



VA4LE Board of Directors' Meeting Minutes

Meeting Date: August 14, 2019

Meeting Location: Timmons

Meeting Time: 10:30 AM

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

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

Meeting Agenda:

1. Welcome

At 10:35, President Mike Ross welcomed the Board members and called the meeting to order.

2. Approval of Minutes from Last Meeting –

Al Ciarochi made a motion to approve the minutes of the July 18, 2019 Board meeting. Steve Rough seconded the motion. The minutes of July 18, 2019 were approved via a vote of the Board.

3. Treasurer's Report –

Steve Rough sent out the Financial Statement prior to the Board meeting. The balance on the statement is \$122,135.85. This month's statement

included Maureen Hannan's expenditures for attendance at the Southeast Regional Conference.

Al Ciarochi made a motion to approve the financial report as presented. Kelly St. Clair seconded the motion. The financial report was approved via a vote of the Board.

4. 2019 Annual Conference Review

- a. Budget Report – The Profit/Loss Statement was presented by Mike Ross.

Revenue

Registrations \$ 53,690

Sponsors \$ 58,000

Exhibitors \$ 1,800

Total Revenue \$113,490

Expenditures

Credit Card \$ 3,270

Speakers \$ 14,683

Hotel \$ 68,426.37

Total Expend. \$ 86,379.37

Net Income \$ 27,110.63

Al Ciarchoi noted that we spend about \$4,000 for non-members to attend the conference.

- b. Thank You Notes- Stephen Halsey has completed this.

- c. Lessons Learned

- Get conference program and invitation published earlier
- Develop more detailed planners "to do list" from work of past presidents – Already exists but N/A given our decision to join SE and NE in DC for mega East Coast A4LE Conference
- Distribute attendees list to attendee's pre-conference
- Use event app – NE has good experience with "event central"

5. Post Conference Website Updates

- a. Please send all content to Mike Ross and Mike will forward to Edi.
- b. 2019 Architectural Award Winners – Vijay provided, Mike will forward.

- c. 2019 Student Design Competition Winners – Jeff provided, Mike will forward.
- d. 2019 SchoolsNEXT Winner – Elaine submitted to Edi on 6/10.
- e. 2019 Planner of the Year – Cathy sent draft to Mike and Stephen on 8/12.
- f. 2019 Speaker Presentations - Mike will forward these to Edi.
- g. Update President's Message and Board Officers – Mike is waiting to confirm the conference theme.

6. 2019 Mid-Year Conference: Mike / Kelly

- a. Tentative Theme – Learning Environments for Student Well-Being
- b. Target School Sites:
 - Bluestone Elementary School – Harrisonburg (VMDO) – declined initial request
 - Buckingham County Elementary School (VMDO) – a possibility, but with reservations. Pete Gretz contacted both the former superintendent, Cecil Snead, and the current superintendent, Daisy Hicks. It was determined that the school could not be used for the conference location.
 - Kelly requested of Bill Bradley (Stantec) to check to see if the Academies of Loudoun would consider hosting our conference – with alternate theme tying in to Career and Workforce Readiness and VA's Profile of a Graduate. **Bill Bradley and Kelly St. Clair will contact appropriate staff in Loudoun to determine the feasibility of this location. The next step will be to contact Gary Van Alstyne in Loudoun County.**

Kelly contacted R.J. Weber from Detroit to serve as a keynote speaker. He is an authority on the well-being of students.

Kelly explained the plan for the conference will include four break-out sessions with R.J. Weber leading one of the sessions.

- c. Possible dates – November 6 or 8
- d. Budget- Vijay Ramnarain asked about the budget for the Mid-Year Conference. **Steve Raugh will look at the budget from previous years and create a draft budget.**

7. 2020 Annual Conference:

Mike Ross reported that the Southeast-Northeast-Virginia Conference is a go, pending the acceptance by all three of a Memorandum of Understanding. Carla is working on the MOU and it should be ready next week.

The presidents of the three groups will serve as the primary planning committee for overall conference planning and format, conference theme, keynote speakers, and conference budget. There will be a conference call every two weeks.

They have tentatively agreed to a monetary split of 50% Northeast and both Virginia and the Southeast receiving 25% of the net profit from the conference.

With a motion by Elaine Fogliani and a second to the motion made by Maureen Hannan, the Virginia Board agreed to the above outlined financial arrangement.

Chuck Saylor agreed to serve as the chair for the sponsorship committee.

Mike informed the Board that the planning committee is developing a shortlist of possible conference themes. **Please send Mike ideas.**

Dates:

Wednesday 4/1 – Furniture Fair - Having this is contingent in finding hotel or other space.

If this is scheduled, the fair would be free to conference attendees and school district staff.

Thursday 4/2 – Saturday 4/4 Conference

Sunday 4/5 – extra day if needed

Venue: DC Hilton on Connecticut Ave.

Committee Volunteers:

- Content (breakouts): Maureen Hannan and Cathy Underwood
- Sponsorships: Chuck Saylor and Steve Raugh
- School Tours: Kelly St. Clair and Bill Bradley
- Awards: Vijay Ramnarain

Other:

Maureen reminded the Board that Virginia will need to have an annual meeting at the conference.

It was decided that the Virginia winner of SchoolsNEXT would not attend the conference unless the Virginia team won the Southeast competition. Only the Southeast and Northeast winners would attend the conference.

The Board agreed that the conference should include Architectural Exhibits.

Mike asked Edi to send out a RFP for hotels for the Virginia 2021 Conference. Possible locations are: Williamsburg, Norfolk (Marriott or Hilton Norfolk Main) and Roanoke.

- 8. Schools Next Update:** Elaine Fogliani reported that she had contacted the schools that participated last year. Frederick County replied expressing interest in participation this year. She will follow-up with the other teachers.

Vijay Ramnarain suggested that once the teams were registered, a webinar be held to outline the expectations of the competition.

She reminded the Board members to assist in recruiting schools for the program.

9. Student Design Competition – No report

10. Southeast Region Update: Maureen Hannan reported that much of the discussion during the recent conference call centered on the International Conference in October in Anaheim, CA.

The International Board established a Task Force to study accounting best practices for chapters.

Bill Bradley and Troy Glover are nominated to be the chair of the International Board.

11. International Update: No report

12. Around the Room -

Al Ciarochi noted that the Virginia representatives to the International Conference in October may want to consider arriving on Wednesday for a Planning Session with John Ramsey. Al cannot attend.

Vijay, Cathy, Kelly and Al Ciarochi all volunteered to represent Virginia at the International Conference.

There was discussion on the cost of the rooms at the DC Hilton. Board members are to book their own rooms for the Annual Conference. Rooms for the Mid-Year Conference will be booked as a block.

Next Meeting Date: September 18, 2019

Next Meeting Location: Timmons Group, 1001 Boulders Parkway, 3rd Floor,
Richmond, VA 23225

Next Meeting Time: 10:30 AM