



COUNCIL OF PRESIDENTS MEETING AGENDA

GRASSROOTS

July 22, 2018

Meeting held at AIA Board Room
1735 New York Ave NW,
Second Floor,
Washington, DC 20006



THURSDAY, JULY 19TH

Grand Ballroom South and Central,
Renaissance Washington DC Downtown Hotel, 999, 9th Street NW, Washington, DC 20001

TIME	AGENDA ITEM	PRESENTER
3:00pm – 4:00pm	COP ORIENTATION <ul style="list-style-type: none">a. Understanding Parliamentary Procedures and Expectationsb. Questions and Practice	De Saram Rosen Callaghan

SUNDAY, JULY 22ND

1735 New York Ave NW, Second Floor,
Washington, DC 20006

TIME	AGENDA ITEM	PRESENTER
8:15 am – 8:20 am	ARRIVAL AT AIA BOARD ROOM <ul style="list-style-type: none">a. Breakfast on your own, prior to arrival	ALL
8:30 am – 8:50 am	01 CALL TO ORDER <ul style="list-style-type: none">a. Call to Orderb. Opening Remarksc. Roll Calld. Approval of Consent Agenda and Minutes	Rosen Callaghan
<u>REPORTS AND REVIEWS</u>		
8:50 am – 9:00 am	02 OFFICER ADDRESS <ul style="list-style-type: none">a. State of the Organizationb. Goals for the Year	Rosen
9:00 am – 9:10 am	03 MEMBERSHIP <ul style="list-style-type: none">a. 2017-2018 Membership Reportb. Membership Committeec. 2018 Fall Membership Month preview	Seidel Kessler Callaghan
9:10 am – 9:30 am	04 FINANCE AND OPERATIONS <ul style="list-style-type: none">a. Finance Committee Reviewb. FY 2017 Financial Auditc. Tax ID and insuranced. National office staff	Serfass Seidel
9:30 am – 9:45 am	05 EXECUTIVE DIRECTOR Q & A <ul style="list-style-type: none">a. Opportunity to ask questions on operations and finance	Serfass

9:45 am – 9:50 am	06 GOVERNANCE <ul style="list-style-type: none">a. Governance Committee Reportb. 2018 Strategic Plan	De Saram Curry
9:50 am – 10:20 pm	07 2017—2018 COMMITTEE REPORTS <ul style="list-style-type: none">a. Advocacy Task Forceb. Design Think Tankc. Freedom by Design Advisory Groupd. Global Council	Rosen Kessler Curry Callaghan
10:20 am – 10:35 am	08 CHANGES TO STANDING COMMITTEES <ul style="list-style-type: none">a. Elections Committee and the new paperless elections processb. FORUM Site Selection Committeec. Freedom by Design Advisory Group	Rosen
10:35 am – 10:45 am	BREAK	
10:45 am – 10:55 am	09 2018—2019 COMMITTEES AND TASK FORCES <ul style="list-style-type: none">a. Call for interest for the 2018-2019 committees	Rosen Callaghan
10:55 am – 11:10 am	10 INTERNATIONAL REGIONS AND AMBASSADORS <ul style="list-style-type: none">a. Creating regions for international membership, with ambassadors to lead them	Callaghan
11:10 am – 11:25 am	11 NEW BUSINESS: RESOLUTION 18GR-01 <ul style="list-style-type: none">a. Resolution by University of Houston	Rosen
11:25 am – 11:40 am	12 NEW BUSINESS: RESOLUTION 18GR-02 <ul style="list-style-type: none">a. Resolution by University of Houston	Rosen
11:40 am – 12:00 pm	13 TOWNHALL <ul style="list-style-type: none">a. Townhall for general discussion	Rosen
12:00 pm	14 ADJOURN <ul style="list-style-type: none">a. The COP will reconvene at AIAS FORUM in Seattle	Rosen



EXPECTED ATTENDANCE

BOARD OF DIRECTORS

Amelia Rosen, AIAS, Assoc. AIA – President
Brigid Callaghan, AIAS – Vice President
Nick Serfass, FAIA, CAE – Executive Director
Keshika De Saram, AIAS, Assoc. AIA – Past President
Mike Chiappa, AIAS – Director, Northeast Quadrant
Adam Fogel, AIAS – Director, Midwest Quadrant
Dominic Armendariz, AIAS, Assoc. AIA – Director, West Quadrant
Paul Bamson, AIAS – South Quadrant Director-elect
Ikhlas Sabouni, D. Arch, DPACSA – ACSA Liaison-elect
Timothy Hawk, FAIA – AIA Liaison
Dennis Ward, FAIA, NCARB – NCARB Liaison

