



MEETING AGENDA | Board of Directors
FRI 21 JUNE 2024 | 9'30 AM to 2 PM, Richmond, VA

AIA Virginia Mission: AIA Virginia is the voice of the architecture profession in the Commonwealth, dedicated to serving its members, advancing their value, and improving the quality of the built environment.

AIA Virginia Vision: Through a culture of innovation, AIA Virginia empowers its members and inspires the creation of a better built environment.

<u>TIME</u>	<u>TOPIC (SPEAKER/LEAD)</u>
-------------	-----------------------------

9'30 AM	Convene meeting [Callahan] • welcome; conflict of interest, etc • remarks Consent Agenda [1] Minutes of 26 April 2024 Meeting [Conkey][2] Financial Update as of May 2024 [Battaglia][3] Budget FY2024-2025 [Battaglia][4] ELA Task Force [Hall][5] Various Items [Callahan] • AIA24 [6] • Communications Plan [7] • AIA dues [8] • Component Allocation MOU [9] Nominations Committee [Jancy] ArchEx 2024 [Ogden][10] Advocacy/Various Updates [Battaglia][11] Honors Nominations [Battaglia] New Business [Callahan]
NOON	Adjournment [Callahan]

MEETING AGENDA
AIA Virginia | Board of Directors

Anti-Trust Compliance Statement: It is the practice of The American Institute of Architects and its members to comply strictly with all laws, including federal and state antitrust laws that apply to AIA operations and activities. Accordingly, this meeting will be conducted in full compliance with those laws.

Diversity Statement: The American Institute of Architects, as part of the global community, champions a culture of equity, diversity, and inclusion within the profession of architecture to create a better environment for all. Achieving this vision has a direct impact on the relevance of our profession and the world's prosperity, health, and future.

EXPECTED ATTENDEES

AIA Virginia 2024 Board of Directors:

Kelly Callahan, AIA | President
Meagan Jancy, AIA | President-elect
Bill Hopkins, AIA | Treasurer
Karen Conkey, AIA | Secretary
J. Mitchell Rowland, III, AIA | Past President
Phoebe Crisman, AIA | Director
Robert J. Dunay, FAIA | Director
Amber Hall, AIA | Director
TJ Meehan, AIA | Director
Shawn Mulligan, AIA | Director
Nea Poole, AIA | Director
Amanda Schlichting, AIA | Director
Michael Schwartz, AIA | Director
Warees Smith, AIA | At-large Director
Daya Irene Taylor, Ph.D., AIA | Director
Ashleigh Walker, Assoc AIA | Director
Paul R. Battaglia, AIA | Executive Vice President

AIAVA Staff Members:

Keesha Ezell, Hon. AIAVA | Director of Finance
Cathy Guske, Hon. AIAVA | Member Services Director
Delaney Ogden | Director of Education
Irem Sezer, Assoc AIA | Resiliency Fellow



Consent Agenda

AIA Virginia | 21 JUNE 2024 Board of Directors MTG

Membership as of June 1, 2024

1646 Architects
497 Associates
278 Emeritus
2421 Total Members
+39 members in May
+1.77% over same time last year
19 allied members

ArchEx 2024 Update

The Education Advisory Council (EAC) continues its work on curating the content for Architecture Exchange East. The event is scheduled for Wednesday, November 6 through Friday, November 8 at a new location, the Richmond Marriott in Richmond, VA. Our signature program will continue to be a 2.5-day program with a keynote, tours, annual meeting/lunch, several education sessions, plenary sessions, and Visions for Architecture on Thursday evening. A keynote invitation has been sent and the EAC is narrowing down the theme. All presentation submission contacts will be reached out to by the end of June to coordinate and finalize the schedule by July. Three of our biggest goals are to attract and increase student and emerging professionals' participation, increase exhibitors, and elevate Visions for Architecture. Tickets will go on sale on Tuesday, September 3, 2024. Please see the one-pager attached for more detailed information.

Inform/Communications Workgroup

Oriented and kicked off at meeting in May 2024.
Members are communicating interest(s) in roles and workgroups.

Mid-Career Professionals Program Task Force

Convened and oriented at kickoff meeting in May 2024.
Workgroups have been identified and they are meeting.

Commonwealth Events

We are looking to make good on the desire for the state-level component to get out and about to organize events that encourage connections throughout the commonwealth and help to deepen the connections between the members and leadership state level resources. To that end, we have scheduled a series of Town Halls: one in each of the local chapters.

THUR 2 MAY	BLUE RIDGE: Roanoke
TH 23 MAY	COASTAL VIRGINIA: Va Beach
WED 10 JULY	RICHMOND: Richmond
TH 5 SEPT	CENTRAL VIRGINIA: Charlottesville
TH 3 OCT	NOVA: Arlington/Alexandria

These events will typically occur from 5'30 to 7 PM; with remarks at about 6'30 PM from President Callahan, President-Elect Jancy, and EVP Paul Battaglia. We have also invited our state-level resources: Erin Agdinaoay as YAR,

Caitlin Morgan as StAR, and Gina Robinson as LIC ADV. They will attend as their availability permits. AIAVA BOD members are most welcome and encouraged to attend as their schedules permit.

When possible, these Town Halls will be clustered with other invite-only revenue events: a Leadership Lunch, and an ELA alumni event.

AIA Virginia Foundation 501(c)3

The Foundation has applied for the last phase of state approval (VDACS Form 102). The Foundation will continue to be funded by AIA Virginia 501c6 until solvent. A public launch and fundraising campaign are planned for late summer 2024 and into the fall, with a strong emphasis during Arch Ex.

Amber Book

8 discounted licenses remain for our current package. Please promote to any associates seeking a jump start on studying for the ARE and considering supporting this effort with your sponsorship.

Council and Committee Updates

Advocacy Advisory Council

Planning meetings with elected officials: General Assembly senators and delegates; Community Events and Legislative Connections for 2024.

Developing an RFP to solicit/identify issues to be considered in advocacy platform (legislative, regulatory, other).

Developing a catalog of SMEs for various advocacy issues.

Advocacy/Joint Legislative Committee

Scott Matties, AIA has been included in VDH workgroup focusing on affordable housing.

Awaiting appointment of architect candidate to DHCD workgroup on single stair egress.

Disaster Assistance Committee

Searching for new chair/leadership.

Education Advisory Council

Reviewed ArchEx submissions and created draft schedule for ArchEx.

ArchEx Keynote invitation has been sent and theme has been narrowed down.

In-person presentation/Q&A events on recent Code Changes have been planned throughout the Commonwealth in each of the five local chapters. Roanoke event was in April, Central VA event was in May, Richmond event in July, CoVA event in August and NoVA is TBD. Very well attended and great feedback thus far.

Art of Practice kickoff and planning to start in July for Spring of 2025. Location TBD.

Emerging Leaders in Architecture Executive Committee

The ELA University Task Force recommendations are included in the packet for this BOD MTG.

Fellows

Planning Fellows Breakfast during ArchEx.

Finance Committee

No update

Honors Committee

Committee has been duly appointed and notified; ready to serve

Schedule:

TU 30 APR

Honors Committee Orientation (zoom)

FRI 14 JUN	5 PM deadline for nominations
c FRI 28 JUN	submissions delivered to Honors Committee
c FRI 28 JUNff	Honors Committee review of submissions
TU 16 JULY	Honors Committee Deliberation MTG (RIC)
TU 16 JULYff	Honors Committee offers recommendations to AIAVA (Battaglia)
FRI 16 AUG	Honors Committee recommendations reported to AIAVA BOD (Brown)
FRI 16 AUGff	Honorees notified by AIAVA BOD
THUR 7 NOV	Honorees celebrated at visions

Nominations for AIA Virginia Honors are now open. Nominations for all AIA Virginia honors may be made by individual members, by chapter honors committees, by AIA Virginia committees, or by the Board of Directors itself.

Justice Equity Diversity Inclusion Committee

The “Perspectives” campaign continues on our social media channels this year. Each month we will be celebrating the diversity of our profession in Virginia, and we invite you to share and like these posts. We are working on an EDI panel discussion for ArchEx and continue to work on 2 resources/FAQ pages – one for students looking to go into the profession and one for architecture students graduating into the profession.

Member Services Advisory Council

The council will be announcing the winner of the Knowledge Community Grant on 1 July 2024. The council is also crafting a membership survey to launch this summer. Please send any suggestions/comments to cguske@aiava.org.

Outreach Advisory Council

Will be reaching out to local chapters to consider revisions to design awards submission requirements. Considering additional expansion of VA Prize to add more colleges next year (e.g., Marymount University, Brightpoint CC).

PAC Board of Trustees

Working towards fundraising goal of \$60K (\$45K previously).

Secretary’s Advisory Council

Will review GOVERNANCE DOCS (Rules and Bylaws) to determine need for revision(s). Battaglia to identify/suggest items in need of consideration.

Knowledge Communities

Historic Resources Committee

Several upcoming educational programming events in 2024:

- June 26th webinar about Slate Roofing and Maintenance Repair
- Webinar in September about Historic Tax Credits
- 3 historic tours throughout Virginia
- Craftsperson Crawl at ArchEx
- Holiday Trivia Mixer planned again for December

VA Committee on the Environment: VA COTE

Two upcoming educational programming events:

- Building Tours with legislative member in each component region
 - June 26th AIA Blue Ridge
- 3-part Energy Modeling Webinar with Mickey Chapa in October

Virginia Women in Design [vacant; inactive]

Council and Committee Rosters/Vacancies

Council/Committee	Members Allowable	Members Seated	Notes
Advocacy Advisory Council	9	7	
Outreach Advisory Council	9	6	
Member Services Advisory Council	9		
Education Advisory Council	9	7	re-established/underway
Audit Committee	5	5	
Secretary's Advisory Council	5		
Finance Committee	5	5	
Design Committee	n/a	11	
Justice Equity Diversity Inclusion Committee	7		
ELA Executive Committee			
Fellows	n/a	n/a	self-governed
Honors Committee	13	13	appointed/ready
Joint Legislative Committee	6	5	
Disaster Assistance Committee	7		seeking chair
PAC Board of Trustees	15	10	self-governed
Historic Resources Committee	n/a	18	
VA Committee on the Environment	n/a	14	seeking co-chair
Virginia Women in Design		vacant	inactive

2024 Goals and Objectives

- advance mission of AIA Virginia
- engage and achieve goals of Strategic Plan
- make progress on recommendations in IIPTF Report

Priorities from 2024 BOD Retreat

- promote/advance value
- increase access
- build connections
- attract/retain diversity
- lead the change

Additional/more specific goals

WHAT	STATUS	WHO	WHEN
Execute Component Allocation MOU		BOD + Parties	TBD
Appoint members to Councils/Committees		PRES + BOD	Q1
Reconstitute EAC	X	BOD	ASAP
Review Design Awards		OAC	TBD
Consider revisions to Honors Awards		Hon Comm/BOD	TBD
Inform Analysis		workgroup	Q4
Develop Mid-Career Professionals Program		workgroup	Q1
Membership Analysis		MSAC	TBD
Review RULES and BYLAWS, revise as necessary		SAC	TBD
Explore Alternate Paths to Examination		TBD	TBD
Launch Mid-Career Professionals Program		BOD/workgroup	Q4
Launch Foundation 501(c)3		AIAVA FOUNDATION BOD	Q3/Q4 2024

KEY	STATUS
Progress impeded	
Proceeding with difficulty	
Moderate Progress	
Strong Progress	
Not started	
Goal accomplished	X

END OF CONSENT AGENDA



MINUTES | Board of Directors

FRI 26 APRIL 2024 | Hampton University, Hampton, VA

President Callahan convened meeting @ 9'31 AM

- welcomed those in attendance

- invited conflict of interest; none were declared

- Consent Agenda was approved

- mentioned Appointments to Audit Committee, Education Advisory Council, and Honors Committee

Minutes of 26 Jan 2024 Meetings were approved

Financial Update as of March 2024 was approved

Audit was approved as presented

IRS Form 990 was approved as presented

Long Term Investment: Blackstone BCRED was approved as presented

AIA Component Allocation MOU was approved as presented

- language regarding amount will be revised/corrected

- will be presented for consideration by local chapters

inform analysis task force was commissioned

MCP program development was commissioned

- all invited must be members in good standing

- will also invite Nick Wade, AIA and possibly other members of Blue Ridge

PAC Bylaw revisions were approved as presented by unanimous vote

Draft Budget for FY2024/2025 was discussed

- comments will be considered/incorporated into the Final Budget

- the Final Budget is scheduled to be presented for approval during the June 2024 BOD MTG

Board moved into closed session to discuss issues concerning AIA [National]

Board returned from closed session

As the result of discussion and action by the Board

- President Callahan was designated as the AIA Virginia delegate to AIA'2024

- direction/discretion was provided on candidates for elected office and the slated resolutions

BOD path to address issues concerning AIA [National]

- AIAVA intends to have President Callahan sign letter being prepared by Large States Group

- AIAVA intends to author a letter voicing concerns

 - local chapters will be invited to co-sign that letter

- Battaglia to send guidance regarding communications plan

Battaglia offered comment on fees for programs and products

- impact will be tracked over time; policies will be analyzed and adjusted as necessary

- need to consider intention of program when applying this policy; may not be applicable to outreach activities

- need to inform the membership

President Callahan invited New Business

- Battaglia offered update on lease/sublease

- Board informed BOD of recent electronic scams/schemes

- Membership in local chapters should be noted in future BOD documents

- Taylor invited Callahan to HBCU reception during AIA'2024

Meeting adjourned at 12'05 PM

Attendees were joined by HU Faculty and Staff; enjoyed lunch and discussion

Attendees joined Hampton University Department of Architecture third-year studio review

MEETING MINUTES
AIA Virginia | Board of Directors

ATTENDEES

AIA Virginia 2024 Board of Directors:

Kelly Callahan, AIA | President
Meagan Jancy, AIA | President-elect
Karen Conkey, AIA | Secretary
Bill Hopkins, AIA | Treasurer
J. Mitchell Rowland, III, AIA | Past President
Amber Hall, AIA | Director
TJ Meehan, AIA | Director
Nea Poole, AIA | Director
Amanda Schlichting, AIA | Director
Michael Schwartz, AIA | Director
Warees Smith, AIA | At-large Director
Daya Irene Taylor, Ph.D., RA | Director
Ashleigh Walker, Assoc AIA | Director
Paul R. Battaglia, AIA | Executive Vice President

AIAVA Staff Members:

Cathy Guske, Hon. AIAVA | Member Services Director
Delaney Ogden | Director of Education
Irem Sezer, Assoc AIA | Resiliency Fellow

Guests:

Faculty, Staff, and Students: Department of Architecture, Hampton University

NOT PRESENT:

Phoebe Crisman, AIA | Director
Robert J. Dunay, FAIA | Director
Shawn Mulligan, AIA | Director

MOTION | AIA Virginia Board of Directors
FRI 21 JUNE 2024

Item

Minutes of 26 APRIL 2024 Meeting of the Board of Directors

Background

At each meeting of the AIA Virginia Board of Directors, the Secretary records the proceedings in the Minutes.

