms. Mancilla
M.5.3 M/S/C/U
- M6. "Motion to accept the ED report as presented."**
M.6.1 Motion- Ms. Mancilla
M.6.2 Second- Mr. McClure
M.6.3 M/S/C/U
- M7. "Move to approve charters for the following committees"**
- Emerging Professionals: ARE Committee
- Emerging Professionals: YAYA Committee
- Practice: Continuing Education Committee (CEC)
- Public Awareness: Design Awards Committee
- Public Awareness: Design Awards Traveling Display Committee"
M.7.1 Motion- Ms. Byers
M.7.2 Second- Mr. Paterson
M.7.3 M/S/C/U
- M8. "Motion to approve the submitted roster of the 2010 Design Awards committee."**
M.8.1 Motion- Ms. Byers
M.8.2 Second- Ms. Morita
M.8.3 M/S/C/U

The meeting adjourned at 9:59am.

Respectfully Submitted:

Doug Paterson, AIA
Secretary, AIA San Diego

Date

3/24/10

Action item(s):

- Staff to circulate revised Rule of the Board 6 and get signatures from all 2010 BoD members
- Upon completion/approval of ALL committee charters, move "membership" to general conditions section.



2010 AIASD Board of Directors Meeting Attendance Chart

Updated: February 24, 2010

Board Members:	Jan 27	Feb 24	Mar 24	Apr 28	May 26	Jun 23*	Jul 21	Aug 25	Sep 22	Oct 27**	Nov 3	Dec 15	
Byers	★	★											2:2
Christy	--	--											0:2
Mancilla	★	★											2:2
McClure	★	★											2:2
Morita	★	★											2:2
Nowicki	NA	★											1:2
Paterson	★	★											2:2
Pollem	★	★											2:2
Zagrodnik	★	★											2:2

Staff:													
O'Malley	★	★											2:2

A1.	Call to Order	Pollem	7:30am - 7:35am
A2.	Introduction of Board Hospitality Sponsor	Lieban	7:35am-7:45am
A3.	Presentation by UnionBanc re: investments	Murimora	7:45am-8:15am
A4.	January minutes (H-Action)	Pollem	8:15am-8:20am
A5.	President's Report (H-Action)	Pollem	8:20am-8:25am
A6.	Vice-President Report (H-Action)	Byers	8:25am-8:35am
A7.	Immediate-Past President's Report (H-Action)	Zagrodnik	8:35am-8:40am
A8.	CEO Report (H-Action)	O'Malley	8:40am-8:45am
A9.	Rules of the Board Approval (3 total):	Pollem	8:45am-9am
	- #6: Board Code of Conduct		
	- #14: Non-Member Participation on Committees		
	- #26: Social Networking		
A10.	Committee Charters Approval (5 total):	Pollem	9am-9:15am
	- Emerging Professionals: ARE Committee		
	- Emerging Professionals: YAYA Committee		
	- Practice: Continuing Education Committee (CEC)		
	- Public Awareness: Design Awards Committee		
	- Public Awareness: Design Awards Traveling Display Committee		
A11.	Commissions/Committees/Partner Organizations	Commissioners	9:15am-9:30am
	Public Awareness: Approval of Design Awards committee	McClure	
A12.	Strategic Planning (Action)	O'Malley	9:30am-9:45am
A13.	New Business	All	9:55am-9:55am
A14.	Board Member Moment	All	9:55am-10am

Next AIASD meeting dates:

ExCom Meeting: Wednesday, March 10, 7:30am

Board of Directors Meeting: Wednesday, March 24, 7:30am,

Legend:

- **H-Action** = Handout requiring a board action, typically the requested motion is part of the handout
- **H-FYI** = Handout for informational purposes only, no action/motion needed or requested



PRESENT:

BOARD: Alison Morita, Assoc. AIA; Greg McClure, AIA; Kevin Pollem, AIA; Ada Mancilla, AIA; Kristi Byers, AIA; Jean Zagrodnik, AIA; Doug Paterson, AIA.

STAFF: Elizabeth T. O'Malley

GUESTS: Richard Nowicki, AIA; Bryan Acomb, Assoc. AIA; Sergio Lechuga, Assoc. AIA; Jon Baker, FAIA; Harlan Tande, AIA; Phil Bona, AIA; Katherine Lord, AIA; Laurie Fisher, AIA; Walt Kanzler, AIA;

The regular monthly meeting of the AIA San Diego Chapter Board of Directors was called to order on Wednesday, January 27, 2010 at 7:35AM at 110 West "A" Street , the President, Mr. Pollem presiding.