STAFF

Ashley Ash – Director of Membership and Marketing
Kimberly Tuttle, AIA, NCARB – Director of Partnerships and Events
Tim Matthews – Director of Art and Creative
Hari Rao – Bookkeeper

COUNCIL OF PRESIDENTS

1 delegate from each chapter in good standing
Proxy delegates must be arranged with the Vice President (vicepresident@aias.org)

INVITED GUESTS

Elizabeth Rose Seidel, AIAS, Assoc. AIA – Past Vice President
Sarah Curry, AIAS – Past South Quadrant Director
Caitlin Kessler, AIAS, Assoc. AIA – Past West Quadrant Director
Sarah Wahlgren, AIAS, Assoc. AIA – Former President (2016—2017)
Juliet Bibla – Former Chair, Advocacy Task Force
Kevin Leong – Former Chair, Design Think Tank
Members of the AIAS may observe.

Date Released
July 6, 2018

01

8:30 – 8:50 am
[20 Minutes]

PRESENTERS

Rosen
Callaghan

MATERIALS

[Minutes from FORUM Council of Presidents Meeting](#)

CALL TO ORDER

- a. Call to Order
- b. Roll Call
- c. Approval of Consent Agenda

MOTIONS

- a. N/A
- b. N/A
- c. Motion to approve:
 - i. agenda
 - ii. minutes from FORUM COP Meeting

INTENTIONS AND BACKGROUND

N/A

IMPLICATIONS

N/A

02

8:50 – 9:00 am
[10 Minutes]

PRESENTERS

Rosen
Callaghan

MATERIALS

[President Report](#)
[Vice President Report](#)
[Executive Director Report](#)
[Past President Report](#)
[Midwest Quad Director Report](#)
[Northeast Quad Director Report](#)
[South Quad Director Report](#)
[West Quad Director Report](#)
[ACSA Liaison Report](#)
[AIA Liaison Report](#)
[NCARB Liaison Report](#)

OFFICER ADDRESS

- a. State of the organization
- b. Goals for the year

MOTIONS

- a. N/A
- b. N/A

INTENTIONS AND BACKGROUND

President Rosen will present the current standing of the organization and the board's major priorities for the upcoming year.

- a. N/A
- b. The priorities were developed by the incoming board, based on the draft Strategic Plan.

IMPLICATIONS

N/A

03

9:00 – 9:10 am
[10 Minutes]

PRESENTERS

Seidel
Kessler
Callaghan

MATERIALS

[Membership Committee Report](#)

MEMBERSHIP

- a. 2017-2018 Membership Report
- b. Membership Committee
- c. 2018 Fall Membership Month preview

MOTIONS

- a. N/A
- b. N/A
- c. N/A

INTENTIONS AND BACKGROUND

- a. In 2017-2018, the AIAS saw a four-year high in membership. Past Vice President Seidel will provide current membership statistics.
- b. Past Vice President Seidel and Past Director Kessler will present the work of the 2017-2018 Membership Committee. Committee charges:
 - i. Explore the value and transparency of AIAS membership for the 90% of members who are less engaged
 - ii. At FORUM, the COP asked the AIAS to explore how our relationships with the AIA and NCARB can lead to more tangible benefits for AIAS members. This led to an additional charge for the Membership Committee: "Find and define ways in which the formal relationships with the AIA and NCARB can afford them member exclusive benefits."
- c. Every fall, chapters are asked to run a coordinated membership drive to build its membership for the new year. The national organization provides resources, ideas, and themes that chapters can use to run their own membership campaigns. Vice President Callaghan will provide a brief overview of the upcoming Membership Month.

IMPLICATIONS

N/A

04

9:10 – 9:30 am
[20 Minutes]

PRESENTERS

Serfass
Seidel
Callaghan

MATERIALS

[Finance Committee Report](#)

FINANCE AND OPERATIONS

- a. Finance Committee report and FY 2017 audit
- b. FY 2018 financial review
- c. Tax ID and insurance
- d. National office staff

MOTIONS

- a. N/A
- b. N/A
- c. N/A
- d. N/A

INTENTIONS AND BACKGROUND

- a. Past Vice President Seidel and Vice President Callaghan will present the work of the 2017-2018 Finance Committee. Committee charges:
 - i. Perform an audit of the national office.
 - ii. Explore ways the AIAS can be more fiscally transparent.

