



AIA Eastern New York

A Chapter of The American Institute of Architects

Board of Directors Meeting Minutes

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: July 28, 2010
Time: 5:30 PM
Location: 265 River Street
AIA Offices in the Arts Center of the Capital District

ATTENDEES

Jeff Mural, President	(Jeff)
James Condon, President-Elect	(James)
Anna Campas, Vice-President Programs	(Anna)
Daniel J. Wilson, Treasurer	(Dan)
Edwin C. Anker IV, Secretary	(Ed A.)
Clark Shaughnessy, Director	(Clark)
Jillian Merriam, Exec. Assistant	(Jillian)
Banni Singh	(Banni)

Establishment of Quorum:

- Quorum established at 5:36 pm.

Member Open Comment Period:

- No members present to comment.

Consent Agenda:

- No objections to the membership status report were voiced (Note the membership report will be included as an attachment to the meeting minutes)
- The consent agenda was approved.

Discussion Agenda:

- **COTE Update**
 - Jeff nominated Banni Singh and Anna Campas to Co-Chair the COTE.
 - Banni was present at the meeting to give an update on the current initiatives that the COTE is working on.
 - Anna indicated that she had researched other AIA Chapters' COTE to see what types of outreach the committees were doing as a means to move the AIA ENY COTE agenda forward.
 - General discussion regarding the programs and resources that the COTE would be providing and receiving.
 - Jeff requested that Banni and Anna provide a work plan for 2011 including a budget and probable programs.
 - Ed moved that Banni and Anna be approved to chair the COTE for 2011.
 - James seconded the motion.
 - The motion carried unanimously.
- **Meeting Minutes**
 - James moved that the Meeting Minutes from the June 23 Executive Committee Meeting be approved with the suggested amendments. (Modification to the "Back Rent Issue" stating that Jeff 'sent' a letter documenting the conversation for 'approval' by the Arts Center).

AIA Eastern New York

A Chapter of The American Institute of Architects

- Anna seconded the motion.
- The motion carried unanimously.
- **President's Report**
 - Liability Insurance
 - Jeff has received quotes for additional protections for the board (Directors and Officers Insurance) and gave a synopsis of the coverage provided in each policy.
 - Jeff requested that the summary of the proposed policies be included as an attachment to the meeting minutes.
 - After discussion, James moved to have Jeff get additional information regarding naming of specific officers in the policy as well as a liquor liability rider.
 - Ed seconded the motion.
 - Motion carried unanimously.
 - AIA NYS Summer Hours
 - Jillian indicated that the AIA NYS Office would be operating from 9am-4pm, Monday – Friday from July 4 until Labor Day.
- **Programs Report**
 - Anna provided a detailed programs report for review at the meeting.
 - September 16, 2010 will be the Green Buildings Solutions program.
 - Anna suggested a possible program relating to the changes in the ADA for November 2010.
 - The draft checklists (one for presenters and one for programs) were distributed for review by the board.
 - James moved to approved the checklist for immediate use in future programs
 - Ed seconded the motion.
 - The motion carried unanimously.
- **Boat Cruise**
 - James indicated that he has narrowed the field of possible presenters for the topic of Integrated Project Delivery (IPD).
 - James suggested that the event be moved to the middle of September and that he would be finalizing and coordinating the event date very soon.
- **Treasurer's Report**
 - Dan indicated that the AIA ENY is in the red for June of 2010.
 - The AIA ENY is in the black year-to-date.
 - Dan will provide a look-ahead budget for the next couple of months at the next meeting.
- **CANstruction**
 - Ed reported that the CANstruction Committee has been meeting on a regular basis to start outlining the promotions and sponsorships for the event.
 - Jillian, Ed and Rachael Hannur met to discuss the CANstruction page on the AIA ENY website and were beginning to finalize a design.
 - Jillian will investigate allowing auxiliary access to the CANstruction web page by the CANstruction committee.
- **Historic Resources Committee Update**
 - Dan indicated that Matt Scheidt from John G. Waite Associates would be a good candidate for the HRC Chair position.
 - Dan provided Matt's bio for review in advance of the meeting.