Motion

That the Minutes be approved as presented.



June 16, 2024

TREASURER'S REPORT

4th Quarter 2024 to the period ending May 31, 2024

CONTENTS

Balance Sheet – For the period ending May 31, 2024
Revenue Graph -- For the period ending May 31, 2024
Revenue Income Statement – – For the period ending May 31, 2024
Expense Graph – For the period ending May 31, 2024
Expense Income Statement – For the period ending May 31, 2024
2024 Actual vs. Budget – – For the period ending May 31, 2024
Dues Collection Report – – For the period ending May 31, 2024

Respectfully submitted,
Bill Hopkins, AIA
AIA Virginia Treasurer

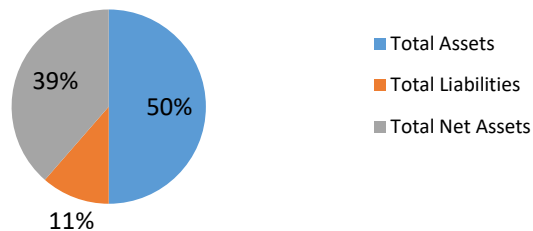
A handwritten signature in black ink that reads "William G. Hopkins".

AIA VIRGINIA

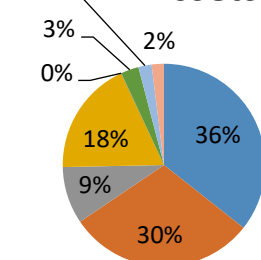
BALANCE SHEET as of May 31, 2024 4th Qtr,

(UNREVIEWED)	2023	2024
ASSETS		
Cash and cash equiv	\$ 326,463	\$ 291,138
Financial Contingency Fund (Long-term Putnam	\$ 192,931	\$ 244,276
Saving (Short-term Putnam)	\$ 74,685	\$ 74,685
EIDL Loan (Putnam)	\$ 149,900	\$ 149,900
Accounts receivable	\$ 341	\$ 341
Inventory	\$ 15,743	\$ 23,284
Prepaid Expenses	\$ 18,454	\$ 17,253
Total Current Assets	\$ 778,517	\$ 800,876
Fixed Assets (net)	\$ 26,683	\$ 16,033
Security Deposit	\$ 5,088	\$ (612)
Total Assets	\$ 810,289	\$ 816,298
LIABILITIES		
EIDL Loan	\$ 144,231	\$ 135,898
Note payable, line of credit	\$ -	\$ -
Accounts payable	\$ 10,174	\$ 11,324
Other accrued expenses	\$ 7,143	\$ 7,348
Deferred revenue	\$ 32,125	\$ 31,750
Total Liabilities	\$ 193,673	\$ 186,321
NET ASSETS		
Fund balances	\$ 572,861	\$ 546,818
Financial contingency fund	\$ -	\$ -
Current year earnings	\$ 43,754	\$ 83,159
Total Net Assets	\$ 616,615	\$ 629,977
Total Liabilities and Net Assets	\$ 810,289	\$ 816,298

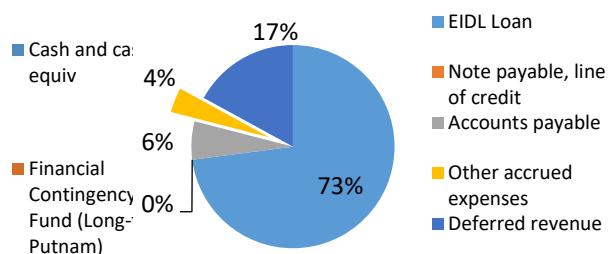
Balance Sheet - 2024



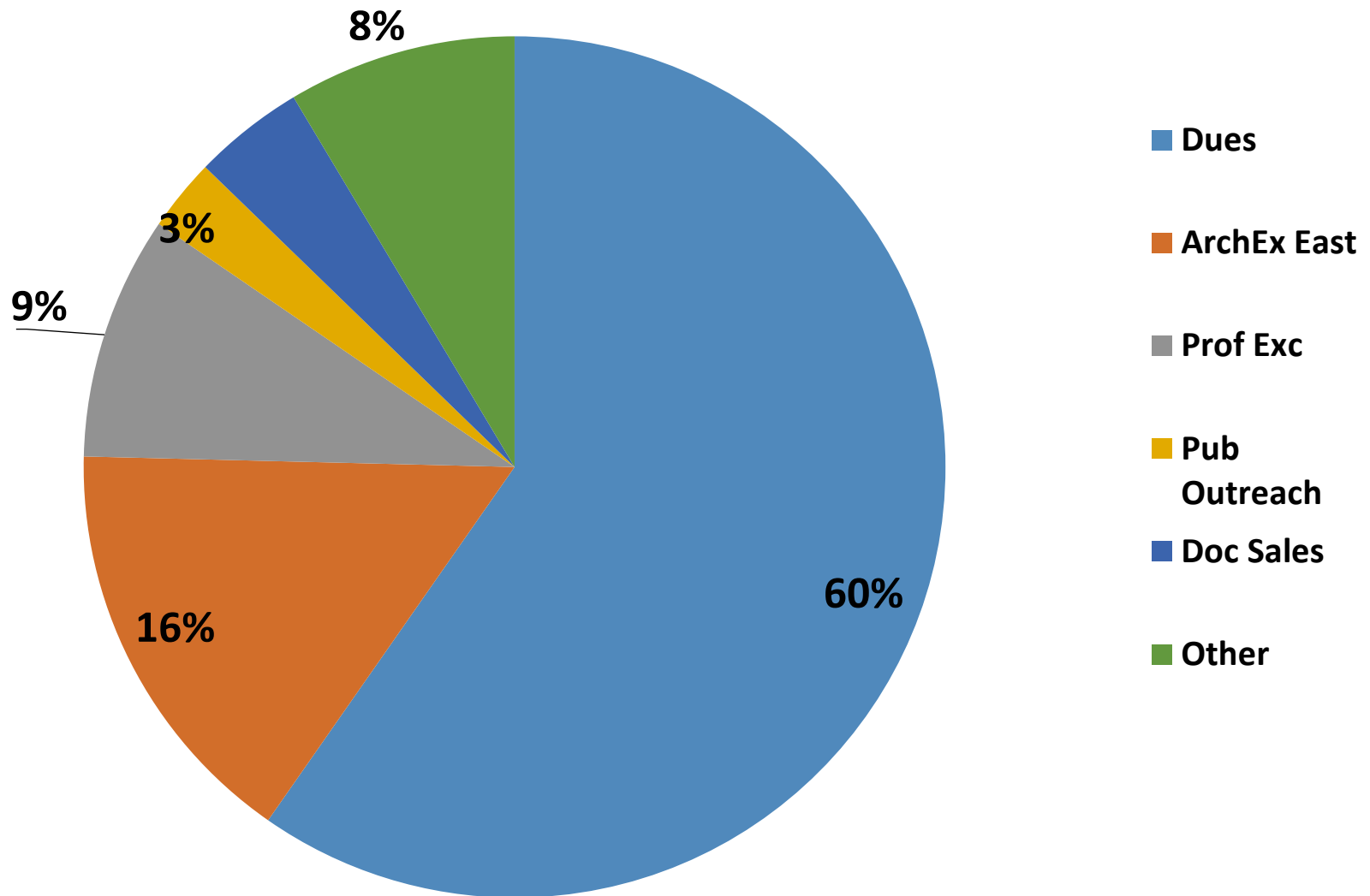
Assets - 2024



Liabilities - 2024



Revenue - 2024 \$1,080,689

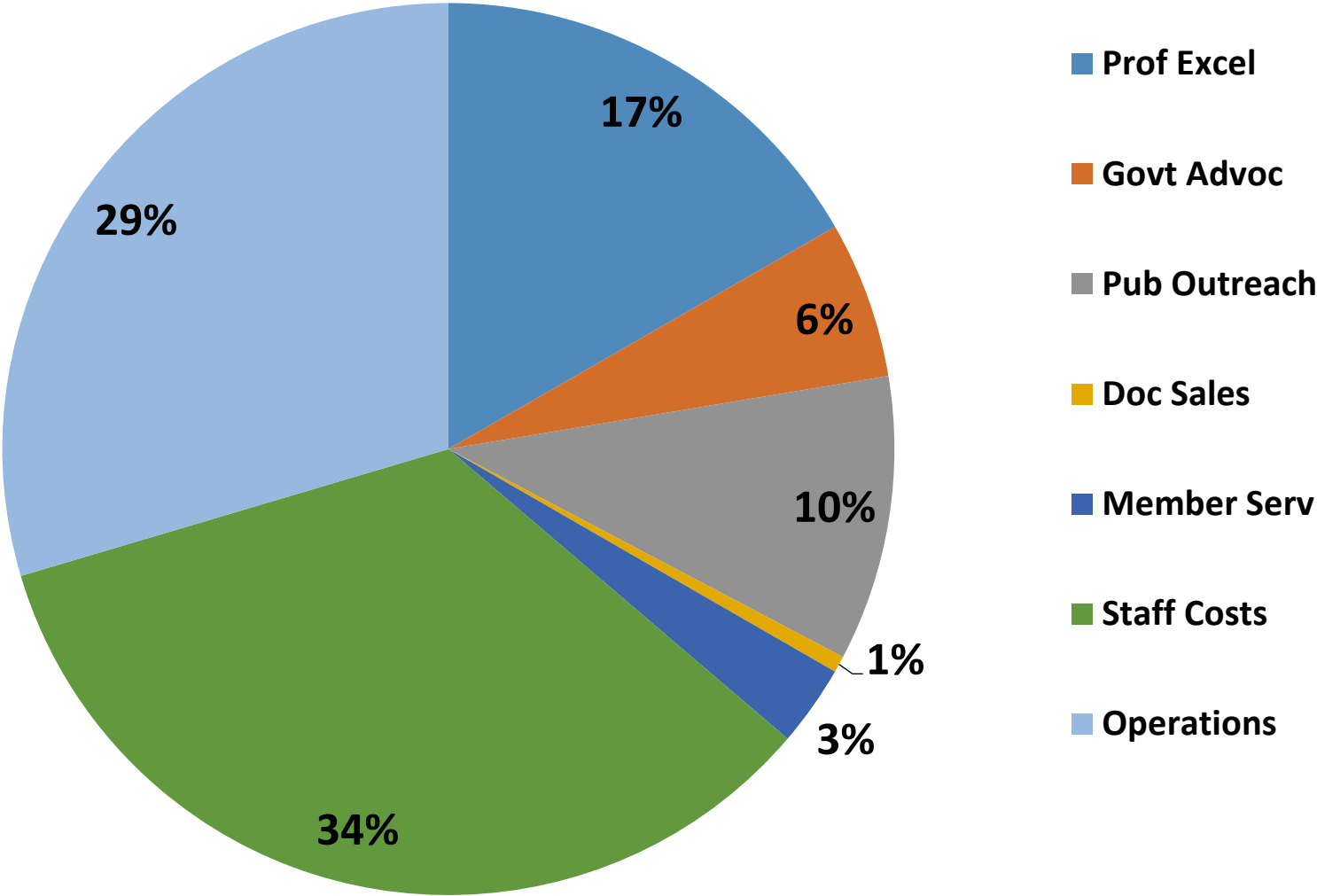


AIA VIRGINIA

INCOME STATEMENT YTD through the Third Quarter ending May 31, 2024

REVENUES	2023		2024	Budget 2024
DUES	\$ 614,733	\$	645,074	\$ 660,190
PROFESSIONAL EXCELLENCE				
CONTINUING EDUCATION				
Architecture Exchange East	\$ 159,356	\$	169,653	\$ 160,843
ACE Conference				\$ -
Professional Development Series	\$ 3,030	\$	6,784	\$ 14,250
MEMBER COMMUNITIES				
Design Forum		\$	66,605	\$ 42,000
Art of Practice	\$ 5,233			\$ -
IFRAA	\$ 200	\$	400	\$ -
Historic Resources		\$	-	\$ -
AIA Fellows	\$ 5,650	\$	6,550	\$ 6,800
Women in Design				\$ -
EMERGING PROFESSIONALS				
ELA 2.0				\$ -
Emerging Leaders in Architecture	\$ 18,234	\$	17,463	\$ 18,844
VA Society / AIA (Univ) Prize				\$ -
Intern Development Program				\$ -
OTHER				\$ -
Prize for Design Res & Schol				\$ -
Design Awards	\$ 645	\$	1,140	\$ 26,580
GOV'T ADVOCACY				\$ -
PUBLIC OUTREACH				
Inform Magazine	\$ 575	\$	435	\$ -
Electronic Communications	\$ 4,559	\$	9,641	\$ 5,000
Architecture Advocacy (VCA)				\$ -
Honors	\$ 32,855	\$	19,250	\$ 33,255
Centennial				\$ -
DOCUMENTS SALES	\$ 48,339	\$	45,072	\$ 59,200
Capital Partners				\$ -
MEMBER SERVICES / GOVERNANCE				
Services	\$ 1,000	\$	2,283	\$ -
Organizational liaison	\$ 5,486	\$	2,150	\$ 3,500
SOCIETY OPERATIONS				
Admin services/ Office Ops/ Facilites	\$ 19,246	\$	55,664	\$ -
Financial activity	\$ 13,857	\$	32,525	\$ 2,500
TOTAL REVENUES	\$ 932,995	\$	1,080,689	\$ 1,032,962

