1. **PRESIDENT'S REPORT:**

Alan opened the meeting at 1:04. Alan spoke about the need to work toward growing NE representation on AIA committees. He’d also like to set up some ad hoc New England committees on topics we’ve discussed over the year.

He also noted how nice it is to have face-to-face meetings and acknowledged the effort people made to get to the meetings as they are better than conference calls.
2. **2019 MEETING DATES:**
   2019 meeting dates for Regional Council are Feb 13; May 22, August 21 (call in); October 5 Western MA

3. **AUGUST MINUTES:**
   Approval of Aug 22 meeting notes. Helen moved; no corrections; approved...

4. **EXPENSE REVIEW-ACCEPTANCE**
   CI presented estimated income-expense for 2019. Stephanie moved to approve. Helen seconded. Unanimously Approved.

5. **NEW ENGLAND OFFICERS AND FOR 2019:**
   Cast one vote for slate of officers as presented. Approved.
   Strategic Council Representatives: Nomination from BSA for person following Rich’s term. Hilary Barlow, who had been accepted last year, moved to Seattle, so had to give up her spot. Danielle McDounough, from Cambridge 7 is interested and will let us know if she can take the position. Her term would run 2019-2021. For 2020-2022, we had two candidates drawn from ME, NH, VT, RI, CMA, and WMA; one withdrew. The nomination recommends Tom Hartmann. Michael Lassel moved to appoint Tom; Alan seconded. Approved. Alan will contact him.

6. **UPDATE ON 2019 AIA NEW ENGLAND MEETING:**
   Lorin: awards Oct 5, centered at UMass Architecture Department, in a timber construction building. Board meeting 12-3. To optional tours in early afternoon. Living Building Challenge Building, Hitchcock Center and Curn center at Hampshire.. Design Building, mass timber construction and the additional to business school. Key note is Charles Mann, author of 1491, followed by reception and awards. Exhibition of Masters of Arch. Student work.

7. **MOVIE:**
   John H showed his movie about the New England COTE conferences. Sheldon Pennoyer AIA is heading the planning team for next year’s conference. NH is inviting all NE states to be involved. If each Chapter could have a representative in the early planning calls, it would be very beneficial to shaping the conference. The event originally started as Northern NE COTE, but topics are moving away from specific buildings toward policy etc., and it makes sense to have all of NE participate. They’ll send each ED info on connecting to the calls. They are planning on a June event in Portsmouth, NH, after AIA National and Before NCARB. If involved in early phone planning calls, you can help direct topics toward those that effect your practice, put in a plug for speakers, etc. Conference calls will be once a week at lunch starting in November. Discussion of adding more numbers to participate will happen.
   Megan via phone: model in past has been a sharing of expense across chapters. Will they request monetary donation? In past $3,000 per chapter. But asking each Chapter to help finding sponsors.
   Vada: who attends? In the past 20 individuals from each state, and up to each state to determine who they are.
   Video will be available on the website (AIA COTE new England website).
   First event was in Maine: extrinsic and intrinsic factors to sustainable design.
   The BSA event integrated design at effective cost point for clients
   VT offered solutions to sustainability or state or municipal policies and issues.
   Conference is an intellectual challenge and very interesting.
Re: chapter financial contributions. Gina and Lorin expressed concern in costs and in CT’s case, how to limit to 20 people. Maybe ED on initial phone calls would be helpful as you address costs, how you address chapter donation, participant numbers, and selection.

Megan: first year it was 20 people for each state by invite only, not just architects. It was a leadership summit, not so much a conference. Thinking behind it was to get most exemplary, influential leaders from each state. White papers, videos, etc would go back to the chapters. Haven’t had a year yet in which all 20 seats per state were filled. Some states gave up spots to another...

Alan: make up of conferences? Maine was a mix of architects, engineers, some clients, planners; in VT mostly architects and policy people; some engineers and construction, but overall less diversity.

Eric: financial model. Need to know financial model before chapters establish their budgets...

Helen thanked Sheldon and John for bringing this to the AIA New England Council. Is there a way to scale the financial participation?
The phone calls will deal with various options for financial piece.

8. **NATIONAL STRATEGIC COUNCIL REPRESENTATIVES:**
National committees....how to get people on those....also SC council meetings.
Jeannette: people have until next week to apply. Upload a resume and letter of interest on the website. She will send out email she sent to her members.