AIA Eastern New York

A Chapter of The American Institute of Architects

- Jeff suggested that Matt be present at the August meeting to meet with the board and review his plan for the upcoming year's HRC.
- **Newsletter**
 - Jillian and Ed had discussed modifying and updating the newsletter format.
 - Ed provided a copy of the Westchester/Mid-Hudson newsletter as a basis for the format change.
 - Jillian indicated that she had contacted the editor of the WMH newsletter and requested a copy of the base format for possible use in the AIA ENY newsletter; however the software format could not be translated to the software that is currently used to produce the newsletter.
 - Jeff suggested that his office has InDesign for use in reformatting the newsletter in lieu of purchasing software for the AIA.
 - Discussion regarding topics and articles for the August edition.
- **AIA ENY Policy / Board Binder**
 - Jillian indicated the binder will consist of four sections.
 - Jillian will assemble a draft binder for review at the next board meeting.
- **Annual Meeting**
 - Jeff indicated he was reluctant to sign the agreement to hold the annual meeting at the Arts Center until the insurance issues are finalized.
 - Jeff indicated that he and James are working on finalizing a Slate of Officers for 2011.
 - Discussion regarding changing the dues structure for the 2011 Fiscal Year.
 - James moved that Dan study a dues increase as it relates to the overall budget and compare to adjacent AIA Chapters' dues.
 - Anna seconded the motion.
 - The motion carried unanimously.
- **AIA Westchester/Mid-Hudson name change**
 - Jeff indicated he had received a letter from the WMH Chapter requesting our feelings regarding a name change to their chapter.
 - The proposed name would be "AIA Westchester/Hudson Valley".
 - After discussion, James moved to approve the name change.
 - Dan seconded the motion.
 - The motion carried unanimously.
- **AIA NYS Regional Director Nomination**
 - Frank Pitts is running for the Regional Director position and the AIA ENY will support his nomination.
 - Discussion regarding the slate of the AIA NYS Officer nominations.
 - Discussion regarding the reception for Betty Little.
 - Discussion regarding the "Every Building" postcards. It was decided these would be held for distribution at upcoming events.
- **AIA Emerging Professionals Grant**
 - After discussion, it was determined that the AIA ENY would not be pursuing this grant for FY 2010.
 - This would be revisited over the coming year.

Discussion Items for Next Meeting:

AIA Eastern New York

A Chapter of The American Institute of Architects

- The number of Registered Architects in NYS and attracting them to membership in the AIA.

Business Agenda:

- No new items discussed.

Adjournment:

- Meeting adjourned at 7:21 pm
- Next meeting: Executive Committee; Wednesday, August 25th at 5:30pm, AIA ENY offices at 265 River Street.



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07/28/2010 Board of Directors Meeting

1. **AIA Eastern NY Membership Status (as of 07/26/2010)**
 - a. 2010 (June): **334 Total**
 - i. 275 Architect (1 New), 34 Associate, 25 Emeritus*
 - ii. Lapsed/Unpaid: 25 Total - 17 Architect, 8 Associate
 - b. 2009 (July): **323 Total**
 - i. 263 Architect, 35 Associate, 25 Emeritus
 - ii. Lapsed/Unpaid: Not recorded in 2009 after June.
 - c. 2010 (July): **337 Total**
 - i. 277 Architect (1 Ren/ 1 New), 35 Associate(1 New), 25 Emeritus
 - ii. Lapsed/Unpaid: 27 Total - 19 Architect, 8 Associate
2. **Allied Member Status**
 - a. 2010 (June): 20 Total - 15 Renewed, 5 New
 - b. 2009 (July): 15 Total - 14 Renewed, 1 New
 - c. 2010 (July): 20 Total - 15 Renewed, 5 New

* June's membership count was incorrect. Three of the renewed members were lapsed yet and were mistakenly included in the membership count. There were 275 Architect Members in June and a total of 334 Members.

SUMMARY OF INSURANCE POLICES FOR AIA EASTERN NEW YORK
July 27, 2010
Jeffrey R. Mural, President

Utica First Business Owners Policy

Property coverage

Commercial liability coverage (includes directors and officers "while acting in the scope of their duties")

- Coverages include:
 - Bodily injury/property damage
 - Medical expenses
 - Products/completed works
 - Incidental (medical malpractice, mobile machinery/equipment)
- Pays for legal defense and settlement
- Excludes an owned auto, contributing to a person's intoxication, damage to our own property (the insured's) or someone working for us, bodily injury to ourselves (the insured) or someone working for us

Employment practices insurance

- Section III-D (p. 4 of 10) covers directors and officers
- Covers a claim for a "wrongful employment act" brought by an employee

Data compromise insurance

Identity theft insurance

Non-owned auto insurance/hired auto liability Employment practices liability

Some coverage for personal data loss, includes notification.

Identity theft.

Philadelphia Policy

Business Owners Special Property Insurance

- Standard property insurance
- Includes coverage for theft of money and securities, employee dishonesty, mechanical breakdown (not computers)

Business Owners Liability Coverage (covers directors and officers while acting in the scope of their duties).

- Coverage includes
 - Bodily injury, medical expenses
 - Property damage
 - Personal injury
 - Advertising injury
- Coverage excludes
 - Liquor liability
 - Professional services

Employment Related Practices Exclusion

Business Owners Special Form Computer Coverage

Hired Auto and Non-Owned Auto Liability – New York

Exclusion of coverage for special events. Does not apply to: Breakfasts, luncheons, dinners, lectures fewer than 500 attendees.

Bell Endorsement

Crisis Management Enhancement

Flexiplus Five

- Not-for-Profit Directors and Officer's Liability Insurance
 - Payment on behalf of the organization or the individual insured,
 - For any, "act, error, omission, misstatement, misleading statement, neglect, breach of duty or Personal & Advertising Injury..." j
 - Policy declaration statement is retroactive to "full prior acts".
- Employment Practices Liability Insurance
- Fiduciary Liability Insurance
- Workplace Violence Insurance
- Internet Liability Insurance