



Board of Directors Meeting Minutes

4:00 PM, Thursday, October 20, 2016

OZ Architecture, 3003 Larimer Street, Denver, CO 80205

Invitees	Name	Role	Email
Present	Kelly Yamasaki	President	kyamasaki@ozarch.com
Present	Barb von der Heydt	President-Elect	bvonderh@aol.com
Absent	Ken Field	Past President	kenffield@comcast.net
Present	Kara Aylesworth	Secretary/Treasurer	kaylesworth@hcm2.com
Present	Kari-elin Mock	At-Large	kmock@cuningham.com
Absent	Amy Spatz	At-Large	alspatz@aps.k12.co.us
Absent	Al Slattery	At-Large	alslattery@haselden.com
Present	Jane Crisler	At-Large	jcrisler@hparch.com
Absent	Cathy Bellem	At-Large	cbellem@amdarchitects.com
Present	Sue Walker	At-Large	s.walker@vs-charlotte.com
Absent	Jennifer Song Koeppe	At-Large	jkoeppe@moaarch.com
Present	Josh Grenier	At-Large	jgrenier@woldae.com
Absent	Donna Robinson	Regional Director	donna@a4le.org

1. **Introductions** – The meeting was called to order by Kelly at 4:00 pm.

2. **Meeting Minutes** – Minutes from the September meeting were not available and not approved.

3. **Regional Update** – Kari-elin, Barb

- a. New chapters have been established in the west. There is a new Northern-California chapter and New Mexico trying to start back up. The regions are looking for input and help on how to get their chapters established. At International, there were handouts for Regional Conference in UT. The new goal is to try to get every chapter in that region to get a sponsor for the regional conference, which takes some of the burden off of the local chapter. Al could help with this as well as industry partners VS and Tandus. Adolphson and Peterson, JHL Constructors attended the SW Regional conference; our group could approach them. Kara will help ask JHL. We should also try to find some firms who have a presence in UT to sponsor the conference.

4. **Treasurer's Report**

- a. All reimbursements must be submitted to A4LE by December 15. The Design Awards event and Maker Space Tour is included in this deadline. The Bond program has been reimbursed/submitted to A4LE. We should try to enroll more emerging professionals in our programs/membership. There are four more events this year. We should use our budget/income to attract new members and enhance our membership. Schools NEXT, should be our next push for programs. We could encourage school districts to award participants at board meetings and create certificates for participation and successful programs.

- b. As of October 20, 2016, RMC balance is \$9,300.58. \$2,025.00. Expenses from international conference attendance. Positive cashflow for the year. Need to build momentum for the regional conference. Separate budget for the regional conference. All financial information in one place. People who submit need to go to website and get form, KA will submit to regional.
- b. Nametags? Who will spearhead? Josh will take this over. Format will be emailed to Josh, also in my CD from Barb. Sign-in list, blank nametags, and printed nametags. May need to charge to try to make sure people don't no-show.

5. Programs

- a. 2016 Calendar status review
 - USGBC Green Schools Summit is scheduled for Friday, November 4 at the Arvada Center. Committee: Kari-Elin, Cathy, Sue, Alan, and Barb. The group could use help at the Happy Hour on Thursday evening. There are four locations set for Thursday afternoon tour, with a tight schedule. We need to promote and need members to help hand out information and maybe A4LE Water bottles? Barb will work to get more from Donna.
- b. Programs for next year, discuss at next meeting.

6. Officers' and Directors' Reports

- a. Past President – Ken Field
- b. President-Elect – Barb von der Heydt
- c. Directors-At-Large:
 - Jane (Awards) – The deadline for submittals for Design Awards is coming up on October 28. There are 15 submittals to date representing 6 firms. The newsletter could remind members of upcoming deadlines for submitting for awards.
 - Amy (NEXT schools) – She will be able to update on APS at our next meeting. Kari-Elin mentioned that there were advocates that the board met at A4LE International that could help out.
 - Kara (Membership) – Sue Walker will take over membership.
 - Sue (Newsletter from Sue/Donna) - the newsletter will contain information about recent and upcoming events, the new board etc.; Sue passed out information for review. Donna can expand on upcoming events.

7. Old Business

- a.

8. New Business

- a. The Holiday Design Awards event, will be Wednesday December 7. 5:30pm – 8:00pm, and is a free event. Kelly will talk with Ken about planning and arranging a caterer. Kelly/ Ken will approach A&P to sponsor for the bar as they helped with that last year. The event will be at 3003 Larimer Street, OZ Architecture.
- b. Thursdays are difficult as a meeting day. 5:00pm is a good time for most to meet. Kelly will send out an email to figure out the best day for everyone to meet.

- c. The group discussed the possibility of designating Cheryl Bicknell to be a Board Member at Large. Let people join board at any time? Any members can attend our open board meetings. Should publish meeting time and all can attend and participate. The board agreed to stick to the current nomination and board approval timeframes. Cheryl was nominated outside of the timeframe. The board discussed opening the board meetings to all who wanted to attend and trying to include Cheryl in projects within the organization. Board members commit for one year; sometimes there are openings on the board and new members can join mid-year.
- d. The board decided not to try to have a board meeting before the Design Awards event in December.

10. Meeting was adjourned at 4:55 pm.

Next Meeting: TBD 5:00 PM

at OZ Architecture, 3003 Larimer Street, Denver, CO 80205

- a. **Please attend in person at OZ Architecture, if possible!**
- b. Alternately, the following voice connection option is available:

Dial-in Number: 1-712-770-8041

Conference Code: 769961

Respectfully submitted by Kara Aylesworth