Expenses - 2024 - \$997,530



AIA VIRGINIA

INCOME STATEMENT YTD through the Third Quarter ending May 31, 2024

Members @ Year End	2023	2024	Budget 2024
Architects	1,721	1,642	1,700
Associates	538	380	500
Supplemental	-	-	-
Emeritus (total)	-	-	-
Allied	29	19	30
EXPENSES	2023	2024	Budget 2024
PROFESSIONAL EXCELLENCE			
CONTINUING EDUCATION			
Architecture Exchange East	\$ 105,418	\$ 100,957	\$ 100,000
ACE Conference	\$ 885		\$ -
Professional Development Series	\$ 873	\$ 2,095	\$ 3,700
MEMBER COMMUNITIES			
Design Forum	\$ 578	\$ 39,212	\$ 31,315
Art of Practice	\$ 2,324		\$ -
IFRAA		\$ 19	\$ -
Historic Resources	\$ 345	\$ 1,371	\$ -
AIA Fellows	\$ 7,587	\$ 8,852	\$ 6,800
Women in Design	\$ 134		\$ -
EMERGING PROFESSIONALS			
ELA 2.0			\$ 1,500
Emerging Leaders in Architecture	\$ 6,563	\$ 11,457	\$ 10,735
VA Society / AIA (Univ) Prize	\$ 3,200	\$ 2,000	\$ 5,000
Intern Development Program			\$ -
OTHER			
Prize for Design Res & Schol		\$ 13	\$ -
Design Awards	\$ 17	\$ 578	\$ 852
GOVERNMENT ADVOCACY	\$ 51,926	\$ 56,673	\$ 65,600
PUBLIC OUTREACH			
Inform Magazine	\$ 31,463	\$ 62,061	\$ 77,000
Newsletter			\$ -
External Commun / Public Relations	\$ 6,600	\$ 10,358	\$ 45,176
Architecture Advocacy (AIA-150 and VCA)	\$ 2,291	\$ 6,419	\$ 15,500
Honors	\$ 22,529	\$ 24,319	\$ 26,500
Centennial			\$ -
DOCUMENTS SALES	\$ 5,224	\$ 5,946	\$ 5,100
Capital Partners			\$ -
MEMBER SERVICES / GOVERNANCE			
Member services	\$ (1,222)	\$ 1,483	\$ 12,360
Organizational liaison	\$ 5,835	\$ 11,639	\$ 18,900
Board / Exec Comm	\$ 8,315	\$ 16,143	\$ 16,875
Planning & Evaluation / Committees			\$ -
SOCIETY OPERATIONS			
Staff costs	\$ 353,311	\$ 340,741	\$ 273,620
Financial Operations	\$ 17,177	\$ 18,287	\$ 23,250
Office Rental	\$ 67,347	\$ 73,516	\$ 75,083
Office Operations/Admin	\$ 190,520	\$ 203,389	\$ 219,596
TOTAL EXPENSES	\$ 889,240	\$ 997,530	\$ 1,034,462
EXCESS OF REVENUE OVER EXPENSES	\$ 43,754	\$ 83,159	\$ (1,500)

AIA VIRGINIA
2024 Budget vs. Actual
YTD through May 31, 2024

	REVENUES				EXPENSES				NET
	Dues	Sponsor	Other	TOTAL	Direct	Staff	OH	TOTAL	REVENUE
PROFESSIONAL EXCELLENCE									
CONTINUING EDUCATION									
Architecture Exchange East	Budget	84,998	75,845	160,843	100,000	0	0	100,000	60,843
	Actual	78,928	90,725	169,653	100,957	0	0	100,957	68,696
ACE Conference	Budget	0	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0	0
Professional Development Series	Budget	0	14,250	14,250	3,700	0	0	3,700	10,550
	Actual	2,525	4,259	6,784	2,095	0	0	2,095	4,689
MEMBER COMMUNITIES									
Design Forum	Budget		42,000	42,000	31,315	0	0	31,315	10,685
	Actual	42,675	23,930	66,605	39,212	0	0	39,212	27,393
Art of Practice	Budget	0	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0	0
IFRAA	Budget	0	0	0	0	0	0	0	0
	Actual	400	0	400	19	0	0	19	381
Historic Resources	Budget	0	0	0	0	0	0	0	0
	Actual	0	0	0	1,371	0	0	1,371	(1,371)
AIA Fellows	Budget		6,800	6,800	6,800	0	0	6,800	0
	Actual	1,000	5,550	6,550	8,852	0	0	8,852	(2,302)
Women in Design	Budget	0	0	0	0	0	0	0	0
	Actual		0	0	0	0	0	0	0
EMERGING PROFESSIONALS									
ELA 2.0	Budget	0	0	0	1,500	0	0	1,500	(1,500)
	Actual	0	0	0	0	0	0	0	0
Emerging Leaders in Architecture	Budget		18,844	18,844	10,735	0	0	10,735	8,109
	Actual	3,674	13,789	17,463	11,457	0	0	11,457	6,006
VA Society / AIA (Univ) Prize	Budget	0	0	0	5,000	0	0	5,000	(5,000)
	Actual	0	0	0	2,000	0	0	2,000	(2,000)
Intern Development Program	Budget	0	0	0	0	0	0	0	0
	Actual			0	0	0	0	0	0
OTHER									
Prize for Design Res & Schol	Budget	0	0	0	0	0	0	0	0
	Actual	0	0	0	13	0	0	13	(13)
Design Awards	Budget	0	26,580	26,580	852	0	0	852	25,728
	Actual	750	390	1,140	578	0	0	578	562
GOVERNMENT ADVOCACY									
	Budget			0	65,600	0	0	65,600	(65,600)
	Actual		0	0	56,673	0	0	56,673	(56,673)
PUBLIC OUTREACH									
Inform Magazine	Budget	0	0	0	77,000	0	0	77,000	(77,000)
	Actual	0	435	435	62,061	0	0	62,061	(61,626)
External Commun / Public Relations	Budget		5,000	5,000	45,176	0	0	45,176	(40,176)
	Actual		9,641	9,641	10,358	0	0	10,358	(717)
Architecture Advocacy	Budget		0	0	15,500	0	0	15,500	(15,500)
	Actual		0	0	6,419	0	0	6,419	(6,419)

AIA VIRGINIA
2024 Budget vs. Actual
YTD through May 31, 2024

	REVENUES				EXPENSES				NET REVENUE
	Dues	Sponsor	Other	TOTAL	Direct	Staff	OH	TOTAL	
Honors	Budget	0	33,255	33,255	26,500	0	0	26,500	6,755
	Actual	7,250	12,000	19,250	24,319	0	0	24,319	(5,069)

DOCUMENTS SALES

	Budget		59,200	59,200	5,100	0	0	5,100	54,100
	Actual		45,072	45,072	5,946	0	0	5,946	39,126

Capital Partners

	Budget	0	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0	0

MEMBER SERVICES / GOVERNANCE

Services	Budget	660,190	0	660,190	12,360	0	0	12,360	647,830
	Actual	645,074	500	647,357	1,483	0	0	1,483	645,873
Organizational Liaison	Budget	0	3,500	3,500	18,900	0	0	18,900	(15,400)
	Actual	0	2,150	2,150	11,639	0	0	11,639	(9,489)
Board / Exec Comm	Budget	0	0	16,875	0	0	0	16,875	(16,875)
	Actual	0	0	16,143	0	0	0	16,143	(16,143)
Planning & Evaluation / Committee:	Budget	0	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0	0

SOCIETY OPERATIONS

Administrative Services	Budget	0	0	0	0	0	0	0	0
	Actual	0	0	1,275	0	0	1,275	(1,275)	
Financial Operations	Budget	2,500	2,500	23,250	0	0	23,250	(20,750)	
	Actual	32,525	32,525	18,287	0	0	18,287	14,239	
Office Rental	Budget	0	75,083	0	75,083	0	75,083	(75,083)	
	Actual	54,664	54,664	73,516	0	0	73,516	(18,853)	
Office Operations	Budget	0	219,596	273,620	0	493,216	(493,216)		
	Actual	1,000	1,000	202,114	340,741	0	542,855	(541,855)	

BUDGET TOTALS	660,190	84,998	287,774	1,032,962	760,842	273,620	0	1,034,462	(1,500)
ACTUAL TOTALS	645,074	137,702	297,913	1,080,689	656,789	340,741	0	997,530	83,159

AIA VIRGINIA

2024 DUES COLLECTION REPORT

through May 2024

Collection Month	ARCHITECTS		ASSOCIATES		SUPPLEMENTAL		EMERITUS		ALLIED		Prior Years'	Total Members
	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	AMOUNT	
July											3,346.40	
August									2	750.00	3,413.22	
September	5	1,760.00							1	375.00	1,739.68	
October	65	23,517.47	15	2,700.00					1	375.00	89.50	
November	101	34,333.85	17	2,950.50								
December	274	92,484.17	48	7,703.83					3	1,125.00		
January	810	270,743.03	169	28,020.66					2	750.00		
February	218	75,087.68	44	7,951.74					1	375.00		
March	80	31,290.74	48	9,054.57					4	1,500.00		
April	75	27,963.77	25	5,346.99					2	750.00		
May	14	6,297.20	14	2,528.82					2	750.00		
Total - CALCULATED	1,642	563,477.91	380	66,257.11	0	0.00	0	0.00	18	6,750.00	8,588.80	2,319
(Over) Under Budget	58	5,554.09	121	13,650.89		0.00	0	0.00	12	4,500.00	(8,588.80)	
Budget	1,700	569,032.00	501	79,908.00		0.00	0	0.00	30	11,250.00	0.00	2,231

278 **TOTAL Emeritus at 5/31/24** (88)