REPORTS

The following individuals gave reports: Mr. Pollem, President's report; Ms. Byers, VP report, Elizabeth O'Malley, CEO report; Ms. Zagrodnik, Immediate-Past President's report; Commissioner Mancilla, COTE-SD report.

The president welcomed the guests, most of whom were representing a committee for 2010 and thanked them for their attendance and their leadership as a committee chair. The president indicated that the committee chairs should feel that the Board of Directors is a resource to them as chairs and that, in their roles, the chairs have a responsibility to the Board, the members, the organization. Good, regular, and consistent communications – with commissioners, and staff – were touted as a major key to success in the committee chair role.

MOTIONS OF THE BOARD

M1. *"Motion to approve the AIA San Diego 2010 committees as presented."*

- M.1.1 Motion- Ms. Morita
- M.1.2 Second- Ms. Zagrodnik
- M.1.3 M/S/C/U

The following SEVEN committees were presented for approval:

Advocacy: Urban Design Committee (UDC)
Emerging Professionals: ARE Committee, YAYA Committee
Fellowship: BARchitecture, ArchiChat
Practice: COTE-SD, Continuing Education Committee (CEC)

M2. *"Motion to approve the December 2009 minutes."*

- M.2.1 Motion- Ms. Zagrodnik
- M.2.2 Second- Ms. Byers
- M.2.3 M/S/C/U

M3. *"With full support of the AIASD 20100 Nominating Committee and ExCom, I move that we appoint Richard Nowicki, AIA to serve as AIASD Advocacy Commissioner in 2010."*

- M.3.1 Motion- Ms. Byers
- M.3.2 Second- Ms. Zagrodnik
- M.3.3 M/S/C/U



M4. "Motion to accept the Vice-President report as presented."

M.4.1 Motion- Mr. McClure

M.4.2 Second- Mr. Paterson

M.4.3 M/S/C/U

M5. "Motion to accept the Immediate Past President report as presented."

M.5.1 Motion- Ms. Morita

M.5.2 Second- Ms. Byers

M.5.3 M/S/C/U

M6. "Motion to accept the CEO report as presented."

M.6.1 Motion- Ms. Morita

M.6.2 Second- Mr. McClure

M.6.3 M/S/C/U

M7. "Motion to accept the COTE-SD report as presented."

M.7.1 Motion- Ms. Morita

M.7.2 Second- Ms. Byers

M.7.3 M/S/C/U

The meeting adjourned at 10:03am.

Respectfully Submitted:

Doug Paterson, AIA
Secretary, AIA San Diego

Date

Action item(s):

- Ms. Zagrodnik to prepare an article for the newsletter covering the Board's efforts and progress toward updating the bylaws and Rules of the Board.

2010 AIASD Board of Directors Meeting Attendance Chart													
Updated: January 27													
Board Members:	Jan 27	Feb 24	Mar 24	Apr 28	May 26	Jun 23*	Jul 21	Aug 25	Sep 22	Oct 27**	Nov 3	Dec 15	
Byers	★												1:1
Christy	--												1:1
Mancilla	★												1:1
McClure	★												1:1
Morita	★												1:1
Nowicki	NA												
Paterson	★												1:1
Pollem	★												1:1
Zagrodnik	★												1:1
Staff:													
O'Malley	★												1:1

DRAFT

ITEM 1 - BYLAWS UPDATE

- 1.01 Met with Libby and Paul Schroeder on Wednesday, February 3.
 - A. Next meeting, Wednesday, March 3.

ITEM 2 - RULES OF THE BOARD

- 2.01 Update since January BoD meeting
- 2.02 Discussion
- 2.03 Action Items

ITEM 3 - RECRUIT YOUR SUCCESSOR

- 3.01 We have a foreseeable leadership vacuum that can be avoided if we start acting now.
- 3.02 Discussion.
- 3.03 Action Items.

VP1. Long Range Planning Committee Chair – Article 5.71 (no action)

VP2. Planning and Finance Committee – Article 5.72

- 2.1. Libby O'Malley and I met with a UnionBanc Representative on 02.04.10 to discuss convention legacy funds and reserves.
- 2.2. Convention Legacy Funds: Review proposal at today's meeting for Board decision.
- 2.3. Reserve Funds: A proposal will be brought forward at the March BOD meeting.

