



# VA4LE Board of Directors' Meeting Minutes

**Meeting Date:** May 15, 2019

**Meeting Location:** Moseley Architects

**Meeting Time:** 10:30 am

**Call-In Number:** 804-545-6161

Enter meeting number: 6090#

Enter attendee access code: **123456#**

Screen Share Link: <https://join.me/moseley.k12>

| Name            | Present                             | Name            | Present                             | Name            | Present                             |
|-----------------|-------------------------------------|-----------------|-------------------------------------|-----------------|-------------------------------------|
| Ben Copeland    |                                     | Al Ciarochi     | <input checked="" type="checkbox"/> | Stephen Halsey  |                                     |
| Maureen Hannan  | <input checked="" type="checkbox"/> | Cathy Underwood | On Phone                            | Elaine Fogliani | <input checked="" type="checkbox"/> |
| Jeff Harris     |                                     | Vijay Ramnarain | <input checked="" type="checkbox"/> | Edi Francesconi | On Phone                            |
| Kelly St. Clair | <input checked="" type="checkbox"/> | Steve Raugh     | <input checked="" type="checkbox"/> |                 |                                     |
| Peter Gretz     |                                     | Al Orndorff     | On Phone                            |                 |                                     |
| Michael Ross    | On Phone                            |                 |                                     |                 |                                     |
| Bill Bradley    | <input checked="" type="checkbox"/> |                 |                                     |                 |                                     |

## Meeting Agenda:

### 1. Welcome

At 10:45, President Mike Ross welcomed the Board members and called the meeting to order. Mike reported that the Hampton Bridge Tunnel was still not open to traffic.

- 2. Approval of Minutes from Last Meeting** –Maureen Hannan made a motion to approve the minutes of the March 12, 2019 Board meeting. Steve Raugh seconded the motion. The minutes of March 12, 2019 were approved via a vote of the Board.

3. **Treasurer's Report** – Steve Raugh sent out the Financial Statement prior to the Board meeting. The balance on the statement is \$94,310.60.

Mike Ross asked Edi Francesconi to remind Carla to send the Board the final financial statement for the 2019 Annual Conference.

#### 4. 2019 Annual Conference Review

- a. Budget Report: Budget report not available. See the statement in red above.

- b. Attendee Feedback

- Only 5 attendees registered with the one day pass. The Board agreed that this should be an option again for the 2020 Annual Conference.
- The Board agreed that an organization with multiple registrants need a bundled registration rate. The number of registrants or the cost reduction were not determined.
- It was noted that the attendees have not received the attendee list. **Mike will ask Carla to send this out.**

- c. Sponsor Feedback

- The exhibitors appreciated that the exhibits were in the same room as the General Sessions and meals.
- The exhibitors suggested we find ways to get attendees to intentionally engage with them.
- It was suggested we may want to ask the sponsors to make short commercial remarks at the break-out sessions.
- It was also suggested that we may want to model what VASS is doing by having short sponsor videos play prior to the sponsored event.
- Another idea was to set up a time for a “speed dating” opportunity for sponsors and attendees.

- d. Thank you notes (Stephen)

- e. Lessons Learned

- The Board has not received any conference evaluations.
- It was suggested we look at an app for organizing the conference such as Attendify. It was recommended that we provide the option for attendees to complete an evaluation online or on paper.

## 5. Post Conference Website Updates

- a. 2019 Architectural Award Winners  
Vijay Ramnarain will submit this information to Edi.
- b. 2019 Student Design Competition Winners  
Jeff Harris will submit this information to Edi.
- c. 2019 SchoolsNEXT Winner  
Elaine Fogliani will submit this information to Edi.
- d. 2019 Planner of the Year  
Cathy Underwood will submit this information to Edi.
- e. 2019 Speaker Presentations  
Mike Ross will work with Stephen Halsey to collect the presentation materials and then will submit this information to Edi.
- f. Board Member Updates: 2018-19  
List of Officers needs an update.  
Mike Ross will submit the message from the president.

6. **VA-A4LE Board Meeting Locations:** Mike Stephen Halsey offered Moseley.  
Steve Raugh offered Timmons in Richmond  
Cathy Underwood offered the Branch office in Richmond.  
Bill Bradley offered Stantec in Charlottesville

7. 2019 Mid-Year Conference: Mike / Kelly  
The Board did not consider themes, dates or locations.

Kelly presented an idea about making the Mid-Year Conference a hands-on, give back to the school divisions where participants will be involved with charrettes to redesign a classroom, library or outdoor space in the most economically challenged areas of Virginia, such as Southwest Virginia and Southside Virginia.

Kelly will share a concept paper with the Board where the concept and the logistics will be outlined.

- a. Possible Themes – build on last year, pivot, or both?

- b. Possible Dates
- c. Possible Locations
- d. Helpers

**8. 2020 Annual Conference: All**

a. The 2020 Annual Conference will be a joint conference with the Southeast Region.

b. Possible Themes – Not discussed

c. Possible Dates

April 19-21

April 26-29

May 3-5

d. Possible Locations – venue search (3 years contract with Williamsburg Lodge has expired)  
Williamsburg – Williamsburg Lodge  
Virginia Beach-Norfolk  
Charlottesville – The Boar’s Head Inn or Omni Hotel  
Roanoke- Hotel Roanoke

Edi will send out a RFP to selected hotels in each of these locations. Vijay reminded her to include state rates for lodging for public government attendees.

e. Any changes based on having a joint conference.

- Have golf tournament on Sunday.
- Have a wine tour on Sunday.
- Have a reception on Sunday evening.
- Do we extend the conference or keep it as the one and one-half day event with special activities on Sunday?  
The Board did not reach a conclusion on this question.  
At the last joint conference we started with special events on Sunday and the conference ran through Wednesday morning with state meetings.

**8. Peter Gretz’s request for Coalition of Small and Rural Schools of Virginia support**

The Board agreed that as a non-profit organization, we could not sponsor this group but we would offer the contact information for our sponsors.

**Mike will contact Pete.**

**10. Schools Next Update:**

The North Carolina team won the Southeast Regional Competition.

The Virginia team was second.

Virginia had six teams participate but only five participated in the SKYPE presentations.

**11. Southeast Region Update:**

Maureen Hannan reported that Bill Bradley and Chuck Saylor from South Carolina are running for the Southeast Regional representative to the A4LE International Board.

All members in the Southeast Region will have the opportunity to vote.

Vijay nominated Bill.

**12. International Update:**

Bill Bradley reported that the International Board is working on the alignment of practices and policies among the chapters and the regions. Of particular note is the proposed changes in financial reporting.

**13. Around the Room -**

The Board did not have comments.

**Next Meeting Date:** TBA AI Ciarochi requested that Mike look at the 2<sup>nd</sup> or 4<sup>th</sup> Wednesday instead of the third Wednesday.

**Next Meeting Location:** TBA

**Next Meeting Time:** 10:30 AM