Total Dues	645,073.82
(Over) Under Budget	15,116.18
Total Dues Budget	660,190.00

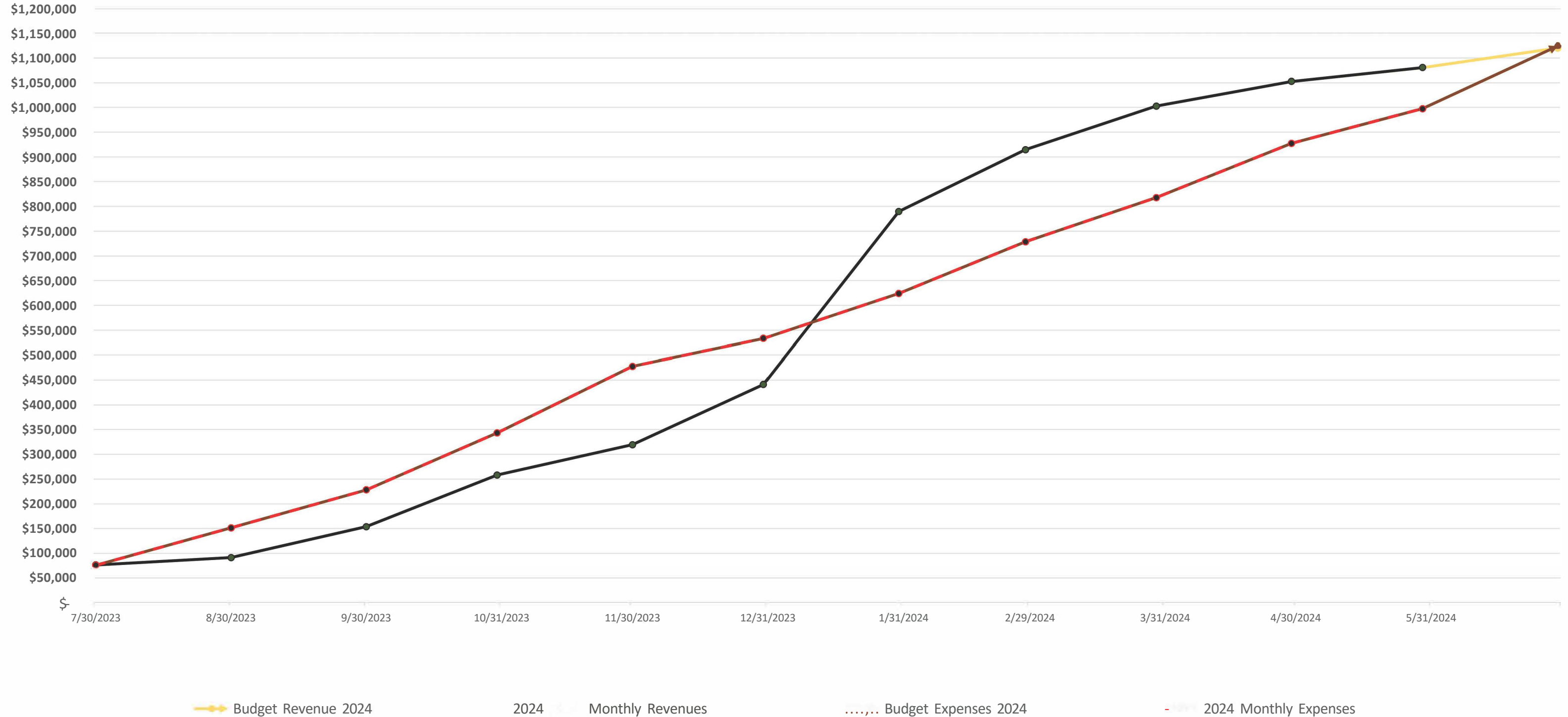
19 **TOTAL Allied at 5/31/24**

2023 Totals by Category	Architects		Associates		Supplemental		Emeritus		Allied		Pr Yr
FY 2023 May Totals											
Actual	1,721	531,587.00	538	67,059.37	0	0.00	0	0.00	19	7,500.00	8,586.94
(Over) Under Budget	(21)	22,687.00	(37)	12,848.63		0.00	0	0.00	11	3,750.00	(8,586.94)
Budget	1,700	554,274.00	501	79,908.00		0.00	0	0.00	30	11,250.00	0.00
							<u>264</u>	TOTAL Emeritus st 5/31/2023			
2023 GRAND TOTALS									<u>25</u>	TOTAL Allied at 5/31/23	
Actual		614,733.31									
(Over) Under Budget		30,698.69									
budget		645,432.00									

COMMENTS

The "QTY" amount for the TOTAL supplemental dues amount represents the number of firms reporting and paying the dues based on the worksheet.

AIA Virginia 2024 Projection



AIA VIRGINIA

INCOME STATEMENT YTD June 2024 Projection

REVENUES	2024	Budget 2024
DUES	\$ 634,629	\$ 660,190
PROFESSIONAL EXCELLENCE		
CONTINUING EDUCATION		
Architecture Exchange East	\$ 169,653	\$ 160,843
ACE Conference		\$ -
Professional Development Series	\$ 7,789	\$ 14,250
MEMBER COMMUNITIES		
Design Forum	\$ 66,605	\$ 42,000
Art of Practice		\$ -
IFRAA	\$ 400	\$ -
Historic Resources	\$ -	\$ -
AIA Fellows	\$ 6,550	\$ 6,800
Women in Design		\$ -
EMERGING PROFESSIONALS		
ELA 2.0		\$ -
Emerging Leaders in Architecture	\$ 18,138	\$ 18,844
VA Society / AIA (Univ) Prize		\$ -
Intern Development Program		\$ -
OTHER		\$ -
Prize for Design Res & Schol		\$ -
Design Awards	\$ 26,000	\$ 26,580
GOV'T ADVOCACY		\$ -
PUBLIC OUTREACH		
Inform Magazine	\$ 435	\$ -
Electronic Communications	\$ 10,841	\$ 5,000
Architecture Advocacy (VCA)		\$ -
Honors	\$ 19,250	\$ 33,255
Centennial		\$ -
DOCUMENTS SALES	\$ 54,609	\$ 59,200
Capital Partners		\$ -
MEMBER SERVICES / GOVERNANCE		
Services	\$ 2,283	\$ -
Organizational liaison	\$ 2,150	\$ 3,500
SOCIETY OPERATIONS		
Admin services/ Office Ops/ Facilites	\$ 61,389	\$ -
Financial activity	\$ 32,525	\$ 2,500
TOTAL REVENUES	\$ 1,113,246	\$ 1,032,962

AIA VIRGINIA

INCOME STATEMENT YTD June 2024 Projection

Members @ Year End	2024	Budget 2024
Architects	1,628	1,700
Associates	366	500
Supplemental	-	-
Emeritus (total)	-	-
Allied	19	30
EXPENSES	2024	Budget 2024
PROFESSIONAL EXCELLENCE		
CONTINUING EDUCATION		
Architecture Exchange East	\$ 101,000	\$ 100,000
ACE Conference		\$ -
Professional Development Series	\$ 6,264	\$ 3,700
MEMBER COMMUNITIES		
Design Forum	\$ 39,212	\$ 31,315
Art of Practice		\$ -
IFRAA	\$ 19	\$ -
Historic Resources	\$ 1,371	\$ -
AIA Fellows	\$ 8,852	\$ 6,800
Women in Design		\$ -
EMERGING PROFESSIONALS		
ELA 2.0		\$ 1,500
Emerging Leaders in Architecture	\$ 15,296	\$ 10,735
VA Society / AIA (Univ) Prize	\$ 2,000	\$ 5,000
Intern Development Program		\$ -
OTHER		
Prize for Design Res & Schol	\$ 13	\$ -
Design Awards	\$ 600	\$ 852
GOVERNMENT ADVOCACY	\$ 61,347	\$ 65,600
PUBLIC OUTREACH		
Inform Magazine	\$ 68,000	\$ 77,000
Newsletter		\$ -
External Commun / Public Relations	\$ 15,035	\$ 45,176
Architecture Advocacy (AIA-150 and VCA)	\$ 10,117	\$ 15,500
Honors	\$ 24,319	\$ 26,500
Centennial		\$ -
DOCUMENTS SALES	\$ 8,500	\$ 5,100
Capital Partners		\$ -
MEMBER SERVICES / GOVERNANCE		
Member services	\$ 1,603	\$ 12,360
Organizational liaison	\$ 13,500	\$ 18,900
Board / Exec Comm	\$ 17,500	\$ 16,875
Planning & Evaluation / Committees		\$ -
SOCIETY OPERATIONS		
Staff costs	\$ 353,419	\$ 273,620
Financial Operations	\$ 20,532	\$ 23,250
Office Rental	\$ 79,415	\$ 75,083
Office Operations/Admin	\$ 282,481	\$ 219,596
TOTAL EXPENSES	\$ 1,130,394	\$ 1,034,462
EXCESS OF REVENUE OVER EXPENSES	\$ (17,148)	\$ (1,500)

MOTION | AIA Virginia Board of Directors
FRI 21 JUNE 2024

Item

Treasurer's Report

Background

At each meeting of the AIA Virginia Board of Directors, the Treasurer presents the financial reports for the most recent concluding month.

Motion

That the Treasurer's Report be approved as presented.

PROGRAMS			REVENUES					EXPENSES					NET
			Dues	Sponsorships	Other	TOTAL	less	Direct	Staff Costs	Overhead	TOTAL	equals	REVENUE
PROFESSIONAL EXCELLENCE													
CONTINUING EDUCATION													
	Architecture Exchange East	2025 Budget - Draft #1	90,191	76,164	166,355		121,500				121,500		44,855
		2024 Budget	93,497	81,794	175,291		114,448		0	0	114,448		60,843
		2024 Actual thru Nov 2023	90,725	78,928	169,653		96,329		0	0	96,329		73,324
		2023 Budget	109,215	106,750	215,965		140,689		0	0	140,689		75,276
		2023 Actual	74,359	84,998	159,357		103,294		0	0	103,294		56,063
	Professional Development Series	2025 Budget - Draft #1	0	7,300	7,300		4,700		0	0	4,700		2,600
		2024 Budget	0	14,250	14,250		3,700		0	0	3,700		10,550
		2024 Actual thru Nov 2023	0	2,704	2,704		1,114		0	0	1,114		1,590
		2023 Budget	0	12,950	12,950		10,200		0	0	10,200		2,750
		2023 Actual	1,425	1,605	3,030		895		0	0	895		2,135
	Design Forum	2025 Budget - Draft #1	0	0	0		0		0	0	0		0
		2024 Budget	0	42,000	42,000		31,315		0	0	31,315		10,685
		2024 Actual thru Nov 2023	26,975	11,325	38,300		8,945		0	0	8,945		29,355
		2023 Budget	0	0	0		0		0	0	0		0
		2023 Actual	0	0	0		578		0	0	578		(578)
	Art of Practice	2025 Budget - Draft #1	2,500	5,000	7,500		4,500		0	0	4,500		3,000
		2024 Budget	0	0	0		0		0	0	0		0
		2024 Actual thru Nov 2023	0		0		0		0	0	0		0
		2023 Budget	2,250	2,250	4,500		2,000		0	0	2,000		2,500
		2023 Actual	4,500	2,475	6,975		4,773		0	0	4,773		2,202
MEMBER COMMUNITIES													
	Historic Resources	2025 Budget - Draft #1	0		0		0		0	0	0		0
		2024 Budget	0	0	0		0		0	0	0		0
		2024 Actual thru Nov 2023	0	0	0		1,224		0	0	1,224		(1,224)
		2023 Budget	600	1,500	2,100		1,200		0	0	1,200		900
		2023 Actual	0	0	0		345		0	0	345		(345)
	AIA Fellows	2025 Budget - Draft #1	0	0	0		500		0	0	500		(500)
		2024 Budget	0	6,800	6,800		6,800		0	0	6,800		0
		2024 Actual thru Nov 2023	1,000	4,800	5,800		510		0	0	510		5,290
		2023 Budget	1,000	5,000	6,000		6,840		0	0	6,840		(840)
		2023 Actual	1,000	4,650	5,650		7,587		0	0	7,587		(1,937)
EMERGING PROFESSIONALS													
	ELA 2.0	2025 Budget - Draft #1	5,000	81,000	86,000		38,000		0	0	38,000		48,000
	ELA 2.0	2024 Budget	0	0	0		1,500		0	0	1,500		(1,500)

AIA Virginia
2024-2025 Budget Year (Draft)
Template

PROGRAMS		REVENUES				less	EXPENSES				equals	NET
		Dues	Sponsorships	Other	TOTAL		Direct	Staff Costs	Overhead	TOTAL		REVENUE
ELA 2.0	2024 Actual thru Nov 2023				0			0	0	0		0
	2023 Budget		5,000	32,000	37,000		42,000	0	0	42,000		(5,000)
	2023 Actual				0			0	0	0		0
Emerging Leaders in Architecture	2025 Budget - Draft #1		3,500	15,844	19,344		10,650	0	0	10,650		8,694
	2024 Budget		0	18,844	18,844		10,735	0	0	10,735		8,109
	2024 Actual thru Nov 2023		2,970	11,605	14,575		4,960	0	0	4,960		9,615
	2023 Budget		2,000	15,844	17,844		9,610	0	0	9,610		8,234
	2023 Actual		2,925	15,409	18,334		8,156	0	0	8,156		10,178
AIA VA / AIA (Univ) Prize	2025 Budget - Draft #1		1,000		1,000		6,500	0	0	6,500		(5,500)
	2024 Budget		0		0		5,000	0	0	5,000		(5,000)
	2024 Actual thru Nov 2023		0	0	0		0	0		0		0
	2023 Budget		0		0		5,020	0	0	5,020		(5,020)
	2023 Actual		0	0	0		3,200	0		3,200		(3,200)
OTHER												
Design Awards	2025 Budget - Draft #1		0	27,000	27,000		825	0	0	825		26,175
	2024 Budget		0	26,580	26,580		852	0	0	852		25,728
	2024 Actual thru Nov 2023		250		250		566	0	0	566		(316)
	2023 Budget		0	24,000	24,000		1,790	0	0	1,790		22,210
	2023 Actual		200	25,330	25,530		734	0	0	734		24,796
GOVERNMENT ADVOCACY												
	2025 Budget - Draft #1		0	0	0		61,350	0	0	61,350		(61,350)
	2024 Budget		0		0		65,600	0	0	65,600		(65,600)
	2024 Actual thru Nov 2023		0		0		40,900	0	0	40,900		(40,900)
	2023 Budget		0		0		61,440	0	0	61,440		(61,440)
	2023 Actual		0		0		56,443	0	0	56,443		(56,443)
PUBLIC OUTREACH												
Inform Magazine	2025 Budget - Draft #1		0		0		0	0	0	0		0
	2024 Budget	0	0	0	0		77,000	0	0	77,000		(77,000)
	2024 Actual thru Nov 2023			435	435		42,811	0	0	42,811		(42,376)
	2023 Budget	0	0	6,000	6,000		13,700	0	0	13,700		(7,700)
	2023 Actual			575	575		40,713	0	0	40,713		(40,138)
Commun / Public Relations	2025 Budget - Draft #1		0	5,000	5,000		22,700	0	0	22,700		(17,700)
	2024 Budget		0	5,000	5,000		45,176	0	0	45,176		(40,176)
	2024 Actual thru Nov 2023			4,693	4,693		3,617	0	0	3,617		1,076
	2023 Budget		0	6,000	6,000		7,000	0	0	7,000		(1,000)
	2023 Actual			4,699	4,699		14,380	0	0	14,380		(9,681)
Architecture Advocacy	2025 Budget - Draft #1		0		0		10,500	0	0	10,500		(10,500)

