



# AIA Eastern New York

A Chapter of The American Institute of Architects

## Executive Committee 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:** November 17, 2010  
**Time:** 5:30 PM  
**Location:** 265 River Street  
Troy, New York  
**AIA Offices in the Arts Center of the Capital District**

### ATTENDEES

Jeff Mural, President (Jeff)  
James Condon, President Elect (James)  
Anna Campas, VP Programs (Anna)  
Ed Luzine, Director (Ed)  
David J. Pacheco, Past President (David)

Jillian Merriam, Exec. Assistant (Jillian)

### Establishment of Quorum:

- Quorum established at 5:43 pm.

### Member Open Comment Period:

- Dominick Kasmauskas from allied member National Fire Sprinkler Association offered his group's services for member programs. The NFSA fire sprinkler guide has been updated to include NYC and state codes in addition to the I-codes. Dominick passed around a brochure describing their group's program. Jeff thanked him for attending the meeting and providing seminars. Anna noted that since the new NFSA program includes updates, it would not be considered a repeat program and would thus qualify for learning units for those who attended the April 2009 NFSA event hosted by ENYAIA.

### Consent Agenda:

- Minutes from all September and October meetings were adopted without revision.

### Appointment of Secretary Pro-Tem:

- James moved that, in the absence of secretary Ed Anker, Anna serve in role as secretary- pro tem. David seconded the motion and it passed unanimously.

### Discussion Agenda:

- **President's Report:**
  - Clarification of value added with member dues increase: While the value of the initial \$10 dues increase has been presented as a means to mitigate reliance on programs to balance the budget, the justification for an additional \$10 increase, as voted on by members at the annual meeting, will need to be clarified. It was decided that this discussion can occur at the 2011 Annual Meeting, as the issue can be revisited and voted on again at that time. James noted that we may choose to follow the approach of national AIA by communicating to members what benefits may be jeopardized if the dues are not increased.
  - Executive Committee for 2011: Baani Singh, associate member, was elected Treasurer for 2011 at the October annual meeting. The bylaws of national AIA do not allow associate members to fill officer positions. ENYAIA bylaws do, however, permit this. All

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components of AIA, which includes all chapters, must follow the bylaws, according to national. Jeff stated that we have two options: 1) choose to ignore the contradiction and be in violation of national bylaws or 2) make the election of treasurer invalid and appoint a new treasurer.

James moved that we solicit feedback from the membership as to how to proceed with the two stated options. He further noted that if we take option one, we might explain to national that there is a shortage of members willing to step up to an officer position, in effect, requesting a 'variance' from this section of the bylaws. Anna seconded the motion. Jeff asked what the mechanism might be for soliciting feedback for membership on this issue. David noted that the bylaws do give associate members the right to serve on committees, such as a finance committee and that might be a third option to explore. He also stated that since national policy trumps chapter policy, James' motion is irrelevant and the option to ignore the differences in the bylaws pertaining to rights of associate members to hold office, does not exist. The question was called and was defeated unanimously.

Anna moved that since the election of treasurer was in essence illegal, the executive committee now appoint a new treasurer. David seconded the motion and recommended that Baani carry out treasurer duties as a finance committee member, under the auspices of the President-elect who oversees all committee activities. The motion to seek a new treasurer passed unanimously. Jeff will continue to reach out to members to fill the position.

Jeff has spoken with a member (Gabriel Hodge) who is interested in serving as VP Programs. He will learn shortly if the member will agree.

- Roberts Rules of Order: Jeff noted that the chair cannot make a motion on any issue in a meeting. Regarding the annual meeting vote on the dues increase, he also clarified that once a motion has been opened for debate, it becomes 'public property' and any proposed amendment to the motion may be entertained and voted on prior to the vote on the original motion.
- **Programs Report**
  - Anna indicated that the October ADA program was filled to capacity and a net revenue of \$1015 is expected.
  - Anna has set up a December 2 program with the State Codes division on updates to the state Energy Code.
  - David asked if Associate members are taking advantage of the reduced program registration fees. Anna stated that this would require research. David moved that Jillian research and report on this. James seconded it, and the motion passed unanimously.
  - Anna will try to line up Tim Whitelaw of Pella/Crawford for a January program.
- **Engineers Week Program:** The main question is whether we will advertise. Unless the policy (to be determined) with regard to distribution of announcements from other organizations prohibits it, we plan to advertise.
- **Distribution of Program Announcements**
  - In an effort to define benefits of membership to allied members and establish a general policy for advertising events from other professional organizations, allied members and non-member groups to our membership, James has drafted a set of rules and

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guidelines. David moved to adopt the announcement policy as proposed by James. Anna seconded it. Jeff recommended some revisions in phrasing. Anna suggested a schedule or table of fees. James will bring a schedule of fees and a more finalized version to the next meeting. Motion to adopt the policy as currently presented was rejected unanimously.

- David moved that James make the revisions, James seconded it and the motion was unanimously approved.
- **Design Awards Update:** Dean Evan Douglass of RPI has agreed to preside at the Design Awards reception. He will select some dates based on his availability.
- **Newsletter**
  - The deadline is November 19.
- **Executive Assistant Report**
  - Jillian presented the policy/board binders and described the manner in which they are organized.
  - The wireless router is currently unsecured. It was agreed that it must be password protected. Jillian will follow up.
  - Next meeting: In accordance with the general consensus regarding the need for a December 22 meeting, James Condon moved that the December meeting be cancelled. David seconded it. The motion passed unanimously.
  - Jillian's makeup day (as per AIANYS convention procedure) will be December 2.
  - The Associate Builder program was discussed and, as the proposal does not fit our mission, Jillian will inform the company that we are not interested.
- **President/AIA NYS Director's Report -**
  - Chapter assistance program: Jeff asked if anyone had any ideas as to how the state organization could assist our chapter. James said a trade show in 2011 similar to Westchester's program might be a good event, assuming we could get some support from the state. David suggested that the state coordinate their website calendar to show not only chapter programs, but also meetings, deadlines, and other important dates.
  - Host party for convention 2012: the committee is still working on the location and will present to the board when it is finalized.

## **Business Agenda:**

- No new items discussed.

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## **Adjournment:**

- David moved to adjourn the meeting, James seconded it. Adjournment at 7:19 PM.
- Next meeting: January 2011, AIA ENY offices at 265 River Street.