VP3. National Convention Legacy Fund Committee member – Rule of the Board #18 (no action)

VP4. AIACC Director (no action)

VP5. Ad-hoc Committee to examine replacing Supplemental Dues with Firm Benefits -

- 5.1. Staff sent a letter on 01.25.10 to the following AIASD members based upon a motion that was made at the November B.O.D. *"to determine interest, availability, etc. to serve on a to-be-created 'Firm Membership Ad Hoc Committee' with the committee in place and chartered at the January 2010 Board meeting."*:
 - 5.11. Matt Ellis, AIA
 - 5.12. Heather Johnston, AIA
 - 5.13. Bob Mellot, AIA
 - 5.14. Linda Glaze, AIA
 - 5.15. Steve Schraibman, AIA
- 5.2. Steve Schraibman, AIA has indicated that he will serve on the committee. Bob Mellot, AIA has indicated that he is not interested in serving on the committee. VP has left messages for the others to determine interest. Once we know whether the remaining members are interested, we will determine next steps, first meeting date, etc.

1. **FAIA committee** – Staff sent letter out to solicit interest in serving on this committee, awaiting result of this solicitation at which point first meeting will be set up. Although we have not formally adopted a revised Rule of the Board, we will start using these expanded procedures.
2. **2003 National Legacy Convention Funds** (committee participant) – no action
3. **ExCom** – attend monthly
4. **CEO Salary and Benefits review committee** (chair)
 - a. Survey has been distributed to 2009 BoD ... review anticipated March/April
5. **Other AIA Activities**
 - a. AIA National Diversity Committee (DivCo)
 - i. I will co-chair the Women's Leadership Conference participation, September 2010 in New York
 - ii. I will also participate on the LGBT committee
 - iii. We will have a second face-to-face meeting, perhaps during the convention ... all other meetings will be via conference call.
 - b. CCDC Sustainability Advisory Committee, AIA SD representative
 - i. Update meeting held Jan 28.
 - ii. Incentive based goals look promising, presentation was excellent.
 - iii. Am hoping to get a copy of the powerpoint to share with COTE
 - iv. CCDC is going to be following up with stakeholder groups in the near future (AIA SD should be included in one of those sessions).

ITEM 1 - Membership

1.01 Dues Income:

2010 YTD	2010 Budget (<10% from '09) budget	2009 YTD	off of 2010 budget	off of 2009 actuals
\$101,791	\$131,845	\$146,495	-22.79%	-30.52%

1.02 Body Counts:

Member Type		FEB 2009	FEB 2010	Net difference '09 to '10
Architects	RG	583	536	(47)
Associates	AS	194	161	(33)
Component Allieds	AL.4	5	1	(4)
Allieds (Corp/Prof)	AL.5 and AL.7	109	125	16
Emeritus	EM	94	95	1
Students	AL.6	156	166	10
TOTAL		1,141	1,084	(57)
CORE members				
Architects	RG	583	536	(47)
Associates	AS	194	161	(33)
TOTAL		777	697	(80)

ITEM 2 - SPONSORSHIP

2.01 We continue to have a healthy interest from previous and potential sponsors. As stated before, attention to this is a priority, and staff recommends that other less vital action items be put on the backburner until April so that as much attention as possible can be devoted to selling all 2010 sponsorship opportunities.

2.02 Sponsorship Comparison YTD

	2009 Sponsorship-thru JAN 31	2010 Sponsorship-thru JAN 31	Difference
Cash	\$2,325	\$13,090	\$10,765
Accrual	\$6,100	\$27,650	\$21,550

ITEM 3 - FINANCIAL

Banking/Reserves: CEO met with VP and representative of UnionBanc regarding Conventiing Legacy Fund investment (for Feb. BoD meeting discussion) and reserves (for March BoD meeting discussion).

Motion requested:

"Move that the following actions are implemented relative to the \$143,000 in the current Convention Legacy Fund,

- put \$10,000 in a premium savings account at .75% for potential scholarships once the Convention Legacy Fund Rule of the Board is revised;
- divide the remaining \$133,000, as recommended by the UnionBanc financial advisors, as follows:

\$33,250 for 3.5yrs in the DowJones UBS Commodity Index -- matures Sept. 2013
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 \$33,250 for 6 yrs S&P 500 -- matures March 2016

3.01

3.02 **Cashflow projections:** Cash flow projection worksheet has been distributed to the commissioners for completion and return to staff by March 8. Having this prepared for the year should save the CEO time each month in preparation of the treasurer's report. Staff reiterates CEO availability to meet with Commissioners to create the cash flow projection.

4. Human Resources:

4a. CEO 2009 evaluation: 4 board members have completed the CEO survey as of February 22, 2010.