AIA Virginia
2024-2025 Budget Year (Draft)
Template

PROGRAMS	REVENUES				less	EXPENSES				equals	NET
	Dues	Sponsorships	Other	TOTAL		Direct	Staff Costs	Overhead	TOTAL		REVENUE
Honors	2024 Budget	0		0		15,500	0	0	15,500		(15,500)
	2024 Actual thru Nov 2023			0		3,402	0	0	3,402		(3,402)
	2023 Budget	0		0		10,000	0	0	10,000		(10,000)
	2023 Actual			0		2,291	0	0	2,291		(2,291)
	2025 Budget - Draft #1	7,685	7,500	15,185		4,400	0	0	4,400		10,785
	2024 Budget	0	33,255	33,255		26,500	0	0	26,500		6,755
	2024 Actual thru Nov 2023	7,250	12,000	19,250		24,319	0	0	24,319		(5,069)
	2023 Budget	16,000	15,000	31,000		25,350	0	0	25,350		5,650
	2023 Actual	13,600	19,255	32,855		23,914	0	0	23,914		8,941
	DOCUMENTS SALES										
	2025 Budget - Draft #1		36,200	36,200		5,600	0	0	5,600		30,600
	2024 Budget	0	59,200	59,200		5,100	0	0	5,100		54,100
	2024 Actual thru Nov 2023		33,050	33,050		4,299	0	0	4,299		28,751
	2023 Budget	0	59,000	59,000		5,250	0	0	5,250		53,750
	2023 Actual		62,626	62,626		5,987	0	0	5,987		56,638
MEMBER SERVICES / GOVERNANCE											
Services	2025 Budget - Draft #1	667,606	0	0	667,606	11,600	0	0	11,600		656,006
	2024 Budget	660,190	0	0	660,190	12,360	0	0	12,360		647,830
	2024 Actual thru Nov 2023	559,593		1,887	561,480	637	0	0	637		560,843
	2023 Budget	645,432	0	0	645,432	12,100	0	0	12,100		633,332
	2023 Actual	622,287		1,150	623,437	(37)	0	0	(37)		623,475
Organizational Liaison	2025 Budget - Draft #1		0	0	0	33,500	0	0	33,500		(33,500)
	2024 Budget		0	3,500	3,500	18,900	0	0	18,900		(15,400)
	2024 Actual thru Nov 2023		0	0	0	6,372	0	0	6,372		(6,372)
	2023 Budget		0	3,500	3,500	20,650	0	0	20,650		(17,150)
	2023 Actual		5,466	0	5,466	13,071	0	0	13,071		(7,605)
Board / Exec Comm	2025 Budget - Draft #1				0	18,500	0	0	18,500		(18,500)
	2024 Budget		0		0	16,875	0	0	16,875		(16,875)
	2024 Actual thru Nov 2023		0		0	14,952	0	0	14,952		(14,952)
	2023 Budget		50,000		50,000	16,875	0	0	16,875		33,125
	2023 Actual		0		0	11,143	0	0	11,143		(11,143)
SOCIETY OPERATIONS											
Administrative Services	2025 Budget - Draft #1		0	0	0	5,000	0	0	5,000		(5,000)
	2024 Budget			0	0	0	0	0	0		0
	2024 Actual thru Nov 2023			0	0	0	0	0	0		0
	2023 Budget			25,500	25,500	0	0	0	0		25,500
	2023 Actual			17,000	17,000	0	0	0	0		17,000

AIA Virginia
2024-2025 Budget Year (Draft)
Template

PROGRAMS		REVENUES				less	EXPENSES				equals	NET REVENUE
		Dues	Sponsorships	Other	TOTAL		Direct	Staff Costs	Overhead	TOTAL		
Financial Operations	2025 Budget - Draft #1	0	15,000		15,000		20,000	0	0	20,000	(5,000)	
	2024 Budget	0	2,500		2,500		23,250	0	0	23,250	(20,750)	
	2024 Actual thru Nov 2023	0	25,603		25,603		15,078	0	0	15,078	10,525	
	2023 Budget	0	2,500		2,500		21,600	0	0	21,600	(19,100)	
	2023 Actual	0	19,279		19,279		18,547	0	0	18,547	731	
Office Rental	2025 Budget - Draft #1	0	34,200		34,200		43,393	0	0	43,393	(9,193)	
	2024 Budget	0			0		75,083	0	0	75,083	(75,083)	
	2024 Actual thru Nov 2023		37,510		37,510		55,068	0	0	55,068	(17,558)	
	2023 Budget	0			0		70,088	0	0	70,088	(70,088)	
	2023 Actual				0		73,074	0	0	73,074	(73,074)	
Office Operations	2025 Budget - Draft #1	0			0		283,144	380,828	0	663,972	(663,972)	
	2024 Budget	0			0		219,596	273,620	0	493,216	(493,216)	
	2024 Actual thru Nov 2023	0	1,000		1,000		147,114	256,402	0	403,516	(402,516)	
	2023 Budget	0			0		263,637	415,183	0	678,820	(678,820)	
	2023 Actual	0	1,427		1,427		229,559	386,519	0	616,078	(614,651)	
Net assets Contribution												
	2025 Budget - Draft #1	667,606	109,876	310,208	1,087,690		706,862	380,828	0	1,087,690	0	
	2024 Budget	660,190	93,497	293,723	1,047,410		775,290	273,620	0	1,048,910	(1,500)	
	2024 Actual	559,593	129,570	225,540	914,703		472,236	256,402	0	728,638	186,066	
	2023 Budget	645,432	199,665	333,150	1,178,247		763,064	415,183	0	1,178,247	0	
	2023 Actual	622,287	103,675	260,477	986,439		618,783	386,519	0	1,005,302	(18,863)	



2024-2025 DRAFT Budget Notes

() denotes FY 2023-2024 actual figures where applicable

1. Invest in future generations and develop visionary leaders for service

- **Visions (In Person)**

Budgeted Revenue: \$15,185 (\$19,250)

Budgeted Expenses: \$4,400 (\$24,319)

- **Mid-Career Professionals Leadership Program (16-20 participants)**

This program is an Executive Leadership Program for Mid-Career Professionals. Delivered through a combination of focused retreats, virtual courses, and independent study, this intensive leadership development program blends experiential learning, case studies, and individualized coaching to accelerate the development of the next generation of influential firm leaders.

Budgeted Expenses: \$1,500 (Development Stage Expenses)

- **Regional Associate Director and Young Architects Regional Director Funding**

This proposed budget provides an allocation of \$4,500 (\$2,250) to be split evenly between the two positions as travel stipends to assist them in attending AIA National events such as Grassroots and the Conference on Architecture and Commonwealth events. This item is located within the Organization Liaison Budget.

- **Amber Book Subscription for 25 Licenses**

This was funded by The Branch Museum during 2021 budget cycle. The approximate cost for Amber Book is \$6,900. This item is in the Member Services Budget. This line item will eventually switch over to Foundation.

2. Advance initiatives that promote resilient, sustainable, and equitable design excellence

- **Art of Practice (In-Person)**

Budgeted Revenue: \$7,500 (\$6,975)

Budgeted Expenses: \$4,500 (\$4,773)

- **Architecture Exchange East (In-Person)**

Budgeted Revenue: \$166,355 (\$169,653)

Budgeted Expenses: \$121,500 (\$96,329)

3. Advance initiatives that support equity, diversity, and inclusion

- **Virginia NOMA**

This proposed budget provides an allocation of \$3,000 to help the new organization's trajectory. This item is in the Architectural Advocacy budget.

4. Expand our influence by investing in strategic partnerships

- **Public Outreach Community Dinners**

This proposed budget provides an allocation of \$3,400 to cover two Community Dinners around the state which includes the cost for food and beverage. In addition, the host may require rentals for tables, chairs, and dinnerware. This item is located in the Architectural Advocacy budget.

- **NCARB Regional Summit**

This proposed budget sponsors the NCARB Region 2 Summit at \$1,000. The summit brings together practitioners, educators, and regulators from Virginia, West Virginia, Pennsylvania, New York, New Jersey, Maryland, and Washington D.C. for a collaborative educational event.

5. Promote the value of membership

- **Communications and Marketing Manager Position**

This budget allocates money for the position of Communications and Marketing in the form of 1099 employees to invest in improving our communications to our members and the public.

6. Be a model of a strong and growing non-profit organization

- **Membership Dues**

In FY 2023-2024 we anticipated the business climate improving for the fiscal year. As such, we budgeted \$660,190 in anticipation of meeting the goal and continuing to see business conditions normalize. The budgeted increase for 2025 will be by a moderate 1% to \$667,606.

- **Patrick Cushing (Fall Strategies) Lobbying Efforts**

Fall Strategies will continue to maintain its fee of \$55,000 for the fiscal year.

- **Board Giving**

Having the Board facilitate our sponsorship efforts has become increasingly important, particularly with our reduced revenues and the need to continue to make contributions to the Financial Contingency Fund. This budget does not assign any responsibility to the Board but encourages efforts to make sure the budget is a success.

- **AIA Grassroots**

This proposed budget supports a flat stipend of \$2,000 each for the President, President-Elect and Executive Vice President to attend AIA Grassroots – our national leadership development event.

- **AIA Conference on Architecture**

This proposed budget supports a flat stipend of \$2,000 each for the President, President-Elect, and Executive Vice President to attend the Conference on Architecture.

- **2025 Board Retreat**

The Board will consist of 16 members when the At-Large Director is elected. An allocation of \$10,000 has been budgeted for this strategy and planning the annual meeting and relationship building experience.

MOTION | AIA Virginia Board of Directors
FRI 21 JUNE 2024

Item

Proposed Budget FY20242025

Background

Each June, the Treasurer presents the Budget for the upcoming fiscal year to the AIA Virginia Board of Directors.

Motion

That the Budget for Fiscal Year 2024/2025 be approved as presented.



Emerging Leaders in Architecture University Task Force Report June 2024

Background

The Emerging Leaders in Architecture (ELA) Honors Academy was started in 2009 by AIA Virginia by a group of dedicated members to develop future leaders in architecture firms, in communities, and in the profession. The goal of the program is to accelerate the growth and maturity of 16 young architects and students each year through exposure and experience that will advance their careers and enhance their ability to serve society as leaders in their community.

Now in its 15th year, ELA is fully executed and managed by alumni of the program serving on an executive committee, steering committee, facilitators and mentors who are established leaders in the building, finance, non-profit, development, university, legal, consulting, and design professions and in the community at large develop and deliver the sessions, designed to provide participants with advanced knowledge and skills related to specific areas of leadership and practice.

The ELA University Task Force was formed in January 2024 for the purpose of evaluating the involvement of architecture students in the ELA program and making recommendations to the ELA leadership and the AIA Virginia Board of Directors by June 2024.

Task Force Members

1. Chris Warren, AIA (class of 2016) past chair, local steering committee chair
2. Mert Kansu, AIA (class of 2020)
3. Amber Hall, AIA (class of 2018)
4. Maggie Dunlap, Assoc. AIA (class of 2021) student participant from WAAC
5. Breanna LaTondre Helms, AIA (class of 2019) past chair, local steering committee chair
6. Brian Gore, Assoc. AIA, NOMA (Class of 2022)
7. Jacob Sherry, AIA (Class of 2020)
8. Cathy Guske (staff liaison)

Recommendation

This task force makes the following recommendations:

1. Continue to include students in the ELA class.
2. Reduce the number of students in the ELA class each year to 2 participants
3. Treat the student applications like the open applications to create competition for the student slots as opposed to only faculty nominations
4. Remove the NAAB-accredited requirement from the student application and accept applications from any students in an architecture program in Virginia

Motion

That the recommendations from the ELA University Task Force be approved.

Recommendations to ELA Executive Committee for implementation

1. Ask VANOMA if they would like to add/support a candidate (like our local nominations)
2. Indicate year of school on student application
3. A nomination taskforce be formed immediately to look at expanding promotions to schools and firms throughout the Commonwealth in the application process for the 2025 class. Breanna LaTondre Helms has offered to chair

Supplemental information

Key takeaways from research

1. **University faculty survey** (12 responses from 37 invites)
 - a. Financial assistance or transportation support is available from school for student participants in the ELA program.
 - b. Exceptions are made to the class schedule or attendance policy for ELA participants.
 - c. The ELA program is seen as valuable for students to build a network, engage in design sessions and seminars, develop collaboration and leadership skills, and address community-level challenges.
 - d. Student participation in the ELA program with other professionals is considered valuable.
 - e. Some students have provided feedback on the ELA curriculum or workload, mentioning enrichment but also challenges in terms of time commitment and impact on academic studies.
 - f. Some respondents have been involved in the ELA program as observers, nominators/selectors, or participants in final reviews.
 - g. ELA participation has an impact on student leadership or educational success at the university.
 - h. ELA participation contributes positively to future school alumni involvement.
2. **Past student participant survey** (11 responses from 25 invites)
 - a. The majority of respondents learned about ELA through their school faculty.
 - b. The majority of respondents were nominated for the program by their school faculty/dean.
 - c. The average rating for the likelihood of recommending ELA to colleagues or friends was 73 out of 100.
 - d. Recommendations for promoting the ELA program to students included marketing it as a way to teach/educate on business etiquettes and practices, staying in contact with student organizations, and showing detailed curriculum and relevance to students.
 - e. The most common expectations from the program were networking, exposure to the profession, and advancing knowledge of the practice.
 - f. The most impactful session/activity/event mentioned was a guest speaker who talked about the importance of architects in city leadership and inspired participants to become "citizen architects."
 - g. The most challenging parts of ELA mentioned were vague project requirements and difficulties in working together as a group due to geographical distance.
 - h. The most rewarding parts of ELA mentioned were the friendships and relationships developed with other young professionals and the connections made with fellow participants and guest speakers.
 - i. The accessibility of the program cost (tuition and travel) was rated an average of 65 out of 100.
 - j. The contribution of ELA to academic/professional careers was rated an average of 73 out of 100.

