



VA4LE Board of Directors' Meeting Minutes

Meeting Date: July 18, 2019

Meeting Location: Conference Call

Meeting Time: 9:00 am

Call-In Number: 1-408-792-6300

Name	Present	Name	Present	Name	Present
Ben Copeland	On Phone	Al Ciarochi	On Phone	Stephen Halsey	
Maureen Hannan	On Phone	Cathy Underwood		Elaine Fogliani	On Phone
Jeff Harris	On Phone	Vijay Ramnarain	Online	Edi Francesconi	On Phone
Kelly St. Clair	On Phone	Steve Raugh	On Phone		
Peter Gretz		Al Orndorff			
Michael Ross	On Phone				
Bill Bradley	On Phone				

Meeting Agenda:

1. Welcome

At 9:09 President Mike Ross welcomed the Board members and called the meeting to order.

2. **Approval of Minutes from Last Meeting** – Kelly St. Clair made a motion to approve the minutes of the June 19, 2019 Board meeting. Steve Raugh seconded the motion. The minutes of June 19, 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 \$123,329.75. This month's statement included one additional sponsor under Revenue and both the hotel expenses and one Board lunch under Expenditures. Steve noted that the majority of conference revenue and expenditures are included in the Financial Statement. **Edi Francesconi will work**

with Michelle and Carla at International to create a 2019 Annual Conference Financial Statement.

Steve noted that as of this date in 2018 the balance was \$101,000 compared to the 2019 balance of \$123,329.75.

Elaine Fogliani made a motion to approve the financial report as presented. Jeff Harris seconded the motion. The financial report was approved via a vote of the Board.

4. 2019 Annual Conference Review

- a. Budget Report - Edi Francesconi will work with Michelle and Carla at International to create a 2019 Annual Conference Financial Statement.
- b. Thank You Notes- Mike Ross will check with Stephen Halsey on the status of the thank you notes.
- c. Lessons Learned
 - Get conference program and invitation published earlier
 - Develop more detailed planners “to do list” from work of past presidents
 - Distribute attendees list to attendee’s pre-conference

Bill Bradley suggested we consider reinstating conference evaluations and break-out session evaluations.

Elaine suggested that we look at using Attendify as a conference application that includes evaluation tools. Mike will look into this.

5. Post Conference Website Updates

- a. 2019 Architectural Award Winners- Mike found this information.
- b. 2019 Student Design Competition Winners – Jeff sent this earlier but can send it again if Mike does not have it.
- c. 2019 SchoolsNEXT Winner- Mike has the information from Elaine
- d. 2019 Planner of the Year- Mike is waiting on Cathy Underwood’s submission.
- e. 2019 Speaker Presentations – Mike has this information.
- f. Board Member Updates: 2018-19 - Mike has started the President’s message.

6. 2019 Mid-Year Conference: Mike / Kelly

Kelly St. Clair reported she spoke with Kelly Callahan at VMDO about the Buckingham County elementary school. Kelly Callahan said that the school system had a change in leadership and she was not sure if the school is currently is operating as the design intended. She suggested Bluestone Elementary in Harrisonburg. Kelly reported that the Harrisonburg leadership were not agreeable to using the school for the conference. Pete Gretz is reaching out to the former superintendent, Cecil Snead, to see if Buckingham is a still a possibility. Kelly suggested that we use a neutral site and keep the conference theme, Student Well-Being and the Whole Child. This was not agreed upon and the Board decided if the Whole child theme cannot be held in Buckingham, the venue and theme would change.

The Board decided that after waiting for a report from Pete, the next step would be to go with the option of using Stantec designed Academies of Loudoun as the Mid-Year Conference site. Elaine suggested that the theme for this site could be Virginia's Profile of a Graduate. Bill emailed the Board information about the Academies of Loudoun.

7. 2020 Annual Conference: All

- a. The Board considered a proposal to combine the joint Virginia/Southeast Regional Conference with the Northeast Regional Conference in Washington D.C. For the joint conference to move forth, all three Boards need to vote on the merger. After much discussion, Elaine moved to vote for the merged conference in Washington, D.C. Kelly St. Clair seconded the motion. The Board unanimously voted for the joint conference. The conference will be held at the Hilton on Connecticut Avenue. Al Ciarochi suggested the conference be called A4LE East.

The Board also looked at a pre-conference Furniture Fair and discussed both the logistical merits and challenges of such an event.

Mike noted that we will need representatives from the Virginia Board to serve on the various planning committees for the joint conference.

8. **Schools Next Update:** Elaine sent to the Board the 2019-20 Calendar for Virginia SchoolsNEXT. She reminded the Board members to assist in recruiting schools for the program.

9. **Student Design Competition** – Jeff Harris reported that RRMM, HBA and Moseley will serve as mentors for the program. **Jeff will send out an invite to all the architectural firms represented on the Board.**

Jeff inquired whether the student presentations will be scheduled at the joint conference. Mike said that he will make sure that this is noted in the conference planning.

10. **Southeast Region Update:** Maureen Hannan reported that the Southeast Regional Board will meet via conference call at 11:00 AM.

She noted that the Southeast Conference was well attended with over 600 registrants. It was a good conference at a good location with many vendors. Bill Bradley noted that break-out sessions were not well attended.

Bill reported that Chuck Saylor was elected the Southeast Regional Representative on the International A4LE Board. He thanked the Board for their support of his candidacy.

11. **International Update:** Bill reported that the International Board is looking at global membership. The International Conference will be held in October in Anaheim, CA. The Board established a Task Force to study accounting best practices for chapters. Bill informed the Board that both he and Troy Glover have been nominated to be the chair of the International Board.

12. **Around the Room -**

Al Ciarchoi stated he would share the results of the Southeast Board vote on the joint conference.

Kelly will send the Board an update on the Mid-Year Conference.

Next Meeting Date: August 14, 2019

Next Meeting Location: Timmons

Next Meeting Time: 10:30 AM