The AIAS participates in an audit every two years. Over the past year, the finances of Fiscal Year 2016-2017 were audited by an external firm. The audit was reviewed by the Finance Committee.

- b. ED Serfass will present a review of Fiscal Year 2017-2018.
- c. The AIAS and all of its chapters share a single tax ID. ED Serfass will present on how chapters can access this information.
- d. The AIAS office has a small staff, managed by the Executive Director. ED Serfass will introduce the staff and their roles.

IMPLICATIONS

N/A

05

9:30 – 9:45 am
[15 Minutes]

PRESENTERS
Serfass

MATERIALS
N/A

EXECUTIVE DIRECTOR Q & A

- a. Opportunity to ask questions on operations and finance

MOTIONS

- a. N/A

INTENTIONS AND BACKGROUND

- a. N/A

IMPLICATIONS

N/A

06

9:45 – 9:50 am
[5 Minutes]

PRESENTERS

Rosen
De Saram
Curry

MATERIALS

[Governance Committee](#)

[Report](#)

Proposed Strategic Plan will be provided during the meeting.

GOVERNANCE

- a. Governance Committee Report
- b. 2018 Strategic Plan

MOTIONS

- a. N/A
- b. N/A

INTENTIONS AND BACKGROUND

- a. Past President De Saram and Past Director Curry will present the work of the 2017-2018 Governance Committee. Initial committee charges were:
 - i. Explore the relevance and transparency of the national bylaws.
 - ii. Facilitate COP orientation at FORUM and Grassroots.
 - iii. After the Fall board meeting, the board gave the committee with a new charge: Facilitate the development of the Strategic Plan.
- b. The 2018 Strategic Plan—a long-term plan for the future—was developed by the Governance Committee and the Board of Directors. It provides guidance to the board and the national office as it develops initiatives and steers programs.

The Strategic Plan is a draft at the time of this agenda's publication. The board will consider its approval on July 18, prior to the COP meeting.

IMPLICATIONS

- a. N/A
- b. N/A

07

9:50 am – 10:20 am
[30 Minutes]

PRESENTERS

Rosen
Kessler
Curry
Callaghan

MATERIALS

[Advocacy Task Force Report](#)
[Design Think Tank Report](#)
[Freedom by Design Advisory Group Report](#)
[Global Council Report](#)

2017-2018 COMMITTEE REPORTS

- a. Advocacy Task Force
- b. Design Think Tank
- c. Freedom by Design Advisory Group
- d. Global Council

MOTIONS

- a. N/A
- b. N/A
- c. N/A
- d. N/A

INTENTIONS AND BACKGROUND

Committee Reports will be presented.

- a. Advocacy Task Force charges:
 - i. Develop programming for Advocacy Month.
 - ii. Explore the transparency of architectural education.
 - iii. Discuss issues of equity, diversity, and resiliency in design as they relate to architectural education.
- b. Design Think Tank charges:
 - iv. Operate and further develop "Designers of AIAS".
 - v. Explore ways to showcase architecture students as leaders in design.
- c. Freedom by Design Advisory Group charges:
 - i. Direct and/or perform training for Freedom by Design Directors at Grassroots and FORUM.
 - ii. Communicate with chapters and track all projects throughout the year.
 - iii. Support chapters throughout the year regarding waivers, liability, design mentors, construction mentors, school relations, fundraising, and best practices.
 - iv. Collect and curate content documenting completed projects in conjunction with the AIAS National Office.
 - v. Suggest and propose program changes, evolutions, or new initiatives to the AIAS Board of Directors.
- d. Global Council charges:
 - i. Explore resources that the AIAS could provide to help students abroad who want to work in the United States.
 - ii. Develop resources that express student values, priorities, and school culture in different regions of the international membership.