3. Discussions with student alumni

Phone calls were completed by the task force to 9 past student participants

- a. Both professional and student participants mentioned the value that students add to the class in terms of knowledge of current software and trends within an academic environment.
 - b. Most heard about the program through school faculty
 - c. Majority would recommend ELA program student participation
 - d. Promote earlier through AIAS/NOMAS & school architecture departments
 - e. Students had various expectations, including gaining leadership skills, networking opportunities, professional development, and smooth transition from school to practice.
 - f. The most common challenges mentioned were related to the project and managing the workload with a large group of participants. Other challenges included travel, staying organized, and balancing the program with other commitments like work or school.
 - g. Some participants mentioned the cost was not very accessible (if the school didn't cover the tuition or travel), while others felt it was fair or accessible.
 - h. The respondents generally found value in participating. (They also shared that it would have been better as a professional) The value as a grad student (esp. WAAC participants)
 - i. The majority of respondents expressed a preference for ELA to involve students within the program. Beneficial for students to have exposure to professionals and learn from their experiences.
 - j. A majority of student participants are still in Virginia and in the profession.
4. **Task force meeting conversations**
- a. There is definite positive in the student involvement contributing to future AIA involvement and a leadership "pipeline."
 - b. Student participation in ELA is valuable in fulfilling AIA Virginia's strategic goals to build university relationships & collaboration efforts
 - c. Removing the project requirement for students only was discussed but no consensus was reached on this item.
 - d. +/- of students in class (from the professional point of view)
 - i. + Their studio perspective
 - ii. - not pulling their weight on the project work
 - e. It does not matter if the student comes from a NAAB-accredited architecture program or not
 - f. There is an issue with student schedules aligning with the ELA schedule (in other words, graduations falling during May/June sessions, and students moving/taking jobs halfway through the program) - which could govern future conversations/evaluation of whether to limit participation to certain academic years (i.e. 4th years or 1st year grad students). Leniency on attendance will continue to be extended to the student participants.

MOTION | AIA Virginia Board of Directors
FRI 21 JUNE 2024

Item

Student Participation in the ELA Program

Background

The ELA University Task Force was formed in January 2024 for the purpose of evaluating the involvement of architecture students in the ELA program and making recommendations to the ELA leadership and the AIA Virginia Board of Directors by June 2024. An item documenting that effort more fully is included herewith.

The task force makes the following recommendations:

1. Continue to include students in the ELA class
2. Reduce the number of students in the ELA class each year to two participants
3. Treat the student applications like the open applications to create competition for the student slots as opposed to only faculty nominations
4. Remove the NAAB-accredited requirement from the student application and accept applications from students in any architecture program in Virginia

Motion

That the recommendations of the ELA University Task Force be approved as presented.

May 3, 2024

President Kimberly N. Dowdell, AIA, NOMAC
The American Institute of Architects
1735 New York Avenue, NW
Washington, DC 20006

Dear President Dowdell,

AIA Virginia and its local components, AIA Blue Ridge, AIA Northern Virginia, and AIA Richmond, are reaching out to express concern about activities and decisions of AIA National that have been brought forward in widely circulated letters and posts from the College of Fellows and AIA former Presidents.

Proposed amendments to AIA bylaws, specifically Article 2.42, and membership categories, specifically Articles 2.011 through 2.017, raise concerns about the organization's focus and alignment with members' interests. We request that any amendment to Article 2.42 be brought before the entire membership for vote, and that information on financial and policy implications of these proposals be provided to ensure they serve the collective needs of practicing architects.

Transparency and communication deficiencies have sparked unease among members, particularly concerning financial management and operational decisions. While we refrain from making specific allegations, the circulation of speculations regarding mispending and bias is alarming, and risks tarnishing the reputation of the organization as well as the architectural profession itself. These concerns rise to a level in which the judgment of AIA staff and elected leadership is being called into question by the members.

Thank you for your prompt communication to affirm that various letters and posts have been brought to the Board's attention, and that the questions and concerns they contain are being addressed. We're grateful that a third-party investigation will be conducted to determine if nonprofit best practices are being followed, and whether any corrective action is needed.

Organizational transparency and member-engaged processes are critical to support working partnerships with the EVP/CEO, as well as to inspire confidence in board governance and the use of financial resources, which in turn reinforces the member-driven nature of the organization.

We are hopeful that your efforts will result in the ability of AIA staff leaders to engage in their roles cleared of any wrongdoing, supported in their work, and with the opportunity to move forward in partnership with volunteer leaders, staff, and membership of the AIA at all levels.

In summary, we request transparency and timely communication in addressing these concerns and maintaining members' trust. We trust that the Board will prioritize these matters and provide the necessary reassurance to uphold the AIA's integrity.

Thank you for your attention and commitment to our collective interests.

Sincerely,

A handwritten signature in dark ink, appearing to read 'K. Callahan', with a long horizontal flourish extending to the right.

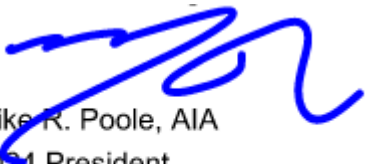
Kelly D. Callahan, AIA
2024 President
AIA Virginia



Nick Wade, AIA
2024 President
AIA Blue Ridge



Braden L. Field, AIA
2024 President
AIA Northern Virginia



Mike R. Poole, AIA
2024 President
AIA Richmond



May 1, 2024

AIA Board of Directors
1735 New York Ave NW
Washington, DC 20006

Dear Members of the AIA Board of Directors,

On behalf of the over 55,000 members of the Large States of AIA, we are writing to express our strong opposition to the proposed amendment to Chapter 2.4 DESIGNATION OF FELLOW, 2.42 Authority of the Jury of Fellows of the Institute Bylaws, conferring fellowship upon elected officers of the organization. We believe this proposed change presents several challenges that could potentially impact the fellowship program and the overall integrity of the AIA.

Foremost, the development of this proposal without input from the College of Fellows is troubling. The fellowship program stands as a cornerstone of excellence within the AIA, and any changes to its structure should be approached with careful consideration and collaboration with key stakeholders. The absence of such input raises questions about transparency and inclusivity within the decision-making processes.

Furthermore, we are apprehensive about the decision to confer fellowship upon elected leaders. This action risks diminishing the value of the honor bestowed upon the select 3% of members who have been elevated to the College of Fellows through a rigorous and deliberative process. While we acknowledge the dedication of our elected leaders, we believe that fellowship should be based on significant contributions to the profession as outlined in the current application process.

Additionally, the lack of engagement with volunteer leaders in the development of this proposal is concerning. Effective communication and collaboration are essential in ensuring that changes align with the organization's

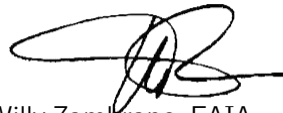
goals and values while garnering support from all stakeholders. The failure to involve volunteer leaders undermines the spirit of partnership and shared responsibility within our community.

In essence, we fear that this proposal reflects a disconnect between the AIA leadership and its membership. Therefore, we strongly urge the AIA Board of Directors to reconsider and refrain from approving the proposed changes to amendment 2.42 of the Institute Bylaws.

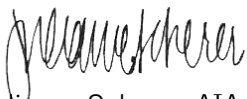
Sincerely,



Winston Thorne, AIA, NOMA, NCARB, CSBA
AIA California 2024 President



Willy Zambrano, FAIA
AIA New York State 2024 President



Julianne Scherer, AIA
AIA Colorado 2024 President



Megan Bowles, AIA
AIA North Carolina 2024 President



Rhonda Hammond, AIA
AIA Florida 2024 President



Michael Metzger, AIA, LEED AP
AIA Pennsylvania 2024 President



Jeff Jenó, AIA
AIA Illinois 2024 President



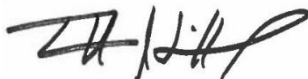
Kelly D. Callahan, AIA
AIA Virginia 2024 President



Ellen A. Watts, FAIA
AIA Massachusetts 2024 President



Dave Buescher, AIA
AIA Washington 2024 President



Todd Drouillard, AIA
AIA Michigan 2024 President



Derwin Broughton, AIA, NOMA, NCARB, WELL AP
Texas Society of Architects 2024 President



Brian W. Penschow, AIA
AIA New Jersey 2024 President



Memorandum

Date: June 7, 2024

To: AIA Membership

From: Kimberly N. Dowdell, AIA, 2024 President on behalf of the 2024 AIA Board of Directors

Subject: 2024 Annual Business Meeting Outcome

Copies: AIA Chapters and Sections

Wednesday, June 5, 2024, AIA held its Annual Meeting during the AIA Conference on Architecture & Design in Washington D.C. At the meeting, the delegates considered amendments to AIA Bylaws, resolutions, and candidates for AIA elected office.

AIA President Kimberly Dowdell, AIA, NOMAC, started the meeting by addressing an April 4, 2024, letter from 22 Former AIA Presidents to AIA's Board of Directors. The letter inquired about AIA financial and management decisions. Among the issues called into question were the sale of AIA's contract documents business, which occurred in 2020, expanding AIA membership, and an in-person AIA staff learning retreat that took place in March.

AIA's Board of Directors engaged an external law firm to conduct an independent and legally privileged review of the issues. Dowdell reported that the firm had completed their preliminary review of the staff learning retreat and presented their findings to the board. As a result, the board determined that no further action needed to be taken on that matter. The Board will continue to provide information as the rest of the external review is complete.

Following the report, delegates moved to regular business. Below is the outcome of the discussion and list of motions considered by accredited delegates during the Annual Meeting:

- Voted to accept Bylaws Motion 1 with amendments to address termination of membership for misconduct, provide clarity on the At-Large Director appointments to the Board of Directors, and accept governance edits.
- Voted to reject Bylaws Motion 2 to amend the AIA Bylaws categories of Membership related to Architect Members, Associate Members, Allied Members, and Honorary Fellows and Honorary Members.
- Voted to reject Bylaws Motion 3 to Motion to amend the AIA Bylaws to expand AIA membership to Internationally Licensed Architectural Professionals.

- Voted to reject Bylaws Motion 4 to amend the AIA Bylaws to expand AIA membership to Academic Members.
- Voted to reject Bylaws Motion 5 to amend the AIA Bylaws to expand AIA membership to Student Members.

The delegates also considered four resolutions. The outcome of the accredited delegates voted on the resolution is as follows:

- Motion to accept Resolution 1 with amendments: AIA Health and Wellbeing Policy
- Motion to accept Resolution 2: Inclusion of Additional Underrepresented Groups within the AIA Strategic Plan 2021-2025's Equity Statement.
- Motion to accept Resolution 3 with amendments: Governing Body Amendment
- Motion to reject Resolution 4: Providing Virtual Attendance Options for AIA Annual Conference and Women's Leadership Summit.

In accordance with the AIA Rules of the Board, resolutions adopted at the Annual Meeting will be referred to the Board of Directors during their Board meeting on September 12, 2024, for consideration of ratification and implementation.

The AIA Board of Directors would like to thank all the accredited delegates who participated in the Annual Business Meeting.

Sincerely,



Kimberly Dowdell, AIA
2024 President

The AIA Board of Directors, in collaboration with our communications team, is aware of and working to respond to recent media developments. As we move forward, we'll keep you updated with responses or pertinent information that you can have at your disposal. If a media outlet contacts you regarding these or other AIA HQ issues, we ask that you please direct them to the AIA media team:

- Frank Scanlan: frankscanlan@aia.org
- Katie Jacobs: katiejacobs@aia.org

We can best manage the media impact and protect AIA's brand if we approach our response in a coordinated and centralized way. We have updated the talking points to help you respond verbally to AIA chapter volunteer leaders and members. Currently, these updated talking points are not intended to be shared or sent directly to all members or posted to any public-facing site. The updated talking points are available for [download here](#). In addition, the AIA Board-directed external review is ongoing, demonstrating our commitment to transparency and accountability. Once the review is completed, the Board will communicate further information and clarifications about the issues raised.

Next, in case you missed it, the Board of Directors has finalized the Annual Business Meeting summary. You can download it by [clicking here](#).

Please let me or Jen Schlueter know if you have any questions. We appreciate your time and effort in leading your chapters and being a part of the AIA community.

Thanks, and talk to you soon.

Kevin D. Watkins, CAE (he/him)

Memorandum

Date: May 24, 2024 (UPDATED 6/10/24)

To: Component Executive Directors

Subject: FAQs

The below is to provide information to chapter leaders regarding questions they and their members may have. Please do not distribute this document as it will be updated on this page regularly as new information becomes available—including new information from the external review from an independent firm. Please check this site frequently to see the latest.

