

Meeting Minutes: 2022 Board Meeting #2 **Date:** March 17, 2022
Location: Via Zoom **Time:** 6:00 – 8:00 PM

Attendance **Board Members Present**

- Christy DiBartolo
- Francisco Grimaldi
- Andrew Thompson
- John Fallon
- Dana Napurano
- Adiel Quiteno
- Erica Spayd
- Lisa Walzer
- Paul Tiajolloff
- Diana Rattazzi
- Geeta Shah
- Elizabeth Pacheco

Also Present

- Judy Donnelly

6:13 PM **Call to Order** C. DiBartolo

- Attendance and establish quorum (E. Pacheco)
- Affirm AIA Anti-trust Compliance (E. Pacheco)

6:14 PM **Trade Show** C. DiBartolo

- Additional vendors are needed
- The Board is encouraged to seek out new vendors
- Perhaps ask membership
- Trade show scheduled for May 19.

6:15 PM **Motion: Approval of Board Meeting #1 – 2022 Minutes**
D. Rattazzi, first; A. Thompson, second; all approve

6:16 PM **Ice Breaker** C. DiBartolo

- Introduced idea from Grassroots in order to try and form personal relationships.
- Tonight's topic: 'Bucket list'

6:21 PM **President's Report** C. DiBartolo

- Refer to shared President's Report.
- The Board is encouraged to forward Grassroots Conference notes to Christy.
- AIA Magazine publication – it was suggested to consider going digital or print on recycling paper.
- Looking into Cyber Insurance – additional info could be found @ the AIA Trust website.
- EpiC – waiting for more information from the state.
- Mastermind Groups – (3) groups have been established and they're going well.

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AIA Newark and Suburban Architects encourage awareness of the profession through education and fellowship.

- 6:32 PM **Treasurer's Report** D. Napurano
- Refer to shared Treasurer's report.
 - Section continues to be in a strong position financially.
 - Working w/ accountant to reconcile accounts.
 - IRS audit status: all documents submitted to IRS, waiting on response.
 - Paypal accounts – Julie and John will work to close this account.
 - Sponsor Events & Membership Events should be planned for this year
 - Updated budget will be shared w/ the Board once the accounts are reconciled.
- 6:51 PM **APAC Donation** C. DiBartolo
- Board not in favor of donating to APAC
- 6:57 PM **Social Media** E. Spayd
L. Walzer
- RFP was issued for additional social media consultants.
 - Cost of social media consultant – R.O.I. was discussed as a possible good reason to hire a social consultant where sponsorship could potentially grow.
 - How cost of consultant fits into our budget needs to be considered.
 - With recent discussions to retain a social media consultant and an executive director, a long range plan/business plan needs to be considered. Possibly create a task-force.
- 7:25 PM **K-12** J. Fallon
- NJIT Summer Program**
- Accountant confirmed that we are able to establish and issue a scholarship within our current status as a trade organization.
 - AIA-NS to sponsor ½ the cost for a student to attend the NJIT summer program.
 - Student's work to be featured on AIA-NS website.
 - Benjamin Moore could potentially sponsor a student, Diana and John to follow up.
 - Local firms could also sponsor students.
 - John to develop draft requirements and procedures.
 - *Motion to approve a total of \$750.00 for (1) student to attend the NJIT summer program. Student to be interviewed and selected by 2 members of excomm.*
 - *P. Tiajolloff, first; C. Grinaldi, second; all approve.*
- Student Competition**
- Virtual submission divided into possibly (3) different age-groups.
 - Several school districts could be reached out to.
 - Board members with connections to any school boards to notify John.
 - This could be coordinated w/ NJ Architecture week scheduled in May.
- 7:38 PM **Storage Task Force** J. Pagnotta
- Refer to shared Storage Committee Task Force Update.



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- Three locations where electronic files are kept – Slack, Website & Dropbox.
- Slack is preferred for short-term document storage.
- Storage Facility in Bloomfield with years of documents – Julie looking into this facility, assistance might be required.

New Business

- | | |
|---------|---|
| 7:50 PM | <p><u>AIA-NJ COTE/Architecture Week</u></p> <p>E. Pacheco</p> <ul style="list-style-type: none"> • AIA-NJ COTE asking each section to identify 'green building(s)' in order to participate in 'Letterboxing' during architecture week. Paul & Elizabeth will work on this. |
| 7:52 PM | <p><u>Outreach - Instagram</u></p> <ul style="list-style-type: none"> • For the time being no posting on Instagram account until social media consultant is resolved. |
| 7:53 PM | <p><u>Member Engagement</u></p> <p>E. Pacheco</p> <ul style="list-style-type: none"> • Reached out to (7) members via email, one member replied. Roster was created. Roster and email sent to members to be shared w/ board. • Christy, Cisco and John to participate. |
| 7:54 PM | <p><u>SFx/Professional Practice</u></p> <p>C. DiBartolo
E. Pacheco</p> <ul style="list-style-type: none"> • Exploring ideas on how to share info from AIA-SFx to the section. To be discussed further. |
| 7:55 PM | <p><u>NJIT & Kean Portfolio Review</u></p> <p>P. Tiajolloff</p> <ul style="list-style-type: none"> • Working on setting this up w/ NJIT. Cisco to look into @ Kean University. • Important to provide same outreach to both schools. • Food could be provided. • Targeting mid to late April. |
| 7:59 PM | <p><u>Concern w/ HGTV</u></p> <p>C. DiBartolo</p> <ul style="list-style-type: none"> • HGTV has televised one of Christy's project on one of their shows without due credit. • Reached out for advice to the state/architects/lawyer without success. • A letter could be prepared and sent to the state or/& national. All are in agreement to sign said letter. |
| 8:18 PM | <p><u>Canstruction</u></p> <p>P. Tiajolloff
F. Grimaldi
A. Quiteno</p> <ul style="list-style-type: none"> • Working on the theme of Canstruction. • Targeting May 1st to establish theme. |

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- 8:20 PM **Roundtable** P. Tiajolloff
- Sustainability related.
 - Possible moderator: Erica, Christy or Paul, or Paul could reach out to Judy Donnelly.
 - Targeting summer/2022 to confirm.
- 8:21 PM **Building Tours** D. Napurano
- Looking into future tours, possibly a project that's under construction.
 - The board is encouraged to suggest any projects.
- 8:23 PM **AIA-NS President's Plaque** P. Tiajolloff
- Paul to follow up. Andrew to help.
- 8:24 PM **AIA-NJ Mayor's Symposium** A. Thompson
- Not scheduled yet.
 - Working on enlisting mayors.
 - Board encouraged to reach out to mayors they might know.
- 8:26 PM **Upcoming Events**
- Working on having a general meeting @ the Turtle Back Zoo
- 4/22 & 4/23 – East Coast Green
5/12 – General Meeting – TBD
5/13 – President's Gala
5/19 – Trade Show
- 8:30 PM **Meeting Adjourned**

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