



# AIA Eastern New York

A Chapter of The American Institute of Architects

## Executive Committee Meeting Minutes

2010 AIA Eastern New York  
Executive Committee

**Date:** August 25, 2010  
**Time:** 5:30 PM  
**Location:** AIA ENY, 265 River Street, Suite 201, Troy, NY 12180

**President:**  
Jeff Mural, AIA

**President - Elect:**  
James Condon, AIA

**Vice-President Programs:**  
Anna Campas, AIA

**Treasurer:**  
Daniel J. Wilson, AIA

**Secretary:**  
Edwin C. Anker IV, AIA

**Past President:**  
David J. Pacheco, AIA

**Board of Directors:**  
Bart Trudeau, AIA  
Edmund Luzine, AIA  
Clark Shaughnessy, AIA

**AIA/NYS Director:**  
David J. Pacheco, AIA

**AIA/NYS Alternate Director:**  
Bart Trudeau, AIA

**Executive Assistant:**  
Jillian R. Merriam

### **ATTENDEES**

Daniel J. Wilson, Treasurer	(Dan)	
David J. Pacheco, Past President	(David)	
Anna Campas, Vice-President Programs	(Anna)	
James Condon, President-Elect	(James)	
Edmund Luzine, Director	(Ed L.)	
Jillian R. Merriam, Executive Assistant	(Jillian)	
Jeff Mural, President	(Jeff)	Arrival at 5:54pm

### **GUESTS**

Matt Scheidt, AIA (Matt)

### **ABSENT**

Edwin C. Anker IV, Secretary (Ed A.)

### **Establishment of Quorum:**

- Quorum established and meeting called to order by President Elect at 5:45pm
- James asked for a volunteer to serve as Secretary Pro-Tem, David volunteered

### **Member Open Comment Period/ Privilege of the Floor:**

- Guest Matt Scheidt, AIA is a candidate to chair the ENY Historic Resource Committee (HRC). Matt presented a plan for leading the committee and provided a hand-out for the Executive Committee. The plan addressed recruiting, goals and strategies.
- Discussion of HRC
- David motioned "to appoint Matt Scheidt, AIA as Chairman of the AIAENY's Historic Resource Committee"
  - Seconded by Anna
  - No Further Discussion
  - The motion passed unanimously

### **Point of Order:**

Jeff assumed chairmanship of the meeting at 6:02pm

### **Consent Agenda:**

July 28, 2010 Board of Director meeting minutes were removed from the Consent Agenda – To become first Discussion Agenda item.  
No objection to remaining Consent Agenda – items approved



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## **Discussion Agenda:**

Discussion of July 28, 2010 meeting minutes

- Anna motioned “to adopt the July 28, 2010 meeting minutes”
  - Seconded by Dan
  - The motion passed unanimously

## **President’s Report**

- Discussion of State Education Department (SED) contract for AIAENY use of the department’s mailing list
  - \$60 charge per use
  - SED states that list can be used for educational purposes only
- James motioned “to authorize the President of AIAENY to sign the contract with SED and furthermore authorize Jillian to request the list, and furthermore authorize the Chapter to expend the \$60 to obtain the list, and furthermore to instruct Jillian to examine the list and report back to the Executive Committee”
  - Seconded by Dan
  - Discussion
  - David offered a friendly amendment to the motion that “it be resolved that we verify that the contract with SED and use of their list does not preclude the chapter from soliciting non-members whose information we obtain by other means (such as a phone directory) and may by happenstance also be on the list provided by SED.”
  - Friendly amendment accepted by James who presented the original motion
  - Friendly amendment accepted by Dan who seconded the original motion
  - No further discussion
  - Amended motion passed unanimously
- Discussion of chapter liability insurance
  - Each year the chapter MUST report to the insurer all officers and directors of the organization

David moved “that the Board enter executive session”

- Seconded by James
- Motion carried unanimously

-----Executive Session-----

David motioned “to exit executive session”

