

Division and Committee Reports

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Revenue Division Report submitted by Richard Emigh

Recommended changes from Finance Committee

6-25-2014

National Finance Committee

The Bylaws and Book of Rules has not been reviewed for several years. I was asked by President Viki, to review the possible changes needed, as my part of the Action Plan for 2013-14. As a committee we need to review the By Laws and Book of Rules as they pertain to the Finance Committee, Audit Committee and the BOD position of Treasurer. We need to keep in mind that we (AIBD) now have a management company (Kellen) who receives funds, writes checks and does most of the financial transactions, with review.

After the review by the Finance committee the following change is proposed

BY LAWS REVIEW:

No recommended changes

STANDING BOOK OF RULES REVIEW:

ARTICLE IV: FINANCIAL POLICIES AND PROCEDURES**Section F. Reimbursable Expenses****4. Administration:**

We considered the following information with no changes recommenced at this time.

We may need to expand some sections as to what additional limits are needed for reimbursement.

- Currently to verify air fare expenses, the Staff looks at what a 21 day in advance ticket would cost on a discounted travel program such as Cheap Tickets.com or Kayak.com.
 - One could save \$ by arranging a Super Shuttle round trip from the Airport vs. taking a taxi (the Pasadena Taxi = \$50 one way for \$100 total from LAX, with Shuttle at ½ that cost).
 - Can a member get reimbursed for taking a personal car or shuttle to the home airport?
- Should members be charging miles as well as parking lot fees?

[-Do we need to expand this section to include these and other additional limits?](#)

b. Advance Approval: 2

Background: As written, the Book of Rules requires that the reimbursement request be submitted within 14 days of the expenditure. I am of the opinion that this should be changed to 30 days. When a delegate or Board Member takes a self paid “vacation” after one of the annual meetings there may be not enough time to submit a request for reimbursement within 14 days. I have had to deny several requests because they were months late. If a request is later than 14 days and within 30 days it is often approved, HOWEVER we should be following the regulations as written and change the regulations to fit the practice.

Recommencation: change 14 days to 30 calendar days

c. Reimbursement Procedure: 1

The following was considered , wisth no changes recommended.

The BOD has an unwritten policy to only pay travel for the day before the meeting, and day after, and two nights of lodging. This is not written in the Book of Rules. [Does this need to be added?](#)

5. Travel Reimbursement Eligibility:

The following was considered, however with the budget constaints no changes are recommended.

Section e.

The dollar amount needs to be looked at because \$150 a day including lodging is to low. It cost over \$200 a night, if I recall correctly in Pasadena. Maybe this could be rewritten to say. *Reimbursement of lodging costs for meetings, for the organizations reserved block of rooms, or less. Or to a maximum of \$_____ if no block of rooms is reserved by the organization for the meeting.*

In summary this finance committee report results on only one recommended change
Article IV 4 B ----- Reimbursement submitted in 30 calendar days (vs 14)

Submitted

Richard Emigh, CPBD

Treasurer and Chairperson of the Finance Committee 2013-2014.

Internal Affairs Division Reportsubmitted by David Pillsbury**Society Compliance**

Since instituting the Society Relations Policy and the Society Affiliation Agreement on August 12, 2010, we have signed and countersigned agreements from 20 of the 22 societies. Georgia and Texas has submitted signed agreements with modifications. Only the House of Delegates has the authority to vary from the Society Relations Policy, therefore I have prepared two motions for the purpose of being able to discuss the topic.