As AIA corrects information, we appreciate your support. Feel free to verbally share this information with members, and send all press inquiries to AIA national media leads [Katie Jacobs](#) and [Frank Scanlan](#).

Sale of Contract Documents - 13.5 Million Dollar Budget Reduction

Why did we sell it? Who decided? Etc.

- The decision to sell contract documents was made by a previous board and past staff leadership, therefore we do not have insight into the conversation surrounding that discussion other than they believed it was in the best interest of AIA at the time. Additionally, an NDA was signed which protects additional details of the sale.

How much revenue did AIA lose? Is this a one-time loss or is it in perpetuity? Is AIA financially healthy?

- AIA is financially healthy and has received a clean audit for the past three budget cycles. The board and staff are planning for the 2025 budget, which is 13.5 million dollars less than the 2024 budgeted amount. This new budgeted amount will carry forward for every year thereafter or until new revenue streams are realized.

Staff Contact: Terri Stewart

Volunteer Contact: Heather Philip-O'Neal, AIA Treasurer

Refer them to the May 15 Focused Q&A recording

Building Renovation

Why are we renovating? Who decided? When? Etc.

- The decision to renovate the building and the loan amount was made by a previous board and past staff leadership, therefore we do not have insight into the conversation surrounding that discussion other than they believed it was in the best interest of AIA at the time and the building was in need of an update.

Why didn't AIA pursue a historic tax credit for the building project?

- The Historic Tax Credit program is applicable to certified historic buildings or neighborhoods. The AIA HQ is neither of those. The project started in 2019 and was not eligible at the time. It became eligible in 2023 due to its age but early in the development of the project, previous AIA leadership decided not to pursue historic designation.
- Recognizing that it would be eligible at some point in the future, the designers evaluated the property, designated various preservation zones in the building, and designed their work to protect these spaces. This will enable it to be certified at a later date.

Architect Magazine

Why did Architect magazine disappear? Why weren't members notified?

• Zonda, publisher of *Architect* magazine, decided to cease physical publication of the magazine, thus ending its contract with AIA. AIA did not produce the magazine, rather maintained a licensing and content agreement with Zonda. This was explained in an email to members on December 19, 2023. AIA has since launched AIA Architect, an online content hub aligned with its member newsletter.

www.aia.org/aia-architect

Membership Categories (Updated 6/10/24.)

During the AIA 2024 Annual Business Meeting, there were four motions to change AIA Bylaws related to membership. Delegates rejected motions that would have incorporated a new definition of Associate AIA status and expanded Associate AIA statuses to include senior associate, and international members, as well as modernizing benefits for allied members, honorary fellows and honorary members. Members also rejected a motion to extend AIA membership to internationally licensed architectural professionals and to amend bylaws to expand AIA membership to academic and student members.

Automatic Elevation

- During the May 8, 2024, AIA Board of Directors meeting, the Board discussed the feedback and comments received from AIA members and chapters.
- The AIA Board of Directors voted in favor of amending the AIA Bylaws to automatically elevate eligible recipients of the Whitney M. Young, Jr. Award.
- The AIA Board of Directors voted to oppose the proposed amendments to 2.42 related to the automatic elevation of elected AIA officers.
- The AIA Board of Directors voted to form a task force to implement solutions on past findings and take action on the Honors and Awards equity assessment, taking into account previous efforts, and working in collaboration with COF, NOMA, and all necessary stakeholders.
- The Board and AIA staff will continue to look at the Institute's processes for amending the AIA Bylaws in the future. Going forward, we will seek to ensure transparency and more effective communications around our decision-making.
- A message went to all AIA members on May 8. That memo can be found on the Annual Business Meeting website at www.aia.org/2024-annual-meeting

Presidential Stipend

In July 2022, the board discussed introducing a stipend for the president and president-elect. In December 2022 the policy was approved to provide a stipend to the president and president-elect in compliance with the IRS code. Approved minutes are available at request by AIA members at archives@aia.org. AIA does not post minutes from the AIA Board meeting online under governance best practices.

General Counsel

AIA's General Counsel Terry Ona is no longer with AIA. As you may know, due to confidentiality concerns, we cannot comment on employee matters.

Punta Cana (UPDATED 6/10/24. Independent review complete. Response below from AIA Board of Directors with findings from external firm that conducted independent review, Miller & Chevalier.)

On April 4, 2024, the AIA Board of Directors received a letter from twenty-three former presidents setting forth concerns related to certain operational and financial matters. The AIA Board took swift action to review the concerns, including by engaging an external law firm to conduct an independent and legally privileged review of the issues and facts relating to the concerns raised. As a matter of urgency, the Board directed external counsel to review the planning and execution of the AIA Staff Learning Retreat that took place in March 2024. The review focused on the specific issues raised to the Board. That portion of the review has now concluded. The Board has reviewed the facts found and considers the concerns raised in the April 4 letter to have been addressed and that there is no action to be taken by the Board in connection to the staff retreat.

Specifically, we considered the following facts to be important:

- The AIA Chief Executive Officer (CEO) worked with AIA's Marriott representative to identify the destination for the staff retreat and selected the ultimate destination (The Royalton Bavaro Resort in Punta Cana) from several options presented by the Marriott representative.
 - No other travel agency or events management company was involved in or received payment in connection with the planning or execution of the staff retreat.**
- The CEO negotiated the contract with the Royalton Bavaro in consultation with the then-current General Counsel, who provided written edits to the contract that the CEO subsequently submitted to the Royalton Bavaro.*
- The CEO later involved the Chief People Officer, the Senior Vice President of Sales, Events, & Exhibitions, the Chief Strategy Officer (CSO), and the Chief Financial Officer (CFO) in the planning and programming of the staff retreat.*
- The CEO and the Chief Strategy Officer conducted a pre-retreat site visit. The accommodations costs associated with the site-visit were included in the contract reviewed by the CEO and the then-General Counsel.*
- The value of the contract with the Royalton Bavaro fell within the CEO's approval authority.*
- The staff retreat was funded through the 2024 budget, which the Board of Directors reviewed and approved.*
- The CEO allocated the Marriott Bonvoy points accrued from the retreat to her personal Marriott Bonvoy account. The CEO did this in consultation with the CFO with the understanding that the points will be used for future AIA business.*

We understand that some of you may have questions, however, because other issues remain under review, and in order to protect the independence and integrity of the ongoing review, and to protect the attorney-client privilege of this external engagement, we will not be providing any details at this time.

Staff Turnover

The board isn't involved in staff decisions, and we haven't seen anything that would indicate a problem. AIA's current employee retention rate is 88.7% better than the US average in 2023, which according to consulting firm Mercer, was 82.7%. Additionally, earlier this year, AIA was certified a Great Place to Work®, based on a third-party survey of all AIA staff.

Paul Battaglia

From: Paul Battaglia
Sent: Friday, April 26, 2024 4:50 PM
To: Shawn Mulligan; Kelly Callahan; Meagan Jancy; Mitch Rowland; Bill Hopkins; AIA Karen M. Conkey - Conkey Architects (kconkey@conkeyarchitects.com); 'pc4v@virginia.edu'; Robert Dunay; Hall, Amber; TJ Meehan; Schlichting, Amanda; Michael Schwartz; Warees Smith; DAYA.TAYLOR@hamptonu.edu; Ashleigh Walker; npoole@2pa.net
Subject: AIAVA BOD communications plan

following up on today's BOD MTG...

concerning any questions/requests for comment we might receive concerning the issues with AIA [national] from any and all parties; to include members, local chapters, the press, etc/et al

TALKING POINTS

- we are aware of a number of issues/allegations
- we are a member-led organization with 167 years of history
- we are confident that the members can and will successfully address these challenges and resolve these issues
- you can please refer the party to pres callahan, pres-elect jancy, or myself for additional comment
- the proper response to additional/follow up questions will please be "no comment"
 - with a repeat of the referral to pres callahan, pres-elect jancy, or myself

NOTES

- it is important to refrain from describing/listing/discussing any of the specific issues/allegations
- less is more; please don't fall prey to curiosity
- it is tempting to want to offer a response; "no comment" is a response

we will continue to keep you posted
and we can discuss revising/amending this approach as needed

thank you each and all

Paul R Battaglia, AIA
Executive Vice President

AIA Virginia
P.O. Box 2626
Chesterfield, VA 23832

M (757) 355 1103
pbattaglia@aiava.org
aiava.org

pronouns: he/him/his

Paul Battaglia

From: Kevin Watkins <kevinwatkins@aia.org>
Sent: Monday, June 10, 2024 10:15 AM
To: Paul Battaglia
Subject: 2025 AIA (HQ) Member Dues Information

Hello Paul,

It was wonderful seeing many of the component leaders last week at AIA24. Over 14,000 attendees came to Washington, DC, to network, share knowledge, and master new skills. Thanks to the chapter network for your promotional efforts and involvement in making the conference successful!

AIA's Board of Directors approved the new 2025 membership dues. The dues increase is determined by the core CPI (consumer pricing index) rate of 3.9%, designed to rival inflation. The core CPI is the price index for all urban consumer items but does not include food and energy, which are much more volatile.

The 2025 dues increase will support expanded resources and program efforts for members. In addition, it will allow continued investment in AIA's federal policy initiatives alongside continued efforts to communicate how architects change the world through their work. The 2025 national dues amount will be:

- \$330 – AIA members, a \$12 increase from 2024
- \$143 – Associate AIA members, a \$5 increase from 2024
- \$239 – International Associate members, a \$9 increase from 2024
- \$442 – Allied members, a \$17 increase from 2024

If you know of a member having difficulty paying their dues, we strongly encourage the individual to apply for a dues waiver. This program allows waived dues for up to three years for those members facing financial hardship. The dues waiver program has helped many members stay active and involved with AIA as they navigate difficult circumstances. If you or a member would like to learn more about the dues waiver program, don't hesitate to contact our membership team at memberservices@aia.org.

We are finalizing our communications plan for the upcoming renewal cycle by focusing on the following key areas of success and highlighting how AIA is working to increase the value of its programs and offerings. Our precise messaging will focus on the following successes over the past year:

- Website and Digital Hub
- National Defense Authorization Act
- Chief Architect Initiative/ U.S. Conference of Mayors Partnership
- AIA/Deltek Architecture Billings Index (ABI)
- AIA Conference on Architecture & Design
- Women's Leadership Summit
- Stop the Clock
- Guides for Equitable Practice
- Future Focused Video Series

Final messaging on these items will be shared with all chapters so that you can incorporate them into your great efforts to highlight your work at the local and state levels. We hope this information is helpful as you and your volunteer leaders determine local and state dues rates for the upcoming year.

[2025 Call for Dues webinar](#)

Mark your calendar for the 2025 Call for Dues webinar on June 26 at 2pm ET. Chapter leaders will again be asked to submit their 2025 dues online via the Chapter Portal. In this webinar, AIA staff will demonstrate how to submit chapter dues using the portal, provide an overview of the updated chapter letter development process, and share the 2025 membership renewal cycle timeline. [Register here](#) to reserve your spot.

Please let me know if you have any questions about this information.

Thanks, and talk soon!

Kevin D. Watkins, CAE (he/him)
Chief Membership Officer

Achiever | Strategic | Activator | Futuristic | Arranger

The American Institute of Architects

1735 New York Avenue, NW, Washington, DC 20006

(202) 626-7370 Office

(469) 503-1777 Mobile

kevinwatkins@aia.org

aia.org



Statewide Agreement for States with Multiple Components

This Agreement is between “the Parties”:

- AIA Virginia
- AIA Blue Ridge
- AIA Central Virginia
- AIA Hampton Roads
- AIA Northern Virginia
- AIA Richmond

The purpose of this Agreement is to ensure that Core Member Services are delivered to all AIA members within Virginia and to record the intention of all parties to this Agreement to work together toward that effort.

Definitions

- “Core Member Services” are those specified in the 2018 AIA Core Member Services Requirements booklet.
- “AIA” is The American Institute of Architects.
- “Secretary” is the Secretary of the AIA.
- “Component” is a state component, a local chapter, or a mandatory section of the AIA. (A mandatory section is a section with required membership.)
- The terms “Party” and “Parties” refer to the components executing this Agreement.
- Membership counts include all categories of professional membership (Architect, Associate, International Associate, and Emeritus members, and Fellows), but not allied, student affiliate, or other members. The members included in the count are referred to as the “AIA members.”
- “Resource Allocation” refers to the model of allocating funding to components based on membership that phased in from 2016-2020 and existed through 2023.
- “Component Investment Fund” refers to the model of allocating funding to components based 80% on membership and 20% on performance (member attendance at the current year offering of AIA Conference on Architecture and Design and AIA Women’s Leadership Summit). This model commences in 2024.

Terms for Distributing AIA Component Investment Fund

We understand that AIA will distribute 80% of the quarterly fund payment to components in Virginia based on the state's pro-rata share of the total number of AIA members in good standing as of August 1 of the prior year (as shown on the Regional Membership Count Report); these are the "Tier One" monies. We understand that AIA will distribute 20% of the quarterly fund payment to components based on the members who attended the AIA Conference and AIA Women's Leadership Summit; these are the "Tier Two" monies.

Instructions to AIA Finance Office:

For the Tier One monies, AIA should set aside the following percentage of statewide funding for the state component in the chart below. AIA will then distribute all remaining funds among the local components in the state on a pro-rata basis according to their membership on August 1 of the prior year.

