



# AIA Eastern New York

A Chapter of The American Institute of Architects

## Board of Directors Meeting Minutes

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2010 AIA Eastern New York  
Executive Committee

**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

**Date:** January 20, 2010  
**Time:** 5:30 PM  
**Location:** 265 River Street  
Art Center Conference Room

### ATTENDEES

Jeff Mural, President (Jeff)  
James Condon, President-Elect (James)  
Anna Campas, VP Programs (Anna)  
Daniel J. Wilson, Treasurer (Dan)  
Edwin C. Anker IV, Secretary (Ed A.)  
J. Delaine Jones, Past Director, 2006-2009 (Delaine)  
David J. Pacheco, 2010 Past President (David)  
Francis M. Pitts, 2009 Past President (Frank)  
Jillian Merriam, Exec. Assistant (Jillian)

### Establishment of Quorum:

- Quorum established at 5:35 pm.

### Member Open Comment Period:

- No members present to comment.

### Consent Agenda:

- No items to discuss on the consent agenda.

### Discussion Agenda:

- **David J. Pacheco Recognition**
  - Jeff presented David with a plaque in recognition of his two years of service as the president of the AIA ENY Chapter.
- **Meeting Minutes Review**
  - Jeff suggested several changes to the October meeting minutes.
  - Ed moved that the minutes be approved with the minor changes for record.
    - Seconded by David.
    - Motion carried unanimously.
- **Executive Session**
  - Entered Executive Session at 5:45
  - Executive Session Adjourned at 6:15
- **Board Orientation Manual**
  - Jillian distributed the new board orientation manual for 2010.
  - Ed A. moved that the Board and Executive Committee Meetings be held on the 4<sup>th</sup> Wednesday of each month in lieu of the Tuesday slot.
    - Seconded by David.
    - Motion carried unanimously.
    - Jillian indicated she would change the meeting dates in the board manual and distribute to the board in PDF Format.
  - Expense/reimbursable forms have been modified from the previous year and are included in the manual.

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- **Membership Report**
  - As of mid-January 2010 membership enrollment is as follows:
    - 283 Architect members
    - 25 Emeritus members
    - 37 Associate members
    - 345 Total members
  - Jeff requested that Jillian forward the membership numbers from 2009 for his review.
  - David indicated that AIA ENY should start planning for the likelihood that a dues installment plan will be approved by AIA National for 2011.
- **Allied Membership Report**
  - Jillian indicated that there was one new request for allied membership by Westin Solutions
  - James moved that we request additional information from Weston Solutions prior to approval of their allied membership.
    - Seconded by David.
    - Motion carried unanimously.
  - Jillian indicated that there was one request for renewal of membership by Andersen Windows.
  - David moved that the board approve the allied membership for Andersen Windows.
    - Seconded by James.
    - Motion carried unanimously.
  - As of mid-January 2010 allied membership enrollment is as follows:
    - 8 renewed members.
    - 1 new member; previously approved.
    - 6 in process (2 pending approval and 4 pending receipt of dues).
  - Jeff requested that Jillian prepare a draft update to the allied membership information relating to dues payments on the web page.
- **Grassroots**
  - James will be attending Grassroots this year on behalf of the AIA ENY Chapter.
- **AIA ENY 2009 Design Awards**
  - Winners have been chosen and will be informed once the venue has been selected.
  - James indicated that the final venue selection and award presentation date will be selected shortly.
    - After discussion, it was determined that February 11<sup>th</sup>, 2010 from 6:00 to 8:00 pm would be the time.
  - James will contact Patrick Quinn to be the master of ceremonies for the event.
  - James will continue to finalize the venue and catering.
- **Programs Report**
  - January 2010 – Foard Structural Insulated Panels – 18 people are registered.
  - February 2010 – LEED Workshop – 14 people are registered to date. Venue changed to the Clarion Hotel.
  - March 2010 – Tate Under-floor Distribution Systems.
  - April 2010 – Dow Corp. – Sustainable Roofing.
  - May 2010 – Legacy Timberframe – Tentative.
  - June 2010 – LEED AP+ - Tentative.
- **Treasurer's Report**
  - Dan indicated that the AIA ENY is in the black for December of 2009.
  - ENY Chapter ended the fiscal year in the black for 2009.
  - Dan indicated that the 2010 Annual Budget will be modified based on the 2009 Year End numbers.

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- **Newsletter**
  - Content for February Issue:
    - Member news.
    - Peter Seidner passing.
    - Jeff will provide a presidents message relating to the update of the AIA National Strategic Plan.
    - David would provide an article regarding stamping professional drawings.
    - AIA's response to the Haiti earthquake?
- **AIA National**
  - College of Fellows is requesting nominations for regional representatives.
    - Jeff indicated he would contact Patrick Quinn to see if he was interested.
- **AIA NYS Feedback to NYS Continuing Education Requirements.**
  - Jeff requested that the board read through the continuing education document included in the board packet and provide comments by January 29, 2010.
- **Office Administration**
  - Purchase update to Norton Antivirus.
  - Jillian contacted the CPA regarding a Quickbooks update. She secured a price of \$140 for the 2010 Pro update.
  - Adobe Acrobat updates would be \$150.
  - James indicated that these costs were within the budgeted amount for the fiscal year.
  - Jeff authorized Jillian to proceed with purchasing the updates.

## **Business Agenda:**

- No new items discussed.

## **Adjournment:**

- Adjournment at 7:00 pm
- Next meeting: Wednesday, January 20<sup>th</sup> at 5:30pm, AIA ENY offices at 265 River Street.