Then we prepare a motion for each society with the marked up affiliation agreement attached. It can either be a part of your report or you have them listed as two individual line items under new business on the agenda. If you make them a part of your report, Robert's Rules says that all recommendations and/or motions should come at the end of a report.

| |
|-----------------------|
| Current/Stable |
| Items of Concern |
| Put on 6 Mo. Notice |
| Has Serious Issues |
| Charter Revoked/Susp. |
| No Reply from Society |

| Society | Latest Bylaws | Uploaded existing bylaws | Received National Markups | Current Bylaws on File | Affiliation Agreement | Current Corp. Docs. | Latest IRS 990 Filing | Tax Exempt EIN |
|----------------|---------------|--------------------------|---------------------------|------------------------|-----------------------|---------------------|-----------------------|-------------------------|
| Alabama | 2013 | Yes | 11/22/2013 | 6/26/2014 | 4/3/2013 | Active | 2009 | 630851051 |
| Arizona | 2013 | Yes | 8/22/2013 | 8/27/2013 | 4/16/2013 | Active | | 89284884 |
| California | 2012 | Yes | 11/22/2013 | | Yes | Active | 2012 | 237359511 |
| Colorado | 2013 | Yes | 6/14/2013 | Nov-13 | 4/16/2013 | Active | 2014 | 841578385 |
| Connecticut | 2013 | Yes | 8/22/2013 | 10/30/2013 | 10/30/2013 | Active | 2014 | 61461835 |
| Florida | 2013 | Yes | 8/29/2013 | 10/26/2013 | Yes | Active | 2012 | 208991156 |
| Georgia | 2008/11 | Yes | 11/22/2013 | | Pending | Active | | |
| Iowa | 2013 | Yes | 5/3/2013 | 8/2/2013 | Yes | Inactive | 2013 | 611711404 |
| Louisiana | 2010 | Yes | 5/12/2014 | | 4/18/2013 | Active | 2011 | 721041571 |
| Michigan | 2013 | Yes | 11/22/2013 | 12/5/2013 | 12/5/2013 | Active | 2013 | 46-4709957 |
| Mississippi | 2008 | No | | | 4/16/2013 | Active | 2013 | 463021154 |
| North Carolina | 2013 | Yes | 2/5/2014 | 5/9/2014 | 4/16/2013 | Active | | |
| Northeast | 2009 | Yes | 2/7/2014 | | 12/7/2013 | Dissolved | | 95-2226842 |
| Ohio | 2008 | Yes | 3/7/2014 | | 1/3/2014 | Active | 2012 | 311401846 |
| Oklahoma | 2014 | Yes | 9/13/2013 | 6/12/2014 | 8/6/2013 | Active | 2013 | 731209066 |
| Oregon | 2009 | No | 11/25/2013 | | 1/29/2014 | Active | ? | 300472966 Not Exempt |

| | | | | | | | | |
|----------------|------|-----|-----------|-----------|-----------|--------|------|------------|
| Pennsylvania | 2011 | Yes | 5/9/2014 | | Yes | Active | 2012 | 800180302 |
| South Carolina | 2008 | Yes | 7/8/2014 | | 4/16/2013 | Active | 2013 | 46-3206463 |
| Tennessee | 2008 | No | 1/14/2014 | | 1/7/2014 | Active | 2013 | 462904752 |
| Texas | 2007 | Yes | | | Pending | Active | 2011 | 746062899 |
| Virginia | 2013 | Yes | 8/27/13 | 12/3/2013 | 8/29/2013 | Active | | |
| Washington | 2014 | Yes | 9/13/2013 | 13-Nov | 1/7/2014 | Active | | |

Above is the status of each society in the areas that we are tracking. Green, signifies that the society is compliant, yellow means that updates are needed and orange means that the society is in jeopardy of disciplinary action.

Education Committee

The committee meets the last Wednesday of each month. Since meeting in February, the certificate programs have advanced in development. A Building Designer Business Management Certificate program is the focus, a questionnaire was prepared for the Education Committee where topics were compiled. Upon completion, a Practice Analysis Survey was generated and distributed to groups of industry professional where information will be gathered for the development of the curriculum. At this writing there are more than fifty surveys that have been completed and returned.

Although behind our original goal of June 2014 we continue to gather information and are proceeding with the curriculum.

