



PRESENT:

BOARD: Alison Morita, Assoc. AIA; Kevin Pollem, AIA; Ada Mancilla, AIA; Kristi Byers, AIA; Doug Paterson, AIA;
STAFF: Elizabeth T. O'Malley
GUESTS: Tina "Red" Reagan

The regular monthly meeting of the AIA San Diego Chapter Board of Directors was called to order on Wednesday, September 22, 2010 at 7:53AM at 110 West "A" Street, the President, Mr. Pollem presiding.

REPORTS

The following individuals gave reports: CEO O'Malley, Year-End Financial Projections.

MOTIONS OF THE BOARD

M1. "Motion to accept August minutes."

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

M2. "Motion to approve the DesignDIVA charter as presented."

- M.2.1 Motion- Ms. Morita
- M.2.2 Second- Mr. Paterson
- M.2.3 M/S/C/U

M3. "Motion to accept end-of-year projections report as presented."

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

M4. "Motion to have AIASD craft a letter to CCDC in support of Public Architectures' proposed purchase and use of Cecelia Chapel."

Friendly amendment: "Motion to have President Pollem prepare a draft letter to send to CCDC for the BoD's consideration by Friday, 8am -- with Board input due no later than Sunday 5pm -- relative to the discussion hosted with Mr. Jim Gates of Public Architecture and the Cecelia Chapel, with attention paid to AIA's position statements on historic buildings and urban spaces, and noting that AIASD does not endorse chapter members' private investments."

- M.4.1 Motion- Ms. Byers
- M.4.2 Second- Ms. Morita
- M.4.3 M/S/C/U

The meeting adjourned at 9:55am.

Respectfully Submitted:

Doug Paterson, AIA
Secretary, AIA San Diego

11/3/10

Date

Action item(s):

- Prior to the beginning of 2011, the opening/intro document for the committee charters to be revised to note that all committees are directed to collaborate and to avoid duplicity of programming.
- List all known events (title and date only) at the end of each *Upcoming Events* in an ongoing "Save the Date" strategy.
- Develop a style sheet for the e-newsletter, with input/feedback from board members.
- Ms. Byers to craft an email stressing importance/urgency of learning about green codes to be sent by staff to AIASD principals to drive attendance at Friday's seminar.
- Mr. Paterson and CEO to work on treasurer's AMM powerpoint slides relative to chapter's year-end projections and distribute those specific slides to the Board for their feedback prior to next week's event.

| 2010 AIASD Board of Directors Meeting Attendance Chart | | | | | | | | | | | | | |
|---|--------|--------|--------|--------|--------|---------|--------|--------|--------|----------|-------|--------|-----|
| Updated: September 22, 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 | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | ★ | | | | 8:8 |
| Christy | -- | -- | ★ | ★ | ★ | NA | -- | ★ | -- | | | | 4:8 |
| Mancilla | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | ★ | | | | 8:8 |
| McClure | ★ | ★ | ★ | ★ | ★ | NA | NA | NA | NA | | | | 8:8 |
| Morita | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | ★ | | | | 8:8 |
| Nowicki | NA | ★ | ★ | ★ | ★ | NA | ★ | ★ | -- | | | | 7:8 |
| Paterson | ★ | ★ | ★ | ★ | ★ | NA | ★ | -- | ★ | | | | 7:8 |
| Pollem | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | ★ | | | | 8:8 |
| Zagrodnik | ★ | ★ | ★ | -- | ★ | NA | -- | -- | -- | | | | 4:8 |

| Staff: | | | | | | | | | | | | | |
|---------------|---|---|---|---|---|----|---|---|---|--|--|--|-----|
| O'Malley | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | ★ | | | | 8:8 |

* Due to a faulty flash drive, the draft minutes recorded at the June 23rd meeting were lost. As such, no actions taken at that meeting – whatever they were – were not valid or binding.

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|--|
| MISSION: Promoting the profession of architecture in San Diego and supporting members in professional excellence. |
| GOAL #1. Achieve membership growth and retention |
| GOAL #2. Advance member knowledge in practice and trends |
| GOAL #3. Promote organizational effectiveness, alignment and financial stability |
| GOAL #4. Increase public awareness and influence of AIASD and San Diego architecture (VAGUE!!!) |

| | | | |
|--|---|-----------------------------|-------------|
| A1. | Call to Order | Pollem | 7:30am |
| A2. | August minutes (H-Action) | Pollem | 7:40am |
| A3. | DesignDIVA's Committee Charter (H-Action) | O'Malley | 7:45am |
| A4. | End of the Year Projections | O'Malley | 7:55am |
| A5. | Public (Brown/Gates) request for Board letter/support | O'Malley | 8:30am |
| A6. | AGC-AIASD Committee | O'Malley | 8:45am |
| A7. | Annual Membership Meeting Powerpoint rehearsal | All | 9am |
| Commissions/Committees/Partner Organizations: | | Commissioners 9:30am-9:45am | |
| A8. | Nothing submitted by commissioners | | |
| Other: | | | |
| A9. | New Business | All | 9:45am-10am |

Next AIASD meeting dates:

ExCom Meeting: Wednesday, October 13, 7:30am, A-DWRB small conference room

Board of Directors Meeting: Wednesday, October 27, 7:30am, GM

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; Kevin Pollem, AIA; Ada Mancilla, AIA; Kristi Byers, AIA; Richard Nowicki, AIA; Joanne Christy, AIA.

