

## Board of Directors Meeting Minutes

Date: Wednesday, February 17, 2010: 3:30 pm – 5:00 pm

Kahler Slater | ASQ Building | 111 West Wisconsin Avenue Milwaukee, WI 53203

### Present:

Randy Morrison - President  
Kurt Zimmerman - Vice President  
Matthew Edwards - Treasurer  
Heather Cook Elliott - Secretary  
Karen Plunkett Muenster - Director at Large  
Mike Fortuna - Design Committee Chair

### Not Present:

Dan Kabara - Past President  
John Holz - Director at Large  
Erik Schloedl - Sustainable/COTE Comm. Chair  
Curt Hoffman - Emerging Professionals Comm. Chair  
Kevin Donahue - Historic Resources Chair  
Kate Edwards - Historic Resources  
Andrew Alden - On Wheels Chair  
Mitch Ptacek - AIAS President  
Lacey Engleke - AIAS Liaison

Responsibility

### 1. Welcome and Introductions

- a. AIAM President Randy Morrison called the meeting to order at 3:35 pm.
- b. The Board expressed sincere thanks to Dan Kabara for his service to AIAM in the past year. A token of appreciation will be presented via Matthew Edwards since Dan was unable to attend the meeting today.

### 2. Approval of Meeting Minutes

- a. Matthew Edwards motioned to approve the Chapter Meeting Minutes from November 19, 2009. Karen Plunkett Muenster seconded. The minutes were approved unanimously.

### 3. AIAM Calendar

- a. The “complete” 2010 calendar has not yet been compiled however several committee and program chairs have submitted their events for the next several months to Joe and the calendar is available on the website. Events discussed are described under specific program headings below.
- b. Karen reminded the group of an excel calendar worksheet that has been employed in the past to help with date conflict avoidance and adequate distribution of events throughout the year. She will pass on the document to Randy for future use.

Morrison  
All

## BOARD OF DIRECTORS 2010

**Randy Morrison** AIA  
President

**Kurt Zimmerman** AIA  
Vice-President

**Matthew Edwards** AIA  
Treasurer

**Heather Cook Elliott** AIA  
Secretary

**Dan Kabara** AIA  
Past President

**4. Emerging Professionals**

Hoffman

- a. This year's "For the Birds" bird house design competition will benefit the Urban Ecology Center and will require the houses to be sustainable and to meet bird house criteria provided by UEC. The group confirmed the importance of student involvement in increasing the number of entries.
- b. Curt Hoffman is requested to provide more information about requirements, deadlines and ways the board can help promote the event.

**5. COTE/ Sustainable**Zimmerman  
Schloedl

- a. New co-chairs are Kurt Zimmerman and Erik Schloedl.
- b. Kurt reported that this year's programs will include cross pollination with WGBA events.
- c. The Solar Decathlon house is slated to be rebuilt at State Fair Park as part of a WE Energies exhibition.
- d. The committee's goal is to have all the Green Sheets posted on the website.

**6. ARE Study Sessions**

Edwards

- a. Matthew Edwards reported that he continues to have great success with the free prep sessions and paid Structures session each year.
- b. The Structures session has sold out 2 years in a row and generated over \$2000 in income last year. In 2008 and 2009 AIA Wisconsin retained all proceeds since they provided funding for the event.
- c. Matthew reported that there is some question at the state level as to whether or not the Structures session should be offered every year. Matthew and AIAM believe that it should be offered annually.
- d. AIAM Board discussed the possibility of running the Structures Seminar as an AIAM event with profits to offset the ARE Study Session costs, recently transitioned from the AIAW budget to the AIAM budget. The group discussed the possibility of collecting registration fees through the AIAM website. This might be experimented with on a building tour to verify its viability. Matthew and Karen both highlighted EventBrite as a quality and easy to use on-line payment system for future consideration. However, at this time no one has volunteered to champion this activity. Until there is such a champion the board will continue to rely on the AIAW C-Vent system.

**7. Professional Practice – Building Envelope Seminar**

Holz

- a. ITX is scheduled for March 16, 2010.
- b. Currently there are 20 + responses.
- c. All AIAM members are asked to consider attending and to post notices of the event in their offices.

**8. Building Science Series**

Morrison

- a. Randy reported the Series is fully booked for the next several months.
- b. Average attendance is 30 people.

**9. Construction Tours**

Holz

- a. The group brainstormed potential tours:
    - o St. John's Part II
    - o St. Mary's Part II
    - o Cambridge Commons (UWM dorms)
    - o Extent Hall
-

**10. Opening doors**

Kabara

- a. Zimmerman, Historic Preservation Committee and HGA are all willing to host Opening Doors this year.
- b. Zimmerman's topic will be their new offices and could coincide with a construction tour.
- c. HGA's topic will be Community design partnerships and pro bono work.

**11. Design**

Fortuna

- a. The Eisner Exhibit Unseen Architecture closes at the end of March.
- b. Mike Fortuna reported that AIA National is interested in hosting the exhibit at their headquarters in D.C. It was proposed to Bill Babcock at Grassroots that the show be relocated.
- c. Mike will prepare a preliminary budget for relocation.

**12. Financial Report/Budget**Edwards  
Zimmerman

- a. Kurt and Matthew will meet to complete the transfer of duties and paperwork for the Treasurer position.
- b. Kurt reported that he has closed out 2009 books and there is a small surplus of funds.
- c. Kurt and Dan are to work together to complete annual report for submission to AIAM/AIAW.
- d. It was noted that unlike all other chapters student memberships do not count toward AIAM's annual funding allotment. The group agreed that the membership chair should begin creating an action plan for resolving this discrepancy.
- e. Currently three Board members hold check cards in AIAM's name. The check card policy requires all receipts/expense reports be submitted to the treasurer for expenses incurred regardless of payment method.

**13. Communication**Lawton  
Morrison

- a. Joe Lawton graciously informed the BOD that he will be relocating in the near future and that preparations need to be made for his replacement. The Board recognizes the outstanding job he does in maintaining and creating content for the website, communicating with members and generally moving the chapter forward.
- b. The BOD requests that Joe prepare a job description listing the skills required for use in hiring a future candidate.

**14. General Notes**

- a. Meeting adjourned at 5:05 pm.
- b. Opening Doors: Postcards from the Edge was held immediately following the BOD meeting.

Morrison

**Next BOD Meetings: TBD**

This is the writer's understanding of items discussed and decision reached. If there are any modifications or additions, please transmit them in writing to the author within five business days.

**Respectfully submitted,**

**Approved by,**

**Heather N. Cook Elliott, AIA  
AIAM Secretary**

**Randy Morrison, AIA  
AIAM President**

**Copy to:**

Robert Greenstreet	- UWM Dean of UWM SARUP
Gil Snyder	- Director at Large
Bill Babcock	- AIAW Executive Director
Mary Orella	-AIAW Staff
Brenda Taylor	-AIAW Staff

ALL previously listed as present and not present.