4b. Programs & Communications Coordinator: Annual review was conducted on February 5, 2010. Title has been upgraded to Director of Programs & Communications.

4c. Membership & Administrative Coordinator: 90-day review was conducted on February 12, 2010.

4d. Health Insurance: CEO is working with insurance provider relative to open enrollment for staff's health insurance.

5. Miscellaneous:

5a. AIA/AIACC relations: Continued participation on the AIACC Tactical Membership Committee. In time, the goal is to transition the Membership & Admin coordinator on to this committee, likely in 2011, replacing the CEO's participation.

5b. AIA and YouTube: The video that the CEO filmed in collaboration with Dawn Quisenberry of AIA Component Relations aired at Grassroots. It is in final production stages and will be available for distribution via YouTube to chapters and boards across the country in early March.

PART 3 - ARE COMMITTEE CHARTER

- 3.1 Committee Name: The Committee will be called the ARE Committee. It is authorized by the Board of Directors of AIA San Diego and serves at the pleasure of the governing body.
- A. Committee oversight resides within the Emerging Professionals Commission of AIA San Diego.
- 3.2 Mission: The AIA San Diego ARE Committee provides a community and peer based resource for emerging professionals helping them to attain their licensure. The Committee's events and programs help create a support network for those taking their exams and helps recreate the camaraderie that was lost when the exams went from a group exam date to individual test dates.
- 3.3 Roles/responsibilities:
- A. Establishing relevant programs and content for emerging professionals to aid in the process of the Architecture Registration Exams and the California Supplemental exam.
- B. Develop strategies to create an ARE community within San Diego through the AIASD.
- C. Work with AIASD staff and Emerging Professional's Commissioner to develop ARE programs.
- D. Keep website up to date with relevant licensure information.
1. Inform members of the ARE via articles in the Archigram Newsletter.
2. Committee shall obtain a schedule from AIA Staff on when ad submittals are due.
- E. Work with other Organizations, Commissions, etc. on integrating programs.
- F. Maintain continuity of the committee goals and procedures from year to year
- G. Provide a line by line detailed budget to the EP Commissioner prior to the BOD's review of the yearly budget for approval.
- H. Work with AIA San Diego Board & Staff to maintain target budget goals
- I. AIASD Staff will be responsible for securing any paid sponsors. Committee to work with staff on any paid sponsors advertising requirements (logos, ad sizes, etc.)
- 3.4 Marketing:
- A. Market Programs and Events. Marketing avenues include but are not limited to the following:
1. Ads in the AIA San Diego's monthly Archigram newsletter. Committee shall obtain a schedule from AIA Staff on when ad submittals are due.

2. Articles in the AIA San Diego's monthly Archigram newsletter. Committee shall obtain a schedule from AIA Staff on when ad submittals are due.
3. AIA San Diego's website and website calendar notices.
4. Academy of Emerging Professionals website

3.5 Budget:

- A. The ARE Committee shall have its own line item budget in each year's AIA San Diego overall budget that is approved by the Board in advance of any expenditure. Items to be considered for each year's budget:
 1. Marketing costs for newsletter ad fees, newsletter inserts, marketing boards, etc.
 2. ARE resource materials such as additional Kaplan Study Guides, Ballast Guides, and other resources listed on the NCARB website
 3. Venue fees.
 4. Food, beverages, table rental, etc. for the night of the event.
 5. Exam lecturers

3.6 Chairperson:

- A. Chair person qualifications:
 1. Chair must be approved in advance by the AIA San Diego Board.
 2. Chair must be an AIASD member

3.7 Committee Membership:

- A. Committee shall consist of members per the AIASD Bylaws and shall be approved by the Board.

3.8 Meeting schedule: per committee's discretion

END OF SECTION

PART 14 - YOUNG ARCHITECT OF THE YEAR AWARD (YAYA) COMMITTEE CHARTER

14.1 Committee Name: The Committee will be called the Young Architect of the Year Award Committee (hereinafter referred to simply as the "YAYA Committee". It is authorized by the Board of Directors of AIA San Diego and serves at the pleasure of the governing body.

- A. Committee oversight resides within the Emerging Professionals Commission of AIA San Diego.

14.2 Mission:

- A. The AIA San Diego YAYA Committee encourages the development of architecture and its renewal by recognizing and promoting the next generation of architects who will be responsible for shaping the future of our built environment.

14.3 Definition: The YAYA is awarded to a practicing AIASD Member Architect who has been licensed for a total of less than 10 years, including other state licensures. The award is presented at the AIASD Design Awards Gala.

