



# AIA grand rapids

A Chapter of The American Institute of Architects

Purpose: Board Meeting  
Location: The Design Forum  
Date: September 3, 2013  
Time: 4:10 p.m. to 5:40 p.m.

## **Board Members Present:**

Brian Swem – President  
Mike Belisle – Vice President  
Neale Bauman – Treasurer  
Greg Metz – AIA MI Director  
Gary Gerber – Continuing Education Director  
Mark Rysberg—Professional Affiliates Director  
Kate Betts – Sponsorship Director  
Megan Wall – Associates Director  
Deborah Dik – Administrative Assistant

## **Absent:**

Jeff Montague - Secretary  
David Maxam – Past President  
Lindsay Anes – Public Relations Director

## **GENERAL BUSINESS AND ANNOUNCEMENTS**

1. Next Meeting is Tuesday, October 1 at 4 p.m. (location: 4 East Fulton).

## **NEW BUSINESS**

1. Budget/Investments: \$11,000 net income.
2. Sponsorship Updates:
  - Kate suggested we contact sponsors in September while they are planning their budgets for the next year.
  - She will put together a letter this week and send it to the board to review and then send out next week to ask for honor awards sponsors.
3. Stair Week:
  - Brian and Mike were at the breakfast this morning.
  - Mlive has picked it up so far.
  - Health departments are collaborating with the United Way.
4. James Timberlake Lecture:
  - Gary asked if he should send the flyer to the colleges to display?
  - Lindsay needs to notify the media.
  - Deb will contact San Chez for food and beverages.
  - Gary suggested that the board take James Timberlake out for dinner after the lecture. Lott3Metz will pay for the dinner.
  - Deb is taking care of the liquor license. Greg moved and Gary supported that the application from AIA Grand Rapids for a special license to serve alcohol on September 25, 2013, to be located on 17 Pearl Street, NW, Grand Rapids, Michigan, to be considered for approval. The board voted, and the vote was unanimous.
5. Honor Awards Gala:
  - Deb is taking care of the liquor license. Greg moved and Gary supported that the application from AIA Grand Rapids for a special license to serve alcohol on October 5, 2013, to be located on 4 East Fulton, Grand Rapids, Michigan, to be considered for approval. The board voted, and the vote was unanimous.
  - Brian contacted the DJ from the past couple years, and he will do it.
  - Deb has contacted San Chez, and they will provide the food.
  - Brian will make arrangements for the beverages.
  - River City Reproductions will do the printing of display boards.
  - The award plaques are ordered from Echo Etching.
  - Deb will contact Joe Boomgaard at MiBiz.
  - Furniture will be provided by Haworth this year.

- Gary will contact the Ferris students to see if they can come to the honor awards and staff the door.
  - Kate said we could get into the building next week.
  - Brian will work on getting the banners updated. Deb will send him all the submissions.
  - Brian will contact Nate Golin to get jury comments and jury member bios.
6. Lunch and Learns:
- Gary updated the board on the upcoming lunch and learns.
  - Joyce is having the courthouse event on Friday, September 6. There are CEUs available.
7. Building Tours:
- Grand Rapids Christian High School will be October 10.
  - Jenison Fine Arts Center will be October 24.
  - New Urban Home Builders home tour (Chad Gould's project).
8. Designed Homes Tour:
- Brian met with Scott Brink, Wayne Visbeen, and people from the HBA.
  - Our biggest requirement is that they be designed by architects.
  - There is talk of an opening event with a party and CEUs.
9. 2013 Board Member Announcement:
- The board reviewed the proposed announcement.
  - Neale moved to approve and Mark seconded the motion. The board voted, and the vote was unanimous.
10. Board Meeting Schedule:
- Brian mentioned that Lindsay suggested that we move the board meetings to lunchtime.
  - Brian will put out an email to the board and see what time/date works best.
11. Shared Drive with Board Documents:
- Lindsay suggested that we put all our files out on Dropbox or Google Drive so we are all sharing the same documents.
  - This topic is tabled until the next meeting.
12. Items Not on the Agenda:
- Gary is taking 15 students to the design retreat.
  - Gary asked if Greg could bring up AIA dues for faculty at the next AIA Michigan board meeting to make becoming a member more affordable.
  - AIA Michigan has requested our input on dues. Neale moved that we leave our dues the same. Mark seconded the motion. A vote was taken, and the vote was unanimous to approve leaving our dues the same.
  - Megan asked if anyone knew how to get a list of who is recently licensed. Greg suggested she email him later and he will help.

The above is my interpretation of the meeting. If there should be any questions or deviations from what was presented, please contact me within five days or the above will be assumed correct.

Written and Issued by:

Deborah Dik, Administrative Assistant  
AIA Grand Rapids