The Certificate programs represent a good alternative revenue source for the AIBD. In developing these programs we need to discuss the study materials. The IVP would like the AIBD to consider the development of our own study material because of the potential it hold for building the reputation of the AIBD as an education provider and a leader in the industry of residential design. If we decide this is something we want to do, there will be a lot of work to do and there will be a significant amount of volunteer labor to accomplish this.

The Education Committee needs volunteers for these programs and I implore you to consider contributing to an effort that will help rebuild the Association.

The Education Committee is also doing the feasibility study which will determine whether virtual internships are something that can be added to the offerings. In doing the research we've found that there is indeed interest and several models to learn from. However, we've also learned that there is more cost involved that I believe we can work with at this time. We will continue the research and explore any opportunities that may exist for the AIBD.

Society Officers Committee

The Society Officers Committee meets monthly, the third Tuesday of each month and has focused this year on guidance for new society officers as well as developing a guide to the roll and responsibility of the Committee Chair.

External Affairs Division Reportsubmitted by Paul Cole

2014 Convention:

City: Columbus, Ohio

Dates: July 28-August 1, 2014

Hotel: Hilton Columbus Downtown

Architectural Tour: Starts Wednesday morning 8:30AM. We will visit Royal Moldings manufacturing plant, the German Village and the New Albany community. A continental breakfast at Royal and lunch at Schmidt's Sausage Hous will be included.

ICORD: Two days of open space w/ two traditional presenters at the beginning of each day. As a change of pace we will have five pre-planned breakouts that will be promoted in advance.

Facilitator: This year we are pleased to have Kevin Holdridge of KDH Residential Design. He has done a great job the last two years in Myrtle Beach at our NC/SC Spring Conference.

Keynote Speaker: Michael Stein from Houzz will speak and bring the "Houzz Genius Bar" to ICORD. Fellow Houzzers may know him or about Houzz. If not this will be a good opportunity to find out more.

Social Events: Wednesday evening the Ohio Society will welcome us with a reception at the Goodale Park Shelterhouse. Thursday evening we will give appreciation to our sponsors with a reception in the atrium of the Ohio State House. Friday evening is the Officers' reception & ARDA Awards Dinne.

Website: As always registration and schedule information can be found on the convention website www.aibd.org/convention

Charitable Event: We will be building furniture for the Furniture Bank of CentralOhio

2015 Convention:

City: Providence (Newport), RI

Dates: August 1-7, 2015

Hotel: Omni Providence Hotel

Highlights: \$149.00 room rate w/ a parking fee of \$28.00 if you drive. A tour of the beautiful Newport Mansions is on tap.

2016 Convention:

City: Denver, Co

Dates: TBD

Hotel: TBD

2017 Convention:

City: Austin, TX

Dates: TBD

Hotel: TBD

2018 Convention:

City: TBD

Dates: TBD

Hotel: TBD

With our new map broken into geographical areas we are due back to the Southeast in 2018. The Committee will be coming up with a list of possible venues.

****** *Please see Attachment #4.1 for Convention Projected Budget numbers***

Membership Division Report submitted by Kevin Holdridge

7/13 Committee Report

Activity Reporting

- Complete proposed Society meeting and visitor host scripts **DONE**
- Complete new member orientation kits by July, 2013. **DONE**
- Distribute meeting and recruitment program materials and provide tutorials to Society officers **DONE**

8/13 Committee Report

A special meeting was called at the request of the Executive Director to discuss the current Professional Member certificates.

The national office has run out of certificate stock and asked the committee to review the following options:

1. Order new stock and carry on with the same, or slightly altered, certificates prepared by a calligrapher and mailed by Fedex to each new member.
2. Change to 8.5"x11" paper certificates that can be printed in the office and mailed.
3. Change to 8.5"x11" PDF certificates that can be emailed and printed by the member.
4. Change to membership cards that can be printed in the office and mailed or printed by the member.

The Committee recommends the issuing of 8.5"x11" portrait style color certificates to new members in a PDF format and sending it to them attached to a welcome email.