14.4 Roles/responsibilities:

- A. Establish submission requirements for the award.
- B. Establish award qualifications and criteria for applicants.
- C. Work in conjunction with the AIASD Design Awards Committee to select jury members.
- D. Promote and solicit entries
- E. Review entries for conformance to submission requirements
- F. Work in conjunction with AIASD Design Award Committee
 1. Be an active part of the Design Awards Committee to help coordinate submittal timelines, event tasks, etc.
 2. Awards Presentation
- G. Work with YAYA sponsors to incorporate logos, company name, etc. for all marketing materials, articles, website posts, and award presentation at the night of the Design Awards Gala
- H. Create articles for the AIASD Newsletters and press releases on the award, event, and winner
- I. Work with AIA San Diego Board & Staff to maintain target budget goals
- J. Update judging criteria and submittal guide lines to remain relevant to the practice

- K. Communicate with the jury the judging criteria and answer any procedural questions.
- L. Committee members cannot share any information on the applicants or their work.

14.5 Marketing:

- A. The YAYA Committee shall perform its own marketing including, but not limited to:
 - 1. a. Initially, marketing to eligible members and architects to submit applications and portfolios
 - 2. b. Secondary marketing to the general community/laypersons in order to communicate the location, jury, other features of the event. Overwhelmingly, marketing should be done via public relations and not via paid advertising.
 - 3. c. Marketing avenues include but are not limited to the following:
 - a. Ads in the AIA San Diego's monthly Archigram newsletter. Committee shall obtain a schedule from AIA Staff on when ad submittals are due.
 - b. Press releases. These are drafted by the committee using AIA Staff's template. AIA Staff approves and ultimately submits these to the Press.
 - c. AIA San Diego's website and website calendar notices
 - d. Academy of Emerging Professionals website
 - 4. AIASD Staff will be responsible for securing any paid sponsors. Committee to work with staff on any paid sponsors advertising requirements (logos, ad sizes, etc.)

14.6 Budget:

- A. The YAYA Committee shall have its own line item budget in each year's AIA San Diego overall budget that is approved by the Board in advance of any expenditure. Items to be considered for each year's budget:
 - 1. Marketing/ Advertisements: Marketing boards, newsletter ad fees, etc.
 - 2. YAYA sponsored Jury Breakfast the morning of YAYA reviews.
 - 3. YAYA trophy.
 - 4. YAYA prize money or award (in the past YAYA recipient received a cash prize, in 2009 the cash prize was eliminated due to budget short falls)

14.7 Chairperson:

- A. Chair person qualifications:
 - 1. 1. Chair must be approved in advance by the AIA San Diego Board.
 - 2. 2. Chair must be an AIASD member.
 - 3. 3. Chair must be able to help with the AIASD Design Awards Committee or appoint another YAYA committee member to be the Design Awards Liaison

14.8 Meeting schedule:

- 14.9 1. Set up meetings based on the Date of the Design Awards Gala. First meeting should be held a minimum of 5 months prior to the Gala Event to start marketing the award and announcing Call for Entries.

END OF SECTION

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PART 8 - CONTINUING EDUCATION COMMITTEE CHARTER

8.1 Committee Name: The Committee will be called the Continuing Education Committee. It is authorized by the Board of Directors of AIA San Diego and serves at the pleasure of the governing body.

A. Committee oversight resides within the Practice Commission of AIA San Diego.

8.2 Mission: The mission of the AIA San Diego Continuing Education Committee is to foster an environment that values and promotes life-long learning by providing diverse learning opportunities and programs which meet both the AIA and State of California's educational requirements.

8.3 Roles/responsibilities:

A. Committee Chair:

1. Lead the Continuing Education Committee consistent with the committee charter.
2. Recruit volunteers for the committee and for the Education Advisory sub-committee.
3. Collaborate with AIASD's Commissions, Committees, and staff to offer the highest quality continuing education programs.
4. Follow the AIA/CES guidelines, keep up-to-date on AIA/CES changes, and notify AIASD members of these changes through the chapter website, newsletter, and/or programs.
5. Keep the Practice Commissioner up-to-date on committee activities.
6. Work with the Practice Commissioner to establish the calendar of events and supporting budget.

B. Education Advisory Sub-committee:

1. Serves an advisory role via email or periodic strategy meetings for educational programs by
 - a. being familiar with AIASD program and AIA/CES requirements.
 - b. acting as a resource to AIASD staff to answer questions given the members' area of expertise.
 - c. reviewing presentations, articles, etc. and advising on behalf of the membership.
2. Option to contribute regular articles on behalf of the Committee.
3. Sit on a larger event committee as needed.

