

AIA Pasadena & Foothill

A Chapter of The American Institute of Architects



MINUTES

Regular Meeting of the Board of Directors
Pasadena & Foothill Chapter of the American Institute of Architects

Date & Time: April 15, 2010, 5:00 pm
Location: Assistance League of Pasadena

Attending: Richard F. McCann AIA, President
John B. Luttrell AIA, Vice President
Fariba Shantiyai AIA, Treasurer
Joseph Catalano AIA, Secretary
Dawn Brisco AIA Assoc., Director
Jill Nicholson, Executive Director

Absent: Guillermo Honles AIA, Director
Bill Chipp AIA, Director
Peter Tolkin AIA, Director
Al Zepeda Assoc. AIA, Director
Alek Zarifian AIA, Director

1.0 CALLED TO ORDER 5:35 pm.

2.0 AGENDA approved without amendments.

3.0 MINUTES: JC reported on filing of minutes. It was agreed that when minutes are circulated and approved, that JC will forward to DB as an MSWord file, and DB will post. It was agreed that posting electronically on the website will be sufficiently transparent.

4. REPORTS:

4.1 *JN remarked that she has been in the ED position for three months, and is pleased that of her major efforts, communications and sponsorship are developing well, and that membership growth/retention has met its goal. JBL remarked that it is hoped that the chapter can soon recognize her efforts with a pay increase. JN distributed a written Executive Director's Report, attached to these minutes.*

- a. Report that electronic checking balance before April monthly expenses is \$20,579.48.

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- b. Report that dues increment income currently due to the Chapter is between \$15-18,000.00.
- c. RFM explained the Institute's dues deferment program and its effect on the Chapter. The effect was minimized however because the annual budget was based on a loss of 25 members, which is greater than actual.
- d. (See 4.1 and c. above.)

JC brought up that for a number of years Chapter reserves remained between \$40-50,000.00 (depleted by approximately \$20,000.00 during 2009), and asked for a plan to rebuild the account. It was noted that to date this year, Voluntary Firm Contributions, Sponsorship and E-Doc sales have not figured in. As has been done in the past, the Board will consider net versus budget in December, and whether to transfer a sum from the checking to the reserve account.

- 4.2 Jeff Villar has not yet completed the current report. FS will post next week. JV will be requested to regularly complete by the end of the first week of every month, to provide FS with time to prepare her report to the Board.
- 4.3
 - a. It was noted that the AIACC March conference was cancelled in order to cut expenses.
 - b. JN to investigate Institute "scholarship" to pay for her registration. Mark Gangi will be a panelist. RFM has offered to pay his own expenses and the Chapter will pay JBL's basic expenses as reported at ExCom. AZ will pay his own airfare.
- 4.4 (Item mis-numbered as 4.3 on Agenda. Deferred)
- 4.5 (Item mis-numbered as 4.4 on Agenda.) JBL reported the following:
 - a. CASp attendance is now expected to be 50-60, which is less than initially expected. Costs and income to be adjusted.
 - b. Coordinating with local branch of USGBC for upcoming event at Parsons.
 - c. Has spoken with Will Wright of AIA/LA about collaborating on the Angeles National Forest event planned for this summer.
 - d. AIA/LA will start posting Pasadena & Foothill Chapter events,

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which is the beginning of good collaboration between the chapters.

e. The June FFF program will be a risk presentation by Tim Corbett.

4.6 (Item mis-numbered as 4.5 on Agenda.) DB distributed copies of written procedures for communications about upcoming events, that she had emailed earlier in the month, and discussed these with the Board. Copy attached to these minutes.

5. NEW BUSINESS:

5.1 The 2010 Fellowship Committee members will be:

Armando Gonzales FAIA, Chair
Lance Bird FAIA
Joe Thomas FAIA
Pat Sullivan FAIA
Richard McCann, Chapter President
John Luttrell, Chapter VP/President-elect

5.2 Fellowship nominations M/S/P are:

Richard McCann (continuing his application)
Doug Ewing (resubmitting)
Andy Feola (resubmitting)
Stan Westfall
Tim Ballard
Scott Gaudineer (tentative)
Brooks Cavin (tentatively resubmitting)
Joe Catalano

5.3 M/S/P to accept resignations of Board members Guillermo Honles and Al Zepeda. It was noted that Al has stated that he will continue work on his design awards book.

5.4 RFM noted that Scott Young now qualifies as an Associate AIA member, since he is “back on track” working toward licensure. As such he now qualifies under the Chapter Bylaws to be a Board member. RFM further noted Scott’s commitment and excellent performance in running the First Friday Forum programs this year, and asked that the Board consider appointing Scott to the Board. JC noted that the Programs Director position is vacant with AZ’s resignation, and that per the Bylaws in mid-term the Board may make an appointment to fill an unexpired term. M/S/P to appoint Scott Young as Programs Director.

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- 5.5 M/S/P to remove Bill Chipp from the Board for cause. Has failed consistently to attend meetings or return phone calls from RFM since the beginning of the year.
- 5.6 (Item deferred)
6. OLD BUSINESS:
 - 6.1 JC reported on differences in mission, board composition and financial structure between the Chapter, which is a 501.c.6 organization, and the proposed foundation, which would be a 501.c.3. JC will investigate the need for Chapter Bylaws changes, a business plan, and support from the AAO (Architecture Associations Organization).
 - 6.2 (Item deferred)
 - 6.3 (Item deferred)
7. ADJOURNED 6:38 pm.

Respectfully submitted,

Joseph Catalano AIA,
Chapter Secretary

ATTACHMENTS:

1. Executive Director's Report, Jill Nicholson, 4.15.10 (2 pages)
2. Communications Procedures for Events, Dawn Brisco, undated, (1 page)