September/October Activity

Compiling Lists of non-renewing members and contacting them to find out why they are not renewing or reminding them to renew.

Compiled an updated list State Presidents and society membership chairs to open discussions about member recruitment, local events, how to utilize the help of associate members, etc.

11/13 Committee Report

The Committee is currently contacting each state society to find out

1. What they are currently doing to recruit members
2. Remind them about the scripts that we currently have and how to use them, and 3. Offering recruiting help if needed. While we are on the phone with the societies we will be talking to them about attending the upcoming mid-year meeting and asking for recruitment ideas or things that they are doing that work and finding out what items they are struggling with. We have also asked Whit to compile a list of members that will be up for renewal in the next 60 days and members that have recently lapsed to remind them to renew or ask why they are leaving. Also coming up the Chair, Kevin Holdridge, will be attending the Oregon Society Meeting the first weekend of December to encourage membership recruitment and to host an Open Space Forum. A separate spreadsheet

has been attached to show member gain/loss for the first 3 months of this fiscal year. The Professional membership is up a little over 1% and the overall total membership numbers are down mainly to losing a lot of student members in At-Large states. We are concerned with these number but feel that we now have programs in place to continue to grab student members and that this will most likely be a revolving membership as student graduate with many ups and downs. Our main concern will be focused on recruiting Professional and Associate members and keeping those numbers up.

On a state level the Design competition test in North Carolina as a recruitment tool we feel was a success that directly resulted in gaining one new professional member and 3 new student members. We are happy with the number of entries we had for the first year and will work to grow this program in the coming years and look help other societies promote their members with similar programs.

12/13 Committee Report

The Committee reported their conversations with the Presidents Mike and Kevin talked to 13 of the 22 societies and left messages for several of the others.

Kevin Reporting:

Washington Society is currently setting up several events, the Board of Directors meets monthly. Karl Koning has compiled a list of potential members that they will be contacting to attend upcoming events. They will be sending 3 Delegates to Mid_Year and National. They are also working on their new website.

Louisiana Society is attempting to revive their State Convention which was in the past a potential membership draw. They blame their declining attendance to their quarterly meetings on not requiring CEU's for Professional members. The current president is spread too thin and Clay Lawrence will be taking over soon. Their membership chair claims that price of membership is the contributing factor to people not becoming members or not renewing. Don Gore is assumed to be attending Mid-Year and National for LA.

Tennessee The president is having a difficult time finding time to devote to the society and activity from the members is low. They didn't have a fall meeting due to the membership not wanting to travel and since some didn't need CEU's they decided to cancel. He stated that the members are getting older and that they have lost the desire to recruit and that only about half of the 15 members are active participants. He would like to step down as President but doesn't feel that there is anyone else to take over. He asked for help in re-energizing the Society.

Ohio Society is currently inviting a lot of visitors to their events and meetings and slowly gaining new members. They have meeting that are interesting including historic tour, History of style presentations and are planning a seminar on the business of design. They are currently in a Strategic Planning session. They have an email blast and newsletter that is sent out periodically. One issue that they mentioned was that a potential member was looking for a pdf with membership fee, application and benefits listed on it in one place.

Alabama has engaged one of the newest members by placing him on the Board of Directors, They are currently planning a state design competition and I gave them a template that NC created for ours to help them out. They are currently wrapping up their bylaw revisions and updating their website, as well as setting up upcoming lunch and learns. They will have representation at the Convention and are thinking about attending Mid-Year

NorthEast has monthly Officers Meetings and they conduct phone banks to engage members, distance is an issue for them so they have found that "go to meeting" is a great way to stay in touch. they do house tours and are planning some upcoming Public Relations Events. They will probably be sending in a Proxy for Mid-year

North Carolina is getting ready for the Annual meeting in March and just wrapped up a state design competition. They have recruited 6 new members this year increasing by close to 13% Board is very engaged

Oregon Society has been reinvigorated by their last quarterly meeting Viki Wooster, Karl Koning, Kevin Holdridge and Steve Mickley attended and ran an open space forum which resulted in the action item for the society to host upcoming building code classes to recruit membership and raise awareness that the society is alive again.