Is there a Master calendar about committee appointments, etc.....Jeannette will ask Ann Dorough.

*See attached report.*

9. **RAD:** *See attached report.*

People thanked Stephanie for her service and wished her luck. Would NE RAD go to another component to talk to Emerging Professionals. They do have conference calls with EPs in other components. But Gina suggests they go to an event with EPs in other components. Katelyn indicated willingness to do that if component paid for travel expenses.

10. **YARD:**
*See attached report.*

Council asked Katelyn to send pdf of survey and results to EDs to share with boards, etc.

11. **COLLEGE OF FELLOWS:**

Fellows offer a resource for mentors. Nancy said she would reach out if Katelyn and Stephanie would like. Fellowship apps were due today. At the BSA they encourage people and have events to talk about Fellowship. National AIA has published a brochure on demystifying Fellowship.

There is great support for those who need help in the process. Talk this up in the chapters. Fellows support the Latrobe prize. The group that won it at the AIA Conference are traveling around and presenting their research. It’s a great resource...money and a year’s stipend for research.
Peter: College of Fellows had an Ex Com fall meeting in Portland, ME, with a reception at the Gulf of Maine Environmental Research building. Finished component awards jury a few weeks ago. YA awards jury is being formed. Next Latrobe jury is being formed. Today selected the Upjohn Awards, smaller research awards under the Latrobe... College of Fellows newsletter is fancier each year and it is digital now. If you have anything your Fellows are doing, let Peter know. Then can send the issue to members.

Stephanie: suggests recognizing new fellows at annual Awards Celebration for AIANE each year.

12. SMALL FIRM EXCHANGE:
Exchange has a website for small firm exchange. It’s been simplified, with a portal into all the other sub categories.
Leadership post: how small firms can mentor within their firms.
Small firm model survey...go through it and see how other small firms function and what key issues are for operation.
Code libraries: this gives you comprehensive code access.
Lots of small firms don’t know the impact they can have in their communities and their regions. Important to become leaders in community.
Section on AIA contracts best for small firms.
Section on AIA Trust and what works for small firms. They have an ongoing discussion on health insurance.
There is a section where you can submit four photos of your work that will go on an Instagram site. Great to see what people are doing!
See attached report.

13. DISCUSSION:
Accreditation
Lorin: Western MA was looking at policies needed for accreditation. Have a concern on the national harassment policy, that chapter takes responsibility in conducting an investigation. The word investigation can be loosely interpreted (Jeannette); doesn’t have to be formalized with a lawyer, etc. First step would be to contact Jay Stevens’ office to get advice on the situation. As a chapter you do have a liability and a responsibility.
Eric: National is coming out with a whole series of materials to address these types of situations. The policy does help you think more about how you handle situations or inappropriate comments and that the component does have a responsibility. Problems arise when you don’t do anything. Good to seek advice from AIA Counsel.
Make sure you establish an environment that makes it possible to speak up.
CT is doing harassment training for their membership, and also for employees.

Urban renewal policy and strategies
Alan attended a seminar in June about urban renewal policy and strategies. We have a diverse region. Anchor institution; urban river, leveraging national resources; urban park system; downtown districts. What is the next level of community, how to bring in others?
Michael discussed interconnectivity among local neighborhoods, parks, waterways, etc. How do we connect; what are your assets? Addresses sustainability and usable green spaces. It’s an easy way for architects to get involved locally and help inform communities on land use, connectivity, sustainability, establishing locations for buildings, etc. Have dialogue with community.
Strategic Planning
Alan: are other people doing strategic planning in their Component. CT has hired a facilitator and has had two town hall meetings. Lot of people don’t know what AIA is, so community outreach is key issue. Started in September, draft will be ready for accreditation. RI: started with a survey. Stakeholders, elected officials, and members. All in all recognized they had to lead by action. Looking at AIA more inclusively. ID’d their vision and mission. Created a roadmap of how to transform who they are. Taking some big steps, dovetailing with other groups, etc.


Executive Directors will meet on Nov. 8 in Western MA.

Richard Connell, FAIA, Class of 2018; Judy Johnson, AIA, Class of 2019

I. Since Last AIA New England Board Meeting (By Phone) on August 22, 2018:

A. Council Study Groups: The various study groups are anticipating feedback from the AIA Board of Directors on the August progress submission. As of today, additional feedback has not been provided as limited time was available at the September Board Meeting for a full review of the work. The Board has complemented the Strategic Council on the quality of the work done. Study Groups are preparing for the final submission in anticipation of Governance Week in December.

