



MEETING MINUTES AIA EXECUTIVE COMMITTEE

The July Executive Committee meeting was held at 5:30 PM in the office of Fisher Architects on July 17, 2011.

Attendees: Eugene Britton – President
Thad Rhoden - President-Elect
Tripp Anderson – Treasurer
Mark Lusk –Secretary
Terry Meek – Immediate Past President
Maggie Carnevale – At-Large Director (not present)
Amy Conner-Murphy – At-Large Director (not present)
Myles Alexander- YAF Director
Nicole Szlatenyi- Associates Director
Mary Fierle – Executive Assistant
Mark Allison- Meetings Program Chair
Stefan Young – Box Lunch Program Chair
Jackie Schauer - Membership Chair
Bill Dodge – Oversight Chair
Duncan McPherson – COTE Chair (not present)

DISCUSSION

Action Items (All)

1. The June meeting minutes were reviewed and revised.

Directors Reports

1. Eugene Britton – President Report
 - The summer social will be at Eugene's house
2. Thad Rhoden – President Elect Report-Website transition
 - Sponsor money is still coming in
 - The value of being a sponsor is being noticed and more plan to begin sponsorship in 2012
3. Tripp Anderson – Treasurer Report
 - The budget spread sheet was distributed
 - A \$1,500 sponsor check just received is not included on the spread sheet
 - \$7,000 has been received from the sponsors to date
4. Mark Lusk – Secretary Report
 - No Report
5. Terry Meek-Chapter Incorporation
 - An accounting of expenses is required in detail for the IRS
 - Terry had a good meeting with Chris Joyell with the Asheville Design Center concerning scope issues

Meeting Minutes

Page 2 of 3

DISCUSSION

6. Maggie Carnevale- At Large Director (not present)
 - No report
7. Amy Conner-Murphy- At Large Director (not present)
 - No report
8. Myles Alexander – YAF Report
 - CANstruction work is continuing
 - ASCE team leaders will be approached
 - There are 15 of the planned 18 teams organized
 - There will be a sponsor and team leader party at Pack Place
 - A notice of the displays will be sent to the media
 - Donations will be requested for next year
 - YPA will help with the publicity
 - The website development is continuing (Myles Alexander/Terry Meek)
 - Using a design professional to do the website was recommended. The following two plus one more will be approached
 - Atlas Branding
 - 828 Design
 - The cost for a design professional could be \$5,000-\$7,000
 - An RFP will be issued for selections and cost estimates. Results will be provided by next month's meeting
 - This will help with the concerns about the escalating estimate of cost
 - Terry Meek made the motion and Mark Allison seconded to send out three RFP's
 - The Chapter has 42% surplus funds and 20% is the minimum required surplus funds. The extra funds could possibly be used towards the web design costs
 - The web site will be formatted to allow the Executive Committee members to modify individually
 - The professionally designed web will provide a good "front door" and look professional. This will be more attractive to draw sponsors
 - The method of maintenance and upkeep will be decided at a later point
 - The cost could be split between the 2011 and 2012 budgets
 - Terry Meek's website creation will be use as a temporary website
9. Nicole Szlatenyi – Associates Report
 - The Chicken Coop project logo is being developed
 - A Chicken Coop project planning meeting will be held early August
10. Mary Fierle—Executive Assistant
 - The content and size of the Asheville Chapter AIA ad in the "Parade of Homes" needs to be decided

Committee Reports

1. Mark Allison –Meetings Program Schedule Report
 - July—Summer social at Eugene's house
 - August—Jude LeBlanc
 - September—Robert Dunay
 - October—Brandon Pace
 - November—combined with December

Meeting Minutes

Page 3 of 3

DISCUSSION

- December—Pin up karaoke
 - A poster of the speakers will be completed for display at the Chapter meetings
 - There will be an event in September for COTE
 - There will be a tour of Jane Mathew's recreational center
2. Stefan – Box Lunch Program Report
 - The following programs are planned
 - Seminar on Code Compliance
 - Styro systems
 - Tour of Hemph houses-Hemph Technologies
 - Tour of Ken Gaylord houses
 - Tour of one of the Buncombe County Intermediate School-Architectural Design Studio
 3. Jackie Schauer – Membership Report
 - The member of the month is Stefan Young
 4. Bill Dodge – Oversight Committee Report
 - The OC will provide recommendations to the Executive Board for policy and procedure
 - A five year plan is being developed
 5. Duncan – COTE report (not present)
 - No Report

Other Business

1. No Report

The meeting adjourned at 7:12 p.m.

Recorded by Mark Lusk, AIA
Secretary

Cc: Attendees