Mike Reporting

South Carolina Society has Annual Meeting coming up in March and they are working on a SC Design Magazine. They have recruited 2 members this year and membership is up 12.5%

Arizona Society is having many issues getting organized and recruiting.

Georgia Society having some issues recruiting. The state has a fair amount of funds and a suggestion was made to host a large event to spur membership.

Michigan Society is becoming more and more lackadaisical as a society and the president is going to give this committee a list of items that they would like to do and/or should be doing in an effort to come up with a strategic plan.

Florida Society is speaking at schools and working on bolstering the associate memberships to increase activity and work towards having the associates plan events and fund raisers with the overall goal of increasing membership.

Societies that did not return calls or still need to be contacted: Texas, Oklahoma, Virginia, Colorado, Connecticut, Pennsylvania, Iowa, Mississippi and California

A synopsis of this study is that there are several states that are just stagnate with membership and/or leadership that need help getting refocused on their goals. I get a feeling that the leadership in these states is being overwhelmed and frozen by needing to do so much that they do very little. There are also several states that are doing a great job and looking forward in a very positive manner.

National representation by District Directors to either attend a society meeting or help some of these societies with hands on planning and organization of new events that rekindle society energy and increase membership seems to be working. As with Alabama. Oregon left this most recent meeting doing a complete 180. In the beginning of the Board of Directors meeting it seemed that the Secretary/Treasurer and President were both wanting to step down and after a short discussion not only did we have them back but we also had a volunteer step up to be Vice President and after the meeting we came up with an action item for the society to begin the rebuilding process and two people left with membership applications.

The Committee would recommend to continue this hands on approach of the District Directors assisting Societies rebuild, refocus, and recruit new members with good quality local events.

January – February Committee Activity

The Committee is currently game planning on best membership drive program and asking delinquent members whether they are renewing or not and why. Continued Study our on how we can bolster membership. Suggestions were made to the committee come up with recruitment tools to help members in their recruitment Process. The committee was also tasked with the project of coming up with new incentive program for the upcoming membership drive. The I-Commit program was created to award recruiters by entering them into a drawing for a monthly \$200 during the membership drive. Each new recruit would equal one entry into the monthly drawings for the recruiter. The goal was to get 80 recruiters out of our 600plus professional members.

3/14 Committee Report

The Committee has sent out lists of state specific potential professional members to every state President and potential At-Large members to each District Director to contact. The Committee also created a Member Recruitment Pamphlet to be used to in emails or printed out as handouts. See attached documents. We also resent out the Icommit forms as the commitment level has stagnated.



4/14 Committee Report

Latest meeting Agenda included : Discussion of the Current Membership Numbers, Membership Drive Goal, the I Commit Program, Cold Call Phone Scripts, and possible ideas for next year's membership drive.

The I-Commit Program announcements and web page for the membership drive is completed and ready for distribution via Events, Memberfuse, Monday Minute, etc

Membership Committee is Calling State Presidents to Discuss the Program and get people to sign up to I Commit

Marketing Chair Karl Konning was involved in the last meeting for clarity of message and distribution ideas

Our goal is to get at least 75 current members sign up for the I Commit program to recruit at least 1 member and total 100 new members during this program.

5/14 Committee Report

The committee continued to reach out to new potential members and answered questions from State Societies on recruitment lists.

6/14 Committee Report

Continuing to reach out to potential members and create opportunities to recruit professionals. The Committee would recommend that societies create organized membership committees to create a stronger emphasis on growing membership

Reporting that we have added 80 new members so far this year. With 2 weeks left in the membership drive. Membership drive drawing winners are Susan Bond (April) and Mike Kessee (May).

Membership numbers are Attachment #4.2.