B. AIA Press Release on Code of Ethics and Professional Conduct (September 11, 2018)

1. As you already know, the AIA Board of Directors adopted new rules and ethical standards under the AIA Code of Ethics and Professional Conduct. The specific changes approved address sexual harassment, equity in the profession and sustainability. These are important changes that will help us better fight discrimination and harassment in the profession. It will also encourage our profession to take a more assertive leadership role in promoting sustainable practices and addressing climate change.

C. Call for Nominations for National Committees

1. The AIA is seeking nominations of members interested in serving on AIA national committees. To view all AIA national committees with openings in 2019, visit


   The national committee openings and the related terms are as follows:
<table>
<thead>
<tr>
<th>Committee</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Architecture for Health Advisory Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Academy of Architecture for Justice Leadership Group</td>
<td>1 year</td>
</tr>
<tr>
<td>AIA/AOC Joint Committee</td>
<td>1 year</td>
</tr>
<tr>
<td>Building Performance Advisory Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Center for Civic Leadership</td>
<td>1 year</td>
</tr>
<tr>
<td>Center for Practice</td>
<td>1 year</td>
</tr>
<tr>
<td>Codes and Standards Committee</td>
<td>1 year</td>
</tr>
<tr>
<td>Committee on Architecture for Education Leadership Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Committee on Design Advisory Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Committee on the Environment Advisory Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Construction Contract Administration Leadership Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Continuing Education Committee</td>
<td>1 year</td>
</tr>
<tr>
<td>Corporate Architects and Facility Management Advisory Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Custom Residential Architects Network Executive Committee</td>
<td>1 year</td>
</tr>
<tr>
<td>Delano and Aldrich/Emerson Fellowship Committee</td>
<td>1 year</td>
</tr>
<tr>
<td>Design for Aging Advisory Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Disaster Assistance Committee</td>
<td>1 year</td>
</tr>
<tr>
<td>Documents Committee</td>
<td>1 year</td>
</tr>
<tr>
<td>Federal Architecture Task Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Historic Resources Committee Advisory Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Housing Community Development</td>
<td>1 year</td>
</tr>
<tr>
<td>Interfaith Design Leadership Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Interior Architecture Knowledge Community Leadership Group</td>
<td>2 year</td>
</tr>
<tr>
<td>International Practice Committee Advisory Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Practice Management Knowledge Community Leadership Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Project Delivery Knowledge Community Leadership Group</td>
<td>2 year</td>
</tr>
<tr>
<td>Public Architects Committee Advisory Group</td>
<td>2 year</td>
</tr>
<tr>
<td>Regional and Urban Design Committee Leadership Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Resilience and Adaptation Advisory Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Retail and Entertainment Knowledge Community Leadership Group</td>
<td>1 year</td>
</tr>
<tr>
<td>Small Project Practitioners Advisory Group</td>
<td>2 year</td>
</tr>
<tr>
<td>Technology in Architectural Practice Leadership Group</td>
<td>1 year</td>
</tr>
</tbody>
</table>
The nomination process closes at 5pm ET on October 19, 2018; appointments will be made and all nominees notified, by December 31, 2018.

Please consider encouraging members you know, with expertise in the needed areas, to apply for these opportunities.

Submission details

To view a pop-up description of each committee, click on its name under the Committee heading; the Apply button will take you to that committee's submission page. Members must nominate themselves, and are required to submit a resume and a letter of interest for each application. Please note that all applicants must be Architect or Associate (including International Associate) members in good standing.

II. Upcoming Activities

A. Strategic Council Webinar Assembly (October 24, 2018)

   1. Agenda: 2019 Operating Plan and Budget – Progress Update

      Societal Changes and AIA Values/Positions: Equity Guides Presentation

      Governance Week Overview

B. AIA Governance Week (December 5-7, 2018); Washington, DC
AIA New England Regional Council Board Meeting  
BSA Space  
October 12, 2018 1pm-4pm

**New England RAD Report**  
Stephanie Herring, Assoc. AIA  
Regional Associate Director (2017-2018)  
aianewenglandrad@gmail.com  
Twitter @AIA_NE_RAD  
Instagram @aianewenglandrad