STAFF: Elizabeth T. O'Malley

The regular monthly meeting of the AIA San Diego Chapter Board of Directors was called to order on Wednesday, August 25, 2010 at 7:36AM at 110 West "A" Street, the President, Mr. Pollem presiding.

REPORTS

The following individuals gave reports: Treasurer Paterson.

MOTIONS OF THE BOARD

M1. "Motion to accept July minutes."

M.1.1 Motion- Ms. Christy

M.1.2 Second- Ms. Morita

M.1.3 M/S/C/U

M2. "Motion to accept Treasurer report."

M.2.1 Motion- Ms. Christy

M.2.2 Second- Ms. Morita

M.2.3 M/S/C/U

M3. "Motion to accept letter of nomination on behalf of Paul Schroeder, AIA."

M.3.1 Motion- Ms. Morita

M.3.2 Second- Ms. Christy

M.3.3 M/S/C/U

M4. "Motion to accept the DesignDIVA charter as presented."

M.4.1 Motion- Ms. Morita

M.4.2 Second- Ms. Byers

M.4.3 M/S/F

M5. "Move to send a welcome letter, translated in Portuguese, to IAB President Parnhos, extending a welcome to him for his pending visit to the United States, California, and possibly San Diego and referencing the possibility of bringing an IAB exhibit at no cost to the AIASD chapter."

M.5.1 Motion- Ms. Morita

M.5.2 Second- Ms. Christy

M.5.3 M/S/C/U

M6. "Move to accept ExCom's recommendations for the Distinguished Service Awards as presented."

M.6.1 Motion- Ms. Byers

M.6.2 Second- Ms. Christy

M.6.3 M/S/C/U

M7. "Motion to table Agenda Item A14 to the September Board of Directors meeting."

M.7.1 Motion- Ms. Christy

M.7.2 Second- Mr. Nowicki

M.7.3 M/S/C/U

The meeting adjourned at 9:30am.

Respectfully Submitted:

Doug Paterson, AIA
Secretary, AIA San Diego

Date

Action item(s):

- Staff to request a conference call with AIACC relative to the background and potential next steps of the SDCCC letter. Staff to determine results re: who participated in the RFP, if any firms withdrew from the RFP, etc. Staff and Board to consider hosting a symposium relative to non-stipend design competitions, intellectual property, and contract indemnification. Involvement of AIACC and AIASD's AGC committee should be considered/requested.
- Staff to circulate copies of "August 90-second survey" and "Good Deeds" survey drafts to BoD for input and edits in ample time for input and distribution to the membership no August 30 and September 5 respectively. (Staff to send to Ms. Morita's gmail account.)
- Staff to circulate AIA 2011 Committee spreadsheet to BoD with staff recommendations for nominations by September 1. BoD to provide any additional suggestions by September 6. Following all input, staff will circulate the final list for electronic approval no later than September 14, with letters of nomination sent to those approved for their consideration and subsequent formal nomination prior to the October 2 deadline.
- Staff to review potential commissioner meeting agenda items and make recommendations as to whether a September 16 commissioner meeting is necessary.

| 2010 AIASD Board of Directors Meeting Attendance Chart | | | | | | | | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|-----|
| Updated: August 25, 2010 | | | | | | | | | | | | | |
| Board Members: | Jan 27 | Feb 24 | Mar 24 | Apr 28 | May 26 | Jun 23 | Jul 21 | Aug 25 | Sep 22 | Oct 27 | Nov 1 | Dec 15 | |
| Byers | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | | | | | 7:7 |
| Christy | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | | | | | 4:7 |
| Mancilla | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | | | | | 7:7 |
| McClure | ★ | ★ | ★ | ★ | ★ | NA | NA | NA | | | | | 5:7 |
| Morita | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | | | | | 7:7 |
| Nowicki | NA | ★ | ★ | ★ | ★ | NA | ★ | ★ | | | | | 6:7 |
| Paterson | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | | | | | 6:7 |
| Pollem | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | | | | | 7:7 |
| Zagrodnik | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | | | | | 4:7 |
| Staff: | | | | | | | | | | | | | |
| O'Malley | ★ | ★ | ★ | ★ | ★ | NA | ★ | ★ | | | | | 7:7 |

* Due to a faulty flash drive, the draft minutes recorded at the June 23rd meeting were lost. As such, no actions taken at that meeting – whatever they were – were not valid or binding.