- Seconded by Anna
- Motion carried unanimously

## **Boat Cruise**

- Date is set for September 23, 2010
- Speaker is Erleen Hatfield, PE, AIA, LEED of Buro Happold
- Subject is Integrated Project Delivery (IPD)
- There are 5 potential sponsorships
- An announcement will go out once the continuing education write-up is completed by Ms. Hatfield



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- Acteva is set up with tiered pricing for Associates, AIA/CSI members, Non-members, Allied sponsors and Non-affiliated sponsors

## AIAENY Annual Chapter Meeting

- Proposed date of annual meeting is October 26, 2010
- David motioned “to send notice to our membership that the annual meeting will take place at 5:30pm on October 26, 2010 at 265 River Street, First Floor, Troy, NY 12180 and furthermore that said notice be sent out in September and in accordance with the bylaws of the chapter”
  - Seconded by James
  - No further discussion
  - The motion passed unanimously
- Discussion of 2011 Slate of Officers
  - The VP President Elect position and VP of Programs position do not have confirmed candidates at this time. Nominating committee will continue to search for qualified candidates.
  - Candidate for the Director’s position has not yet been verified. Bart Trudeau is eligible for another 3 year term.
- 2011 Budget Discussion
- Chapter is running in the red. Expenses such as insurance, rent, conventions, and personnel increase every year. Interest on savings has decreased from 4% to less than 1%. Sponsorships are more difficult to solicit. Monetary support programs from AIANY and AIA National have been discontinued or decreased. We will likely need to tap into our reserve savings to cover the potential \$9,000 shortfall at the end of 2010. Pressure is falling increasingly on non-dues revenues (specifically programs) to support the chapter. Dues have not been increased for years and any dues increase would require AIA National approval and would not take affect until the 2012 membership year. Certain equipment upgrades (such as the computer and its software) have been deferred to conform to previous budgets and these items are approaching end of life and will need to be replaced or upgraded in the next year.

David moved “that the Board enter executive session to discuss a specific budget item”

- Seconded by Anna
- Motion carried unanimously

-----Executive Session-----

David motioned “to exit executive session”

- Seconded by Anna
- Motion carried unanimously

- Budget review and discussions continue. A more in-depth identification of several budget items such as source of reserves for the past two years, historical personnel expenses, program expenses versus revenues and sponsorships are needed to make a more informed decision.
- Anna motioned “to hold a special meeting of the Executive Committee via web teleconference on Wednesday September 8, 2010 at 12 o’clock noon in order to discuss the 2011 chapter budget and prepare the necessary information required for the annual meeting and furthermore that notification of this meeting be disseminated to the membership along



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with instructions on how to attend the meeting by visiting the ENY offices the day of the meeting and participating via speakerphone and furthermore that the ENY office be staffed and open to allow members to participate”

- Seconded by Dan
- No further discussion
- Motion passed unanimously
- James indicated he would set up the web teleconference and send instructions to the Board and Jillian.

## Programs Report

- The September 16, 2010 seminar by the Canadian consulate is filled and is closed to additional registrations. Due to the popularity of the program, a second session is being explored for October
- October 21, 2010 is the scheduled date for the new ADA regulations seminar.

**Jeff tabled the following agenda discussion items until the September 22, 2010 meeting:**

- 6. CANstruction Update
- 8. COTE
- 9. Newsletter
- 10. Executive Assistant Report
- 11. NYS Director's Report
- 12. AIANYS
- 13. AIA National

## Open Items:

David is unable to attend the NYS convention. Jillian will ask Bart Trudeau, the chapter's Alternate Director to AIANYS, to attend in lieu of Director David Pacheco.

David moved “that the meeting be adjourned”

- Seconded by James
- Motion passed unanimously

**Meeting Adjourned at 8:27pm**

**Next meeting: Via web teleconference on Wednesday September 8, 2010 at 12 o'clock noon.**

Respectfully Submitted,

**David J. Pacheco, AIA**  
Secretary Pro-Tem