IMPLICATIONS

- a. N/A
- b. N/A
- c. N/A
- d. N/A

08**10:20 – 10:35 am**
[15 Minutes]**PRESENTERS**
Rosen**MATERIALS**
[AIAS Bylaws](#)**CHANGES TO STANDING COMMITTEES**

- a. Elections Committee
- b. FORUM Site Selection Committee
- c. Freedom by Design Advisory Group

MOTIONS

- a. Motion to ratify the amendment to the Bylaws to remove:
Bylaw 4.16 Elections Committee. *The Elections Chair shall appoint an Elections Committee to assist in the elections process at FORUM. Appointees to this committee must be members in good standing, from chapters in good standing, and must resign from the committee if a candidate for office is announced from within the membership of their Chapter. Appointments to the Elections Committee may be made at the discretion of the Elections Chair, but not later than the opening of the first General Business Session of FORUM.*
- b. Motion to ratify the amendment to the Bylaws to remove:
Bylaw 4.15 FORUM Site Selection Committee. *The AIAS President shall appoint a committee of no less than 4 and no more than 8 members (not including prospective alternates) and shall also appoint the chair of the committee. The Executive Director will appoint a staff liaison to this committee, who will be non-voting. The committee will be tasked solely with selecting a host location for AIAS FORUM.*
- c. Motion to ratify the amendment to the Bylaws to create:
Bylaw 4.15 Freedom by Design Advisory Group. *The Freedom by Design Advisory Group serves as the primary training, outreach, support, curatorial, and innovation arm of the Freedom by Design program. The committee holds five primary charges:*
Bylaw 4.15a. *Direct and/or perform training for FBD Directors at Grassroots and FORUM.*
Bylaw 4.15b. *Communicate with chapters and track all projects throughout the year.*
Bylaw 4.15c. *Support chapters throughout the year regarding waivers, liability, design mentors, construction mentors, school relations, fundraising, and FBD best practices.*
Bylaw 4.15d. *Collect and curate content documenting completed projects in conjunction with the AIAS National Office.*
Bylaw 4.15e. *Suggest and propose program changes, evolutions, or new initiatives to the AIAS Board of Directors.*

INTENTIONS AND BACKGROUND

- a. In 2017, the COP asked the organization to transform its elections into a paperless process. Paper ballots were replaced with a digital system. The board recognized that the Elections Committee was no longer needed, as the

digital process simplified its execution.

The board will be voting on this amendment on July 9. If passed, the COP will vote on its ratification.

- b. The FORUM Site Selection Committee serves a purpose that only becomes needed once every two or three years. It is called into existence on years where it is needed. It should not be listed as a standing committee when it is only called to existence when needed.

The board will be voting on this amendment on July 18. If passed, the COP will vote on its ratification.

- c. In April 2017, the board voted to assign a long-term charge to the Freedom by Design Advisory Group (FBDAG). This charge was meant to last in perpetuity until a future board decides to amend it. The FBDAG has proven to be an essential body in advising chapters and connecting them with the national office. Elevating it to be a standing committee would give permanence to its work and to the 2017 committee charges.

The board will be voting on this amendment on July 18. If passed, the COP will vote on its ratification.

IMPLICATIONS

- a. The amendment will not change any practices from those of FORUM 2017.
- b. The amendment will not change any current de facto practices.
- c. The amendment will not change current practices, but will give permanence to the committee and its work.

10:35 – 10:45 am
[10 Minutes]

PRESENTERS
N/A

MATERIALS
N/A

BREAK

MOTIONS
a. N/A

INTENTIONS AND BACKGROUND
a. N/A

IMPLICATIONS
a. N/A

09

10:45 – 10:55 am
[10 Minutes]

PRESENTERS
Rosen
Callaghan

MATERIALS
List of proposed committees
will be provided during the
meeting.

2018-2019 COMMITTEES AND TASK FORCES

- a. Call for interest for the committees

MOTIONS

- a. N/A

INTENTIONS AND BACKGROUND

- a. Any AIAS member may submit interest to serve on committees. The deadline for submitting interest is Sunday, August 5th, 2018.