Component Name	Percentage
AIA Virginia	50%

For the Tier Two monies, AIA should set aside the following percentage of statewide funding for the state component in the chart below. AIA will then distribute all remaining funds among the local components in the state based on the members who attended the AIA Conference and AIA Women's Leadership Summit.

Component Name	Percentage
AIA Virginia	20%

Instructions to Local Chapters: Each year, AIA Virginia will further distribute funds from its Tier One monies to local chapters in accordance with the following:

Local Chapter Participation in AIA programs

AIA Virginia will reimburse Local Chapters for eligible expenses incurred to attend:

- AIA Conference on Architecture and Design
- AIA Women's Leadership Summit
- Leadership Summit [DC]

AIA Virginia will issue payment for \$1,000.00 (one thousand dollars) per calendar year to Local Chapter within 60 (sixty) days of the first event attended.

Local Chapter Participation in AIA Virginia programs

AIA Virginia will reimburse Local Chapters for eligible expenses incurred to attend:

- ArchEx
- Design Forum
- Art of Practice
- Virginia Leadership Summit

AIA Virginia will issue payment for \$500.00 (five hundred dollars) per calendar year to Local Chapter within 60 (sixty) days of the first event attended.

Should AIA Virginia receive less than \$7,500.00 (seven thousand five hundred dollars) of Tier One monies from AIA, the payments offered to the local chapters will be reduced equally. In no case will the amount of monies made available to the local chapters exceed the total of Tier One monies received by AIA Virginia.

Terms

This Agreement will commence on 1 JAN 2024 and will remain in force until the Parties agree in writing to terminate it. Parties agree to confer on their mutual satisfaction with this agreement and negotiate any revisions and/or amendments no later than 7 November 2024.

This Agreement supersedes any and all Agreements between the Parties pertaining to the Resource Allocation and/or Component Investment Fund.

The Parties acknowledge that they must be able to fulfill their responsibilities under this Agreement in accordance with the provisions of the law and regulations that govern their activities. The Parties assume full responsibility for their performance under the terms of this Agreement.

This Agreement is the complete agreement between the Parties.

Amendment or Cancellation

No Party to this Agreement may assign or transfer the rights or responsibilities specified in this Agreement without the prior written consent of the non-assigning Parties, whose approval shall not be unreasonably withheld.

This Agreement may be amended or modified only in writing by mutual signed consent of each Party who is affected. Such amendments or modifications shall be recorded in writing with a copy sent immediately to the Secretary. Amendments affecting the distribution of AIA revenues will become effective in the first quarter of the following calendar year.

The Parties will confer in good faith to promptly resolve any dispute between or among them. If the Parties are unable to resolve the dispute, the matter may be mediated with the assistance of the AIA. Any disputes that are not resolved through this process will be submitted for decision to the Secretary, who will have authority to take whatever action he or she may find appropriate.

Authorization

Each component will become a party to this Agreement upon its execution by one duly authorized representative of the component. In order to receive AIA Component Investment Fund quarterly payments, there must be a signed agreement on file.

Electronic signatures are acceptable for this document.

1. Component Name and Address: AIA Virginia

President's name: _____ Signature: _____ Date: _____

OR President-elect's name: _____ Signature: _____ Date: _____

OR Executive Director's name: _____ Signature: _____ Date: _____

2. Component Name and Address: AIA Blue Ridge

President's name: _____ Signature: _____ Date: _____

OR President-elect's name: _____ Signature: _____ Date: _____

OR Executive Director's name: _____ Signature: _____ Date: _____

3. Component Name and Address: AIA Central Virginia

President's name: _____ Signature: _____ Date: _____

OR President-elect's name: _____ Signature: _____ Date: _____

OR Executive Director's name: _____ Signature: _____ Date: _____

4. Component Name and Address: AIA Hampton Roads

President's name: _____ Signature: _____ Date: _____

OR President-elect's name: _____ Signature: _____ Date: _____

OR Executive Director's name: _____ Signature: _____ Date: _____

5. Component Name and Address: AIA Northern Virginia

President's name: _____ Signature: _____ Date: _____

OR President-elect's name: _____ Signature: _____ Date: _____

OR Executive Director's name: _____ Signature: _____ Date: _____

6. Component Name and Address: AIA Richmond

President's name: _____ Signature: _____ Date: _____

OR President-elect's name: _____ Signature: _____ Date: _____

OR Executive Director's name: _____ Signature: _____ Date: _____

END OF AGREEMENT



ArchEx + Visions 2024

When: November 6-8, 2024

Where: Richmond Marriott, Richmond, VA

BOD Update: 6.21.24

Program Goals for 2024:

- Attract and increase student and Emerging Professionals' participation
- Increase Exhibitors
- Elevate Visions for Architecture
- 300 tickets sold for ArchEx
 - 251 tickets sold in 2023
- 450-500ppl in attendance at ArchEx
 - 419ppl in attendance in 2023
- \$100k in sponsorships for ArchEx
 - \$90,725 in sponsorships in 2023
 - Currently at \$48,500 in sponsorships
- 200ppl in attendance at Visions
 - Had 109ppl in attendance in 2023

Program Update:

The Education Advisory Committee continues its work on curating the content of Architecture Exchange East. The event is scheduled for Wednesday, Nov. 6 – Friday, Nov. 8 at the Richmond Marriott. In an effort to save money and take action on feedback, we changed the location of the program to provide a space that is more convenient for attendees. We believe that having our program in one place will attract more attendees, it will be more of an intimate atmosphere to engage and network, and the quality of the food and service is superior compared to the GRCC. In addition, change is good.

The conference program theme has been narrowed down to Adapt/Adaptability/Adaptive. Wednesday's agenda will be kicked off with a Keynote, followed by the Annual Meeting + Lunch, 4 tours around the city, several education sessions, and finally an Opening Night Reception to gather and network with AIA Virginia members. Thursday's programming will contain several engaging sessions for our Emerging Professionals audience, including a plenary ELA Presentation session and then Thursday will be capped with the Visions for Architecture Gala where we will celebrate our Design Award recipients and those receiving Honors Awards. Friday programming will include several more education/networking sessions, SAP training, and tentatively conclude at noon. We have around 35-40 education sessions.

Tickets will go on sale **Tuesday, September 3, 2024.**

AIAVA Potential Advocacy Initiatives 2024

- statute of limitations for DGS projects (15 to 7 yrs; 10 yrs if must be)
- adjustments to DEB rate schedule; professional services rate schedule
- non-binding cost estimates (NBCEs): development, utility
- VA Terms and Conditions of the A/E Contract (CO-3a); standards for A/E services
- DGS protections for “lessons learned”/peer reviews
- alternate paths to licensure/examination [alternate education requirements]
- research easements
- amortization of R&D/179D tax credits
- VA and BUY AMERICA
- what else?

engage in due diligence into early JUNE

and then we'll look to get rolling on selected issues mid-JULY

AIA Virginia Advocacy Successes

2024

- Historic Rehabilitation Tax Credits
 - Supported HB 960 and SB 556 which increased the maximum credit per year from \$5M to \$7.5M (without establishing an annual cap on the overall program)
- DPOR suspensions
 - Supported HB 120 which directed DPOR to distinguish suspensions provoked by minor administrative (bouncing a check when renewing) from those resulting from substantial disciplinary actions
- APELSCIDLA Quorum
 - Supported HB 350 which adjusted the quorum requirement of the Board so that the progress of the Board is impeded less frequently
- Single Stair Study
 - Supported HB 368 and SB 195 which directed DHCD to convene an advisory workgroup to study the possibility of allowing Group R-2 occupancies to be served by a single exit in buildings not more than six stories above the grade plane
- Building Code Amendment NOIRA
 - Successfully opposed an ill-considered attempt to apply Executive Orders One and 19-2022 (which seek to reduce unnecessary regulation by 25%) to the 2021 Uniform Statewide Building Code

2023

- Refinements to Pay when Paid Legislation
 - Supported HB 2500 and SB 1313 which clarified that contracts pertaining exclusively to the procurement of professional services were excluded from the Pay when Paid requirements.
- Amendments to Legislation establishing Universal Licensure
 - Worked to have HB 2180 and SB 1213 satisfactorily amended such that they explicitly exclude professional services from the legislation requiring the regulatory boards within the Department of Professional and Occupational Regulation, upon application by an individual, to recognize licenses or certificates issued by another state as fulfillment of qualifications for licensure or government certification in the Commonwealth.

2022

- Architectural and Professional Engineering Term Contracting via [HB 429](#) and [SB 225](#)
 - Sponsored this legislation which provides that the sum of all projects performed in an architectural and professional engineering contract term shall not exceed \$10 million, and the fee for any single project shall not exceed \$2.5 million. The bill allows a contract for multiple architectural or professional engineering projects to be renewable for up to three additional terms at the option of the public body. This bill simplified the code section so that there is continuity between jurisdictions regarding limits on term contracts while providing more business access for firms.
- Conforming Virginia's Taxation System with the Internal Revenue Code via [HB 971](#)
 - Supported this bill which ensures aid granted to businesses through the Paycheck Protection Program and Rebuild Virginia grants during the pandemic would not be treated as taxable income.

2021

- PPP Forgivable Loan Tax Conformity via [HB 1935](#) and [SB 1146](#)
 - Each year the General Assembly decides which federal tax provisions the Commonwealth will conform to, so Virginians know which provisions apply when filing their state income tax returns. Because of the pandemic, Congress passed numerous federal tax changes in the CARES Act and Consolidated Appropriations Act to provide immediate relief to struggling employers.
 - Specifically, two tax provisions were provided to PPP loan recipients 1) forgiven loans would not be taxable and 2) business expenses paid with those loan proceeds could be deducted.
 - Both bills included the income exclusion provision. There was question regarding what to include regarding deductibility [\$25,000 in one bill vs. \$100,000 in the other bill].
 - AIA Virginia was part of a 43-Member Coalition that successfully advocated for the \$100,000 deduction cap. This provides full deductibility to almost 80% of Virginia businesses who received a PPP loan.
- Defeat of [HB 2259](#) – Governor; issuance of licenses to persons denied by regulatory board
 - This bill provided that the Governor may issue a license of the kind granted by a regulatory board under the Department of Professional and Occupational Regulation (ex: architecture) to any person whose application for such license to such board has been denied.
- An active stakeholder on [HB 5002 – Establish Small Business & Women-owned & Minority-Owned Business Procurement Enhancement Programs.](#)
 - Governor Ralph Northam announced the results of the Commonwealth's disparity study, which demonstrate the need for narrowly tailored race- and gender-conscious measures to increase equitable opportunities for woman- and minority-owned businesses in state contracting. The outcomes of the study will guide the Northam Administration's ongoing work with General Assembly leaders to increase supplier diversity and equity in the state procurement process.
 - AIA Virginia supported this legislation, however it did not pass in its current form. Due to our support, the Administration has committed to giving AIA Virginia a seat at the table during the discussions to retool the legislation for reintroduction.
- Launch of ARCHITECTS Speak Up!
 - We launched an event that consisted of 10 virtual introductory meetings between state legislators and AIA Virginia members to forge new relationships and discuss issues in our respective communities. In these meetings, architects effectively articulated the importance of our profession and unique skillsets as problem solvers. The result was that AIA Virginia became a resource for industry issues to our state's elected officials.

2020

- Eliminating "Duty to Defend" language in public contracts via [SB 658](#)
 - Made the "duty to defend" language in indemnification clauses against public policy. This language in public contracts is often uninsurable by your professional liability carriers. Prior to this bill, this language was rarely negotiated out of design contracts by local governments.
- Statute of Limitations for Design and Construction Projects via [HB 1300](#) and [SB 607](#)

- Provided for a 15-year statute of limitation for design and construction projects performed for the Commonwealth of Virginia, including public institutes of higher education. Before passage of this legislation, architects were liable in perpetuity for their design work on these projects.

2019

- Preservation of Qualifications Based Selection via [HB 2198](#)
 - This was AIA Virginia's bill to close the QBS "loophole" that existed in the law. Due to an administrative drafting error to a 2013 bill that attempted to clarify components of the Virginia Public Procurement Act, the requirement for QBS had been eliminated. We realized this when local governments began to exploit this "loophole" in its solicitation of professional services. This bill corrected this drafting error.

Appointments to Boards and Commissions

Since 2018, AIA Virginia has successfully advocated for its members to be appointed by the Governor or a State Agency to the following Boards and Commissions that impact our communities and profession:

- Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (APELSCIDLA)
- Fair Housing Board
- Art and Architectural Review Board
- Capitol Square Preservation Council
- Secure and Resilient Commonwealth Panel
- Residential Sprinklers Study Group
- Active Shooter and Hostile Threats in Public Buildings Study Group
- In-Building Emergency Communications Study Group
- Department of Housing and Community Development Energy Sub-Workgroup
- Department of Housing and Community Development Resiliency Sub-Workgroup
- Department of Housing and Community Development Statewide Fire Prevention Code Sub-Workgroup



Through the [AIA Virginia PAC](#), we support candidates who understand the architecture profession. When these candidates win, they bring that understanding to the General Assembly and to issues that are important to us and the built environment.

A strong PAC is critical to our advocacy efforts and is completely funded by donations from members just like you. Remember: membership dues will never be used to support a political candidate. Read [FAQs](#) about our PAC giving.

Please [give today](#).