



Rocky mountain chapter

Board of Directors **MEETING MINUTES**

March 11, 2015

at Cunningham Group Architecture, Inc. – 601 South Broadway, Suite N, Denver, CO 80208

Called to order at 4:09 pm

Copy: Those present & absent.

Attendance:

Present	Name	Role	Email
present	Kari-Elin Mock	President	kmock@huttonarch.com
on phone	Alan Ford	Past President	aford@fordarch.com
on phone	Ken Field	President-Elect	kfield@rbbarchitects.com
on phone	Al Slattery	Director of Programs	alslattery@haselden.com
on phone	Kelly Yamasaki	At-Large Director	kyamasaki@ozarch.com
absent	Brian Risley	Director of Outreach	brian@crparchitects.com
on phone	Barb von der Heydt	Secretary/Treasurer	bvonderh@aol.com
on phone	Jane Crisler	Director of Awards	jcrisler@hparch.com
on phone	Cathy Bellem	At-Large Director	cbellem@amdarchitects.com
on phone	Donna Robinson	CEFPI resource	donna@cefpi.org

- 1) President's Comments: Kari-Elin noted that she appreciated everyone being available for this rescheduled time.
- 2) Meeting Minutes – Minutes from the February 10th meeting were reviewed. Kelly Yamasaki moved to approve minutes. Kari-Elin Mock seconded the motion. Motion passed unanimously.
- 3) Regional Update – Kari-Elin
 - Kari-Elin reported that our regional president asked Bill Heinike (sp?) to gather chapter updates from all chapters to create a regional update for the CEFPI Board.
 - Region noted a \$4000 loss for 2014. Started at \$24,000 balance and ended with a \$20,000. Will need to be careful to make more money on regional meeting.
 - Mark Davenport had no report on Schools Next because committee call had been rescheduled for the next week.
 - Donna reported that she spoke about leadership roles and responsibilities, which came from the International strategic plan committee. Internal structure taskforce wants to get back to serving members in chapters. Results: A desired need for job descriptions to help chapters to recruit volunteers for future leadership positions. Donna has created templates for roles and responsibilities for each job on chapter boards. Then each chapter can modify to correspond to how their officer roles actually function. She hopes to distribute to chapters within a few weeks.

- Working on rebranding exercise for CEFPI. Branding committee is looking at survey results and working with a marketing company to see what and how much things will change. Still hoping to unveil at International conference in the fall.
- Alaska chapter has created a super PowerPoint on “What is CEFPI?”. Donna has fine tuned it and is going to send it to chapters to use for membership recruitment. It’s a template and can be modified to reflect Rocky Mountain Chapter information. Would answer basic questions about “what is CEFPI?” and “what’s in it for me?”.
- Donna reported that new dues structure is in place and will be reflected when each person needs to renew her/his membership. Kari-Elin wants to be sure to highlight this at the next chapter meeting. Donna will resend .pdf with this information to all board members.
- Chapter updates: Utah chapter is having a program at their first “Net Zero” school in their chapter area.
- Reminder that we need to be thinking about the “Planner of the Year” award from our chapter.
- Tours (full day) are set for Regional meeting in Albuquerque, ending in U of New Mexico architecture school for a reception. Website is updated, with speakers and most of tour information. Register now.

4) Treasurer’s Report -

- No official treasurer’s report.
- Barb sent everyone the revised and approved 2015 budget.
- Al has sent the information for invoicing sponsorships for the 3.4.15 program to Donna. She’ll send invoices to both sponsors – Officescapes (\$300) and Technology + (\$150), including an additional \$150 for the December event.
- Barb reported that she had not received any notification of receiving funds for the 2014 program sponsorships.
- Barb is still waiting for the reimbursement request from Kari-Elin.

5) Programs

- Recap of program at DPS Emily Griffith Campus on March 4th.
 - Al thinks there was an opportunity to get more sponsorships, due to the scale of the project, if he’d had more time to track down potential sponsors. Peter at OfficeScapes was “thrilled” with their visibility.
 - People seemed to be engaged and enjoyed the program/tour.
 - Need to send information out sooner hopefully to get more participation. Donna encourages us to get more “save the date” information for future events with the next announcement.
 - Alan questioned whether the time of the event (3-6 pm) is effective for getting people to attend. That probably depends on the event. Discussion about scheduling at a regular time, so that people can anticipate the upcoming events.
 - Jane enjoyed make-up of panel and tour. Could be a little later in the workday to make it more accessible to more people. Cathy agreed with quality of panel discussion. Ken liked the presentation, walk-through, and participation – very interesting. Kari-Elin was fascinating with the program of the schools. May want to reconsider revisiting in a few years to see how it’s evolved as the 14th floor is a great meeting space.
- Alan sent an update on the potential next event in April on the legislative program at the statehouse in the old Supreme Court room.
 - John Simmons is a legislative aide and gave us two different dates, which are available. (April 8th and 15th) Group preferred April 15th; Alan will try to confirm date this week and so we can send announcement early next week.
 - Recommends time from 3-5 pm (parking meters).
 - Looking into two legislators who are active in school bills. They could talk about bills that are moving through the legislative process and their status and how RMC could get involved.
 - Christine Harms, who runs School Safety Resource Center, could also give an update.
 - Former legislator, who is an architect, could also speak about what CEFPI members could do to have an impact.
 - After discussion, Alan will target April 15th and put together a program with any or all speakers considered above. Basically, a 90-minute program and quick announcements. Possibly a tour of the statehouse afterwards.
- Kari-Elin said that Code Consulting is eager to work with us on providing the update on the state's 2015 Code shift, which is finalized in April. She will reach out to them to consider a time in May, the week of May 19, 20 & 21.

OfficeScapes is definitely interested in hosting us for this program, and they can seat probably 50 people at the downtown location and more people at the other location (9900 E 51st Ave., Denver, Colorado 80238 at Havana Street), which has much easier parking.

- Cathy has confirmation that we can schedule the Rocky Mountain Deaf School in June. She'll work on getting some date options and check on whether there is a cost for the interpreter. She'll check on dates that are Tuesday, Wednesday, or Thursday, with a 4 pm program followed by a tour.

6) Officers' Reports

- Past President – Alan – He continues to nurture the twitter account (109 followers) and thinks we should promote it in the e-mail communication and encourage participation. Kari-Elin wants to include this in announcements at programs/events. She hopes to coordinate with all board members what should be included in the announcements in the future.
- President-Elect – Ken - The Schools Next program – no update, but working on strategies to have a great program for next year. Wants to send announcements to schools to seek out teams.
- Director of Programs (Sponsorships) – Al – no report.
- Director of Awards – Jane – She and Kelly will meet to transition the Award Program.
- Director of Outreach – Brian - not in attendance.
- Director-at-Large - Kelly – no report.
- Director-at-Large – Cathy – Discussion about how to get high school students engaged in leading their own team. Suggests that we talk to individual teachers now about how they could get involved.

7) New Business –

- New incoming co-chair for Green Schools is Mark Brazee, who is also a CEFPI member. Kari-Elin suggested that she and Cathy schedule a time to meet with Mark and coordinate/develop the relationship with Green Schools.
- Need to discuss how to recruit members to attend the Regional Conference, possibly as a group.
- Alan met with newest BEST board member who would like to find a way to get CEFPI member input on the their program. More to follow. Lots of support for this idea. . . .

8) Meeting was adjourned at 5:28 pm.

Next Meeting:

Wednesday, April 15, 2015 at 5:00 pm in basement Capitol Cafeteria.

Respectfully submitted by Barb von der Heydt.