C. Marketing/ PR Coordinator: In collaboration with the Commission and AIASD staff

1. Designs marketing materials for Professional Practice Seminars and other continuing education programs that fall under the Committee's responsibility.
 2. Updates the chapter website regularly.
 3. Publishes articles, ads and flyers for the Committee in the newsletter.
 4. Creates/designs signs/PowerPoint presentations as needed for sponsorship fulfillment.
- D. Logistics Coordinator: In collaboration with the Commission and AIASD staff
1. Coordinates and assists with the logistics for programs (primarily the Professional Practice Seminars) including:
 - a. presenter/speaker materials and accommodations.
 - b. ordering services, deliveries or A/V set up for venue.
 - c. Checking attendees in and helping with continuing education forms, evaluations, or paperwork.
 - d. event follow-up and closure.
- 8.4 Requirements/ Eligibility for committee membership & Committee Composition:
- A. Per AIA Rule of the Board 14:
1. The EC Committee Chair must be an individual AIASD member in good standing.
 2. The EC Committee may be comprised of both AIASD and non-AIASD members, however the non-AIASD members shall never constitute a majority of the participants and are eligible to participate on the EC Committee only after being approved by the Board of Directors and then for a maximum of one year.
- 8.5 Meeting schedule: Committee meetings will typically be held the first Friday of every month at 8:00 AM at the AIASD office. Additional meetings may be set up as necessary.
- 8.6 Duration: This is an ongoing committee.
- 8.7 Size: The recommended size of this committee is seven to nine participants, representing the diversity of AIASD membership especially as regards to type of practice, size of firm, etc.
- 8.8 Term: The recommended term for each individual on the committee is two years, with the intention of staggering terms to retain some continuity and historic perspective.

END OF SECTION

PART 10 - DESIGN AWARDS CHARTER

- 10.1 **Committee Name:** The Committee will be called the Design Awards Committee. It is authorized by the Board of Directors of AIA San Diego and serves at the pleasure of the governing body. Committee oversight resides within the Public Awareness Commission of AIA San Diego.
- 10.2 **Mission:** The AIA San Diego Design Awards program will honor and celebrate architectural excellence in order to elevate the general quality of architectural practice and help raise standards of excellence against which architects can measure performance. Through its carefully selected, diverse jury, it will seek to inspire, influence and even educate the design community, as well as inform the general public, of the breadth and value of architectural practice.
- 10.3 **Roles/responsibilities:**
- A. Establish submission requirements for design awards
 - B. Select a diverse and accomplished jury, 3-4 members (non San Diego Architects)
 - C. Select a qualified public speaker Emcee for the event (non San Diego Architect)
 - D. Promote and solicit entries
 - E. Review entries for conformance to submission requirements
 - F. Organize and promote the awards event, 2 parts:
 1. Reception
 2. Awards Presentation
 - G. Work with other Organizations, Commissions, etc. on integrating other specialty awards into the awards program
 - H. Organize and display the entries in multiple public venues
 - I. Maintain continuity of the committee goals and procedures from year to year
 - J. Work with AIA San Diego Board & Staff to maintain target budget goals
- 10.4 **Marketing:** The Design Awards Committee shall perform its own marketing to be divided into the following tasks:
- A. Initially, marketing to members and architects to submit projects for the Design Awards and raise their awareness of the traveling display visibility.
 - B. Secondary marketing to the general community/layers in order to communicate the location, jury, other features of the event. Overwhelmingly, marketing should be done via public relations and not via paid advertising.

- C. Marketing avenues include but are not limited to the following:
 - 1. Ads in the AIA San Diego's monthly Archigram newsletter. Committee shall obtain a schedule from AIA Staff on when ad submittals are due.
 - 2. Press releases. These are drafted by the committee using AIA Staff's template. AIA Staff approves and ultimately submits these to the Press.
 - 3. AIA San Diego's website and website calendar notices.
- D. AIASD Staff will be responsible for securing any paid sponsors. Committee to work with staff on any paid sponsors advertising requirements (logos, ad sizes, etc.)

