



MEETING MINUTES

Southern California Chapter – Board Meeting

June 19, 2018

Meeting was called to order at 11:04 am in The Copper Conference Room, NAC Architecture and via Zoom conference call.

Attendees:

Helena Jubany | President
Matt Riddle | Secretary
Orin Williams | President – President Elect
Dawn Brisco | Board (at-large)
Laura Kazmierczak | NAC Architecture
Tina Frank | NAC Architecture
Scott Hammond | Treasurer
Annette Wu | NAC Architecture
Carla Cummins | A4LE

Absent:

Leona Ketterl | Membership Chair
Brett Hobza | Board (at-large)

Approval of Minutes:

May 2018 meeting minutes approved by all.

Discussions:

- Membership: Helena reports for Leona; Total chapter membership now at 80. Leona will update the board on “welcome package” at our next meeting as well as a way to recruit and retain more volunteer-minded members.
- Treasurer’s Report: Scott updates the board on overall expenses and balance.
 - \$ 1,800 came in through sponsorships at Awards Ceremony
 - \$ 526 in event expenses
 - \$4,855.09 chapter balance

- Design Awards: The Board debriefs. Much discussion was had about the submission process and ways to clearly communicate to all interested parties. Overall, we think collectively that the event was a huge success for its first year (thank you, Mariana!).
 - Tina suggests going through and sifting through lessons learned (possible sub-committee?).
 - Making sure all members are properly notified is paramount. Helena suggests sending out the first call for submissions substantially earlier.
 - The Board suggests discounting entry fees for members in good standing.
 - More people (volunteers) need to be involved.
 - Overall feedback from participants and attendees was positive.
 - More lead-time ahead of the event. More time for planning.
 - Move the event up by one week to avoid Memorial Day vacations.
 - A small fee should be charged to attend to help eliminate RSVP drop-off.
 - Possibly free or discounted for school districts.

- Fall '18 Events:
 - September- The board is considering an interactive classroom experience at Vantage's Showroom. Will decide between two dates, September 13 or 20.
 - October- Scott suggest Wiseburn Da Vinci as a possible location. No exact date determined.

- Communications Plan: In the works. Tina reports that Google Drive has a platform specific to non-profits which should make editing and sharing easier. Tina has sent basic website info to Carla.

- ALEP Credits: Laura reports that all events are now accounted for, even JAMS.

- Scholarships: Tina asks Carla if there are scholarship opportunities to help cover travel costs for conferences and events. Carla says that it is possible but will depend on the financial state of each chapter. Also- district employees are generally more likely to receive financial assistance. Also, Carla touched on by-laws and requirements for certain officials to be at events.

Open Business:

- Programs Committee: Helena looking into delegating more program responsibilities and is waiting to hear back from two contacts that she thinks will be helpful in this area. Will continue to update.

- Board Officers and Elections: Carla reports that President switch-over takes place at annual meetings in November. Treasury and Secretary are each 3-year commitments. Helena suggests call for nominations in August. We have space to add 2 or 3 "At Large" seats. This has the potential to assist in boosting our volunteer base. Helena also suggests professional diversity amongst new members.

- Upcoming Events: July 17, 2018 A4LE planning and vision session (for 2019 National Conference). July board meeting to coincide. Orin to fill in for Matt as Secretary.

Meeting adjourned at 11:46 am.

July 2018 meeting will take place on Tuesday, 7/17 after Planning and Vision. More info to follow.