DRAFT

PART 1 - DESIGN D.I.V.A. COMMITTEE CHARTER

- 1.1 Committee Name: The Committee will be called the Design D.I.V.A. Committee, in which the DIVA is an acronym for Develop, Inspire, Value, and Act. The Committee 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 Fellowship Commission of AIA San Diego.
- 1.2 Mission: The mission of the Design D.I.V.A. Committee is to Develop, Inspire, Value and Act, more specifically, to create an environment of camaraderie, collaboration, and shared Values for women design professionals while Developing opportunities for Inspiration and Action within our communities.
- 1.3 Roles/responsibilities
- A. Create budget and determine number, location and time of events and submit to Fellowship Commissioner by November of preceding year.
 - B. Work with staff to determine applicable sponsorships
 - C. Post events on the website calendar and AIASD newsletter
 - D. Work with staff to initiate online registration.
 - E. Provide committee member to check-in guests on day of event.
 - F. All Design D.I.V.A. locations and event topics shall be submitted for approval by the Board of Directors at a minimum of two months prior to said event.
 - G. Committee shall commit to contacting various locations for coordination of event.
 - H. If event location is cancelled, due to conflict or other reason, Committee chair shall contact Commissioner as soon as cancellation has been confirmed.
 - I. Ensure that the acronym D.I.V.A. is consistently represented by referencing the words "Develop, Inspire, Value, Act."
- 1.4 Budget
- A. This 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. Venue fees
 3. Food, beverages, table rental, etc. for the night of each event

1.5 Chairperson: Must be a current AIASD member in good standing. Chair shall be responsible for determining heir apparent and training a vice-chair for Chair position.

1.6 Committee Membership: Per Rule of the Board #14

A. Composition: Any current AIASD member is eligible, not limited by type of membership

B. Term: Annual

1.7 Meeting/Event schedule: Committee may have socials (informal gatherings without specific agenda/topic) to build camaraderie. Quantity of socials shall be determined by the Committee at the beginning of each calendar year and as deemed appropriate with regard to the budget. The Committee shall have additional meeting as required to organize events. Committee shall have a maximum of four (4) events per calendar year.

1.8 Duration: Event committee

END OF SECTION

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2010 Year End Budget Projections -- as of September 21, 2010

09 Actual 10 Projection 10 Budget YTD Difference

| ACCOUNT | 09 Actual | 10 Projection | 10 Budget YTD | Difference | Comments |
|----------------------------|--------------|----------------|---------------|----------------|--|
| Overhead Income - Dues | 196,294 | 182,296 | 172,598 | 9,698 | Thumb's up! |
| Overhead Income - Other | 63,349 | 56,325 | 61,450 | -5,125 | AIACC CES Income, Document Income, and website ads will do better than budgeted -- \$9.8K. Interest income down due to unanticipated move from termed out CD to savings account. Mailing label, job board, newsletter, and e-mail blast down by \$12K. |
| Overhead Sponsorship | 4,850 | 7,248 | 6,000 | 1,248 | Thumb's up! |
| Overhead Expenses | -324,788 | -321,097 | -326,248 | 5,151 | Thumb's up! |
| Advocacy | 40 | -817 | 2,250 | -3,067 | This is misleading as it includes the charrette that was "assigned" to the DesignDIVAS. The budget has not been adjusted to reflect that. |
| Fellowship | -2,321 | -2,460 | 2,150 | -4,610 | Primary hit is from missing DesignDIVAS\$3K. Higher expenses than budgeted for ArchiChat, AMMD/SA, and attendance income for programs is falling short. |
| Fellowship Sponsorship | 11,130 | 9,350 | 18,000 | -8,650 | Sponsorship short in BA Rchitecture, AMMD/SA, Holiday ArchiChat, and DesignDIVAS. |
| Practice | 15,664 | 15,546 | 17,950 | -2,404 | COTE-SD tour and LL attendance short. PPS programs are tracking on target due to ADA. |
| Practice Sponsorship | 24,400 | 10,400 | 25,000 | -14,600 | Sponsorship income short in COTE-SD, Wine-n-Learn, Luncheon Learning, Prof. Pract. Seminars. |
| Public Awareness | 7,689 | 6,162 | 7,000 | -838 | Design Awards 10% off. Submittal income right on budget. Expenses managed to save \$1,500. Made up for the \$3K shortfall in ticket revenue. |
| Pub. Awareness Sponsorship | 4,250 | 8,650 | 7,500 | 1,150 | Thumb's up! |
| Emerging Professionals | -104 | 862 | 4,380 | -3,518 | Unbudgeted expense for ARE materials combined with low or no events (ARE 101, ARE quizzes, IDP programs) and short on income from rental of study materials. |
| EPC Sponsorship | 2,000 | 2,000 | 2,000 | 0 | Thumb's up! |
| BOTTOM LINE | 2,456 | -25,535 | \$0 | -25,565 | Overall Budget Shortfall - \$25,565. Overhead Income - \$9,698. Unbudgeted Expense - \$3,518. Sponsorship Income - \$14,600. Design Awards - \$838. Public Awareness - \$1,150. EPC Sponsorship - \$0. Total Budget Shortfall - \$25,565. |