10.5 Budget:

- A. The Design Awards Committee shall have its own line item budget in each year's AIA San Diego overall budget that is approved by the Board in advance of any expenditure. Items to be considered for each year's budget:
 - 1. Jury travel, accommodations & meals. No per diem or other fee will be paid to Jury members. Committee shall inform Jury that the maximum travel fee paid will be \$500. Committee shall not pay for anyone traveling with the selected Jury member.
 - 2. Transportation for Jury members while in San Diego. IMPORTANT NOTE: Consideration shall be made on Jury transportation in regards to liability. No committee members or other individuals shall drive jury members around in their personal vehicles or rented vehicles. Jury transportation must be by an insured third party such as Taxis, rented shuttle vans, public transportation (bus, trolley, ferry, etc) etc.
 - 3. Marketing/Advertisements: Marketing boards, newsletter ad fees, etc.
 - 4. Venue fees.
 - 5. Food, beverages, table rental, etc. for the night of the event.

10.6 Venues: The Design Awards Committee shall select and secure a venue and date a minimum of 6 months prior to the event. The following shall be considered while selecting venues:

- A. The venue must be within San Diego County, ideally centrally located.
- B. Liability: Many potential venues will require the chapter to name them as additional insured, requiring a certificate of insurance be issued. This can easily be coordinated by chapter staff and does not affect the chapter's insurance premium (or budget); time to coordinate is needed. When approached to host the Design Awards, venues should be told that liability insurance is available as it increases AIA San Diego's credibility and professionalism.
- C. Logistics/transportation: The chapter does not have access to a vehicle suitable for regular transport of the boards, tables, food, beverages, etc. As such, the committee must budget or make volunteer arrangements for the transportation of any needed items to the event

10.7 Entry Qualifications:

- A. Only the "Firm of Record" is able to submit projects into the awards program – on projects where an architect is required.
- B. Absence of the "Firm of Record" existence, the individual "Architect of Record" may submit projects into the awards program.
- C. All submissions must be by a licensed architect within the United States and must provide their current, valid US architectural license number. Submitters are not required to be AIA members.

10.8 Jury Member Qualifications:

- A. Jury members do not have to be architects, but if they are an architect or architectural intern in the USA, they must be current AIA or Associate AIA members. Their AIA membership will be validated by AIA SD Staff.
- B. Jury members must be able to commit to being in San Diego the Friday before the Awards Gala and the Saturday of the Awards Gala.
- C. Jury members must possess prior public speaking experience.
- D. The Design Awards committee shall attempt to recruit a well rounded, diverse group of between 3 – 4 Jury members. Diversity in race, age, firm size, project type experience, etc.

10.9 Chairperson:

- A. Chair person qualifications:
 - 1. Chair person must have a minimum of 1 year prior Design Awards committee experience.
 - 2. Chair must be approved in advance by the AIA San Diego Board.
 - 3. Chair must possess organizational, managerial and interpersonal skills.
 - 4. Chair must be able to commit to a full year of planning and follow up tasks.
 - 5. Term: Full year commitment.

10.10 Committee Membership:

- A. All committee members must be presented to the Board in a roster format showing their AIA affiliation and be approved by the Board.
- B. Minimum of five (5) committee members in addition to the Chair person. Suggested roles:
 - 1. Venue/ day of event logistics
 - 2. Jury logistics
 - 3. Submittal guidelines/ process
 - 4. Graphics

PART 12 - TRAVELING DISPLAY COMMITTEE CHARTER

12.1 **Committee Name:** The Committee will be called the Traveling Display Committee. It is authorized by the Board of Directors of AIA San Diego and serves at the pleasure of the governing body.

A. Committee oversight resides within the Public Awareness Commission of AIA San Diego and:

1. in conjunction with the Design Awards Committee.

12.2 **Mission:** The purpose of hosting an AIA San Diego Design Awards traveling display is to maximize public awareness of current design in the region, giving chapter member architects and their projects visibility to the San Diego community and to laypersons, in addition to the exposure to the professional community in attendance the night of the event. Positive outcomes that the traveling display could achieve include, but are not limited to, the following:

A. Increased awareness of architects and architecture in the San Diego region. This awareness could be increased among the following niche groups: legislators and other government officials, students, potential clients, tourists, economic development proponents, etc.

B. Increase in Design Awards submittals due to the increased visibility that the submittal boards would receive via a traveling display. Marketing the existence of a post-event traveling display should occur as part of the normal Design Awards submittal marketing.

C. Increased visibility of ALL Design Award-submitted projects – not just the winning projects – to showcase the range of projects and as many of our members as possible.

D. Increase in sponsorship potential – again due to the increased visibility that the submittal boards would receive. Sponsorship interest might exceed typical chapter sponsorship, since the display would be featured throughout San Diego County in venues not specific to architect/design professionals but to the community at large. Examples of “community” sponsors might include corporations like Target or Chrysler – both advocates of quality design for the masses.