Public Affairs Division Report submitted by Newell Cheatham

**AMERICAN INSTITUTE OF BUILDING DESIGN
COMMITTEE ACTIVITY REPORT**

Reporting Period: June 2014

Committee: High Performance Homes Team

Chair: Bernie Kern

Division:

Chair: Caroline Veerman, Jenny

Pippen,

Michael Battaglia

Action Plan Assignments and Completion Dates:

Consumer Flyer scheduled for completion in June-Expected to be completed next month (July)

Continue adding to resource page - ongoing.

Continue add to CAD High Performance Home Details - ongoing

Increase membership

Start creating webinars for 2014 - ongoing

Starting June we are attempting to have monthly phone meetings

1. Has your committee met during this reporting period?

No meeting occurred during June. We have two guests (Tiger Adolf (BPI) and Tiffani Irwin (Habitat)) who plan to give webinars for AIBD on behalf of the High Performance Homes Team. We are waiting to get those webinars scheduled in by the AIBD office. Contact was made by all the High Performance Homes Team Members to get active on the AIBD Community page. Many are not aware of the Community Page but we plan to help get the information and help out there.

I had a phone meeting with chair person and HPHT member Jennifer Pippen. We created (4) articles that were downloaded to the Community Page. Those articles are titled.

Tips for Building or Renovating A Green or High Performance Home
Why Are People still Skeptical About Climate Change?
Homeowner Benefits From Green Or High Performance Building
Cost To Build Green

2. If so, what was accomplished?

(To help answer this question, you may attach meeting minutes, conference call reports or other documents.)

3. Does your committee have any recommendations to offer to the Board of Directors?

None at this time.

American Institute of Building Design

Codes and Standards Committee

Conference Call Minutes

Monday, June 9, 2014

Attendance: Tom Potts (Bolling Greene Homes), Uriel Pineda (Design Studio), Newell Cheatham (Newell's Designs), Joe Sirilla (Monta Consulting & Design), Steve Mickley (AIBD Staff), Mike Fischer (AIBD Staff) and Shawn Richardson (AIBD Staff).

Call to Order

The conf. call was called to order at 1:03pm ET with a roll call by Shawn Richardson, a review of the Antitrust Guidelines and agenda overview by Mike Fischer.

ICC Calendar Review

Mike Fischer reviewed the upcoming ICC calendar schedule. Public comments on IgCC proposals are due by July 16th and must be submitted via cdpACCESS. Submitted public comments will be posted on August 27th and the Public Comment Hearings will be held October 1 – 7, 2014 in Fort Lauderdale, FL. Proposals for the 2018 IBC are due in January 2015.

IgCC Public Comments

Mike Fischer reiterated the upcoming public comment schedule for IgCC with comments being due in July. Mr. Fischer also recapped the IgCC Committee Action Hearings where the committee made recommendations on the submitted IgCC proposals. It was stated that ICC is weighing in on scoping of various green code documents, including ICC 700 and ASHRAE 189.1.

A member on the call asked about code/ legislation on building accessibility. The member referenced bill HR2352. Mike stated that he will follow-up on accessibility legislation.

ACTION: Mike Fischer will follow-up with an update regarding any accessibility legislation on the federal and state level.

2015 Icode Publication

The 2015 I-codes are now available for purchase in the ICC bookstore via iccsafe.org. It can be purchased in hardcopy, CD or PDF format.

2018 IBC Proposals

Proposals for the 2018 IBC are due in January 2105. Mike Fischer asked the members on the call for possible proposal ideas. The proposals that were suggested included the two story brace wall issue and windowsill height requirement. Steve Mickley suggested that we receive input from the broader membership on possible proposal ideas by having a conference call or implementing a form to have members submit proposal ideas that can be discussed at the meeting in Columbus, Ohio.

ACTION: Implement an online form so members can submit IBC proposal ideas which will be discussed at the meeting in Columbus. AIBD Codes and Standards Committee Minutes 2

Monday, June 9, 2014

ICC 700

Mike Fischer attended an ICC 700 task force meeting at NAHB. ICC partnered with NAHB to establish a nationally recognizable definition of green building standards. The task force will make recommendations which will lead to public comments early next year. At that time, AIBD would want to review those standards and submit comments on those of interest.