IMPLICATIONS

- a. N/A

10

10:55 – 11:10 am
[15 Minutes]

PRESENTERS
Callaghan

MATERIALS
[AIAS Bylaws](#)

INTERNATIONAL REGIONS AND AMBASSADORS

- a. Creating regions of the internationals membership
- b. Clarifying the domain of Quadrants

MOTIONS

- a. Motion to ratify the amendment to the Bylaws to establish the following section under Chapter 2: Organizational Structure of the AIAS Bylaws:

2.2 International Regions:

2.21 Definition. *The Board has the ability to group multiple international chapters into a named international region. The national office shall provide chapters with international region breakdowns to encourage regional interaction.*

2.22 Purposes of International Regions. *The purpose of international regions shall be to facilitate communication amongst the international member chapters and between the international member chapters and the Board, thereby forwarding the objectives of the organization, unifying its efforts, and improving administration of its affairs in the various parts of its domain.*

2.23 Domain. *Each international region shall comprise of one or more international member chapters. These regions may be organized by geographic area, time zones, languages, or alternative means as the Board sees fit. The Board may alter these international regions as it deems in the best interests of the organization.*

2.24 Limitations of International Regions. *No act of an international region shall directly or indirectly nullify or contravene any act or policy of the organization.*

- b. Motion to ratify the amendment to Bylaw 2.11 Definition [of Quadrants] to read:

2.11 Definition. *The Board shall divide the domain of the organization within the United States and its immediate proximity into four geographic quadrants. Each quadrant shall be represented on the Board by a Quadrant Director. The national office shall provide chapters with quadrant breakdowns to encourage quadrant interaction.*

INTENTIONS AND BACKGROUND

- a. The international membership is too small to warrant a Quadrant Director position with Board of Directors representation. Its cultural and geographic diversity makes it difficult to merge into an existing Quadrant or to have a single Director lead it. Allowing the board to create defined regions of membership will allow each region to be lead by a person, an ambassador.

- b. Amendment B specifies that the division of the organization into Quadrants only applies to chapters within and near the United States.

Current text of Bylaw 2.11:

2.11 Definition. *The Board shall divide the domain of the organization into four geographic quadrants. Each quadrant shall be represented on the Board by a Quadrant Director. The national office shall provide chapters with quadrant breakdowns to encourage quadrant interaction.*

IMPLICATIONS

- a. N/A
b. N/A

11

11:10 – 11:25 am
[15 Minutes]

PRESENTERS
Rosen

MATERIALS
N/A

NEW BUSINESS: RESOLUTION 18GR-01

- a. Resolution by University of Houston

RESOLUTION

- a. Resolution “that the AIAS be required to actively disclose the organization’s publicly available IRS 990 forms to all active chapter presidents upon availability.”

SPONSOR

University of Houston

EXPLANATION BY SPONSOR

- a. “This motion is intended to strengthen financial transparency between the organization’s national and local levels. Active disclosure of the forms refers to updating chapter presidents via e-mail or by providing the submitted 990 forms on the AIAS webpage. It is to the benefit of the organization for all chapter presidents to have a clear understanding of the national organization’s finances beyond the financial report presented at conferences.”

12

11:25 – 11:40 am
[15 Minutes]

PRESENTERS
Rosen

MATERIALS
N/A

NEW BUSINESS: RESOLUTION 18GR-02

- a. Resolution by University of Houston

RESOLUTION

- a. Resolution “that the AIAS consider the creation of an AIAS alumni program and database for the purpose of actively engaging graduated members to continually participate in AIAS on a local and national level.”

SPONSOR

University of Houston

EXPLANATION BY SPONSOR

- a. “This motion is intended to provide an AIAS alumni network as a resource to local chapters and to the national organization. Institutional knowledge cyclically disappears as members move forward into graduation and the organization would benefit from a formally established network to connect back with and gain past experience. With the creation of such a network, it may allow local chapters to easily create a dialogue with alumni employed under a professional office; this may help sustain a close relationship between academic and professional institutions.”

13

11:40 am – 12:00 pm
[20 Minutes]

PRESENTERS
Rosen

MATERIALS
N/A

TOWNHALL

- a. Townhall for general discussion

MOTIONS

- a. N/A

INTENTIONS AND BACKGROUND

- a. Delegates of the COP will have the opportunity to introduce items for general discussion. Motions for action are not permitted during townhall.

IMPLICATIONS

- a. N/A

14

12:00pm

PRESENTERS
Rosen

MATERIALS
N/A

ADJOURN

- a. Adjournment of 2018 Grassroots Council of Presidents meeting

MOTIONS

- a. Motion to adjourn the Council of Presidents meeting.

INTENTIONS AND BACKGROUND

- a. The Council of Presidents will reconvene on December 30, at AIAS FORUM in Seattle.

IMPLICATIONS

- a. N/A