12.3 **Responsibilities/ Timeline:**

A. September: Committee to be formed and list of names sent for Board approval in time for the November Board meeting. Committee works with Design Awards committee and AIA Board and Staff to develop a budget for the year.

B. October: Committee chair and members to be approved by Board.

- C. November- Committee to work on venue locations, logistics, marketing, press releases etc. from the time of
- D. June: committee formation until the Design Awards gala.
- E. April: Committee submits list of potential venues for Board approval.
- F. May/ June: Committee transports and sets up boards, including all Design Awards submittal boards and YAYA boards, at first venue/location within one week following the Design Awards gala.
- G. May-May: Committee continues to relocate boards to various venues within San Diego County for one full year.
- H. May: All Boards shall be returned to the AIA San Diego office. All winners will be displayed in the office.

12.4 Marketing: The Traveling Display Committee shall perform its own marketing to be divided into the following tasks:

- A. Initially, marketing to members and architects to submit projects for the Design Awards and raise their awareness of the traveling display visibility. This marketing will be in conjunction with the Design Awards committee. The committee shall work with the Design Awards committee to add any language into the marketing that they feel will benefit the exposure of the traveling display benefits.
- B. Secondary marketing to the general community/laypersons in order to communicate the various host venues and encourage viewing of the display. Overwhelmingly, marketing should be done via public relations and not via paid advertising.
- C. Marketing avenues include but are not limited to the following:
 1. Ads in the AIA San Diego's monthly Archigram newsletter. Sub-committee shall obtain a schedule from AIA Staff on when ad submittals are due.
 2. Press releases. These are drafted by the committee using AIA Staff's template. AIA Staff approves and ultimately submits these to the Press.
 3. AIA San Diego's website and website calendar notices.
 - a. AIASD Staff will be responsible for securing any paid sponsors. Committee to work with staff on any paid sponsors advertising requirements (logos, ad sizes, etc.)

12.5 Budget: The Traveling Display Committee shall have its own line item budget in each year's AIA San Diego overall budget that is approved by the Board in advance of any expenditures. Items to be considered for each year's budget:

- A. Display stands. AIA currently has a couple of different stand types. The committee is to determine if additional stands are needed and work with the Board and Staff to determine if the budget can support this expense. Prior to purchasing, modifying or fabricating any display stands or other board support items, these expenses must be approved by the AIA San Diego Board. . (Note: Additional metal stands similar to those that are currently at the AIASD Office are available for purchase at:

<http://www.sdsign.com/> The model purchased is the “Triple T – three tier sign display”)

- B. Board mounting supplies; gator board, Velcro, etc.
- C. Transportation needs; truck rentals, gas, mileage reimbursement, etc.
- D. Marketing/ Advertisements: Marketing boards, newsletter ad fees, etc.
- E. Venue fees: The subcommittee shall not pay any venue a fee to have our boards display. All venues shall be willing to allow the display of the boards without a charge to be considered as an approved venue.
- F. Other expenses identified by the Design Awards committee or the Traveling Display sub-committee.

12.6 Venues: A list of venues shall be presented to the Board for approval. The following shall be considered while selecting venues:

- A. All venues must be within San Diego County.
- B. Liability: Many potential display venues will require the chapter to name them as additional insured, requiring a certificate of insurance be issued. This can easily be coordinated by chapter staff and does not affect the chapter’s insurance premium (or budget); time to coordinate is needed and, ideally, a list of annual venues with display dates can be provided to staff in order to secure all of the certificates of insurance in one transaction. When approached to host the traveling display, venues should be told that liability insurance is available as it increases AIA San Diego’s credibility and professionalism.
- C. Logistics/transportation: The display is not transportation friendly. The chapter does not have access to a vehicle suitable for regular transport of the boards. As such, the committee must budget or make volunteer arrangements for the transportation of the display.

12.7 Chairperson:

- A. Chairperson qualifications:
 - 1. Chair person must have a minimum of one year prior Design Awards committee experience.
 - 2. Chair must be approved in advance by the AIA San Diego Board.
 - 3. Chair must possess organizational, managerial and interpersonal skills.
 - 4. Chair must be able to commit to a full year of planning and follow up tasks.

12.8 Committee Membership:

- A. Composition: Minimum of 2 committee members in addition to the Chairperson.
- B. Term: Full year commitment.

12.9 Meeting schedule:

- A. Initial meeting with AIA Staff to formulate schedule, review marketing opportunities and venue insurance/ logistics.
- B. Committee Meetings will be conducted on an every-other month schedule.

12.10 Duration: This is an ongoing, yearly committee.

END OF SECTION

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