State Code Updates

The state of California will be starting their tri-annual update in which Mike Fischer will be participating in. He expects some changes in energy efficiency but not much in construction. The state of Florida is also in the process of updating their codes. Mike Fischer will be in attendance at the FBC Meeting in St. Augustine. Minnesota just completed their code adoption process which included some modifications on energy efficiency and a few building amendments. Mike also added that he found a loophole in the New York code. When building an addition (up to 150 sq ft) to an existing building, an architect is not required. Mike will continue to look into this.

New Business

Steve Mickley introduced Joe Sirilla as the newest member to the committee. Mr. Sirilla will be providing monthly updates on BIM.

Adjourn

A motion to adjourn the conf. call was called and seconded; call adjourned at 2:10pm ET.

Communications Division Report..... submitted by Karl Koning

AMERICAN INSTITUTE OF BUILDING DESIGN

WORKING GROUP ACTIVITY REPORT

Reporting Period: First Half 2014 (i.e. month/year)

Board / Council / Committee: Marketing **Chair:** Karl Koning

Division: Communications (if applicable) **Chair:** Karl Koning

Action Plan Assignments and Completion Dates:

Hot Linked Guide To Residential Design Specialist – First draft August 2014; Create AIBD National's Houzz Organization Profile/Account – July 2014; Update email contact list for known faulty emails found via membership drive – Sept 2014.

1. Has your committee met during this reporting period?

Meetings and attendance have been sporadic do to many factors, some of which were Societies' Spring conventions and the focus on the National Membership Drive.

2. If so, what was accomplished?

(To help answer this question, you may attach meeting minutes, conference call reports or other documents.)

A new approach has been taken for this period. Specific focus on the membership drive promotion was one item. Developing Associate memberships at local chapters of other national associations in an attempt to develop common interests and liasons has been another. This includes groups such as NWWICC, NAPO National Association of Professional Organizers. Introduction of AIBD to national websites that cater to Building Design professionals. This included nearly two hours of q&a interviews in front of over 100 design professionals across the country. With Steve Mickley as guest for 1.5 hour show to 60+ Chief Architect users resulting in numerous requests for information and at least one associate membership from the host Dan Bouman with ChiefExperts.

3. Does your committee have any recommendations to offer to the Board of Directors?

Suggest to members and committees that they reach out to the other organizations and programs they are associated with and introduce them to AIBD. Marketing will continue to develop information packets based on what we are learning from these experiances.

Open call for anyone interested in participating on the marketing committee or with additional marketing ideas. Continue to promote the production of meber based videos such as the new Membership Video - Why I Am A Member Of AIBD #1. Look into additional affiliations that can, and highly promote those that are, bringing in new members: E&O Insurance and Wall Bracing Seminar Series have each brought in at least one new “at large” member from the Western District. Search out more contact information from associates and affiliates or purchase lists at society levels to get societies active in reaching out for new members.

NCBDC Report submitted by John Fought

**AMERICAN INSTITUTE OF BUILDING DESIGN
COUNCIL ACTIVITY REPORT**

Reporting Period: 06-04

Council: NCBDC President: John Fought

Division: Board of Examiners **Chair:** John Fought

Action Plan Assignments and Completion Dates:

1. Has your committee met during this reporting period?

Yes

2. If so, what was accomplished?

In the last 30 days...

The Board of Examiners are considering meeting in Atlanta this September for a one day conference to completely review the entire exam. Questions will be reviewed for relevancy, coverage of our profession within each section. We will be balancing these to reflect current professional application in code and discipline. This has been done in years past at Mid-Year conferences, however with these convention schedules we now use there is little time for us to accomplish an eight hour review. We are proposing to use the Kellen Group's conference facility just outside the city. This effort is part of our dictate to present the exam in its best version. This will also allow us to transfer the exam as a whole to better position it for access via the internet as previously described. We are inviting Dr. Rory McCorkle and Dr. Manny Straehle of ICA (International Credentialing Associates, our program assessment experts) to join us at the event to better guide us with the ANSI requirements of our efforts.