**NAC Update**
- NAC Mentoring Work Group  
  o Submitted two Session Proposals for AIA Conference 2019 – both made it to the second round of review.  
    ✴ *Mapping Mentorship in the Profession: Building Relationships and Lessons Learned*  
    ✴ *The Mentorship Perception Gap: Navigating Generational Differences in Mentorship*  
  o Editing our Mentorship Manual  
    ✴ To be submitted to AIA Communications Team end of 2018 - if approved can act as a mentorship manual for First Timers Program at future AIA Conferences

**Local Update**
- Met up with new RAD, Gail Kubik September 25th to share information and transition the role.  
- Created Instagram @aianewenglandrad  
- AIA New England Spotlight Series on Instagram  
  o The goal of these spotlights is to highlight an Emerging Professional, Associate AIA member, AIA member and/or great program or event happening in New England. These Spotlights will act as a window to the many great people and programs happening in our region. Hopefully it will spark some inspiration and encourage better connections in our community.
- November 28, 29 ABX – registration is now open. Will offer EP pricing. Spread the word to EPs.

**Goals and Next steps**
- EP Informal Meet Up after reception at Gather next to the BSA. 75 Northern Avenue, Boston  
- Post a few more AIA New England Spotlights.  
- Help Kaitlin with graphics of survey  
- Transition role to Gail at end of year  
- AIA National Associates Committee Vice-Chair 2019 and Chair 2020.  
  o Attending NACYAF Leadership Transition Meeting occurring in Santa Fe, New Mexico Nov 1-3.
October 12, 2018
AIA New England Report
October Board Meeting
Report by: Katelyn Chapin, AIA, YARD

• YAF Updates
  o A’19 – Working on a workshop proposal to submit October 30 for the MiniMBA session, in collaboration with the Large Firm Roundtable. Topic of “Growing a Practice” to tie into YAF theme “Practice Innovation.”
  o Working with the Community focus group:
    ▪ Component database survey

• YARD / RAD Collaboration
  o New England Emerging Professional Friendly Firm Program
    ▪ Statistics of the program
    ▪ Firms will be awarded recognition at the AIA New England Awards Celebration
    ▪ Place winning firm logos on AIA New England website and each component to send e-blast directing members to AIA New England website
    ▪ Create graphics of survey results
      ▪ Host graphics on AIA New England website?

• EP Groups in New England
  o New England EP Initiatives
    ▪ Each EP leader to create google email address so everyone can share resources and so information is passed to future EP leaders.
    ▪ Group leaders will also share social media accounts so groups can see what events are occurring

  o Upcoming Events
    ▪ EP Social events following AIA New England Awards Celebration and ABX
We recently toured the Tanglewood Learning Institute (Bill Rawn & Associates) under construction in Lenox MA.

Our COTE committee met concurrently with a faculty research symposium at UMass/Amherst.

We are offering continuing education credits for the BCT (Building Construction Technology) lecture series at UMass. This provides opportunities for our members to pick up 4 HSW credits at minimal cost.

- **Monday, October 1 | 4:00-5:15 | 170 Design Building**
  - **DESIGNING WITH MASS TIMBER**
  - Marc Rivard, SE, PE Regional Manager at WoodWorks, an initiative of the Wood Products Council

- **Monday, October 15 | 4:00-5:15 | 162 Design Building UMass/Amherst**
  - **BUILDING AT THE EDGE OF SUSTAINABILITY**
  - Jonathan A. Wright, Wright Builders

- **Monday, October 29 | 4:00-5:15 | 170 Design Building UMass/Amherst**
  - **DESIGNING ENERGY PROCUREMENT STRATEGIES**
  - Zac Bloom, M.S., LEED Green Associate

- **Monday, November 26 | 4:00-5:15 | 170 Design Building UMass/Amherst**
  - **DESIGNING TO NET ZERO ENERGY AND BEYOND**
  - Steven J. Strong, President of Solar Design Associates, Inc.

Our films series has resumed:
- **Wednesday, October 10 - Concrete Love: Architecture of the Böhm Family**

- **Saturday, October 20** - Kevin Roche (the Quiet Architect)
  - *To be screened at UMass, in the shadow of Roche’s Fine Arts Center, which is featured in the film*
  - UMass Design Building Atrium

- **Wednesday, October 24** - Microtopia

This is a Design Awards year for us. Submissions are due 10/19/18 and will be juried by AIA Maine.