3. Does your committee have any recommendations to offer to the Board of Directors?

Not at this time.

HPMA Report..... submitted by Dan Sater

**AMERICAN INSTITUTE OF BUILDING DESIGN
COMMITTEE ACTIVITY REPORT**

Reporting Period: 1-23-14 to 6-25-14

Committee: HPMA

Chair: Dan Sater II

Division: Council

Chair: AIBD President Viki Wooster

Action Plan Assignments and Completion Dates:

- 1) Re-establish "HPMA" Plan Standards - 2014 Convention Meeting
 - 2) Set Procedures for dealing with new technologies (i.e.: PDF, CAD, encryption protection, etc.) -
2014 Convention Meeting
 - 3) Commission a marketing study to determine size of stock plan market - Ongoing
 - 4) Develop publishing and mentoring opportunities for new members - Ongoing
 - 5) Revise and post updated "Standard License Agreements". - Completed
-

1. Has your committee met during this reporting period?

No

2. If so, what was accomplished?

(To help answer this question, you may attach meeting minutes, conference call reports or other documents.)

3. Does your committee have any recommendations to offer to the Board of Directors?

Not at this time.

Audit Committee Report.....submitted by Sam Liberti

Committee members

Sam Liberti, AIBD- Chairperson
Jannis Vann- AIBD, Fellow
Len Vogel, AIBD

Year reviewed 2012-2013

This year the Audit committee has changed the review process from the previous years. Under advisement from Mike Mizerak, accountant, for the Kellen Group, we decided to take a three month snap shot of the accounts. The committee chose the random months after being given the financial package.

The committee did the following exercises for the accounts-

- Verified the receipts
- Verification of receipts
- Verification of primary Checking account
- Verification of other accounts
- Verification of assets
- Verification of liabilities
- Review of general procedures

We found no discrepancies in the accounting ledgers or practices to the best of our abilities.

For the next review we would ask for the following be considered.

1. For the three random months the audit committee may ask for the actual invoices for payments to companies and or individual(s).
2. Since AIBD has borrowed money from its accounts to pay bills, a payment plan should be considered and make monthly payments to repay the monies borrowed. A note should be added into the statements that the funds were transferred into the operating account and for the reason. Money should not be borrowed and then not considered in the upcoming budget numbers for repayment.
3. Any contingency fund in place should be considered funded every year.

From the Auditing Committee

Sincerely,

Sam Liberti, AIBD, CGP, HERS

Nominating Committee Report.....submitted by Dan Sater

AMERICAN INSTITUTE OF BUILDING DESIGN COMMITTEE REPORT

Reporting Period: 1-23-14 to 6-25-14

Committee: Nominating

Chair: Dan Sater II

Division:

Chair: AIBD President Viki Wooster

Action Plan Assignments and Completion:

The nominating committee met several times via phone and internet to select new candidates to serve as well as confirm intentions of existing Board members. The committee is composed of myself and past national president Sam Liberti and past internal vice president Mike Keesee.

It gives us great pleasure to report that there are numerous candidates willing to serve for some of the same offices.

Our roster of those seeking office are as follows:

National President

1. Paul Cole SC
2. David Pillsbury FL

Secretary/Treasurer

1. Richard Emigh CA

External Vice President

1. Karen Kassik-Michelsohn AK
2. Paul Cole SC (In event of loss as president)

Eastern District Director

1. Chip Hudson AL
2. Kevin Holdridge (In event of loss as internal vice president)

Internal Vice President

1. Kevin Holdridge NC
2. David Pillsbury FL (In event of loss as president)

Central District Director

1. Newell Cheatham TX

Western District Director

1. Karl Koning WA