

AIBD National House of Delegates Roster

2014-2015

Ex-Officio

1 John Fought (FL) (NCBDC)

At Large

1 Alan Abrams (MD)

2 Karen Kassik-Michelsohn(AK)

3

Alabama

1 Chip Hudson (President)

Arizona

1 Steve Kinnunen (President)

California

1 Carole Chapman

2 Richard Emigh

3 Gordon Hoehle

4 Caroline Veerman (President)

Colorado

1 Bernie Kern (President)

Connecticut

1 Thomas Schmelter (President)

Florida

1 Mike Keesee

2 James Lucia (President)

3 David Pillsbury

4 Dan Sater

Georgia

1 David Kent

2 Sam Liberti (President)

3 Jannis Vann

Iowa

1 Matt Barrick

2 Mick McGuire (President)

Louisiana

1 Clay Lawrence (President)

2 Don Gore

Michigan

1 Mike Lotterman (President)

2 Ronald Ressler

Mississippi

1 Mark Trochesset (President)

2 Uriel Pineda

North Carolina

1 J. Willie Dalrymple

2 Kevin Holdridge (President)

3 Len Van Staaldin

Northeast

1 Thomas Wojick (President)

2 Holly Bowdoin

Ohio

1 Ron Danne (President)

2 Tim Enzweiler

3 Richard Rokisky

Oklahoma

1 Bruce Yancey (President)

Oregon

1 Peter Cipes (President)

2 Viki Wooster

Pennsylvania

1 Don Dale

2 Michael Stayman (President)

South Carolina

1 Steve Humbert (President)

2 Paul Cole

Tennessee

1 Scott Hyman (President)

Texas

1 Jon Carey (President)

2 Newell Cheatham

3 Kerry Dick

4 Janet Hobbs

5 Ron Van Sickle

6 Cynthia Vaughan

Virginia

1 David DiSpirito (President)

2 Steve Stafford

Washington

1 Jeff Eberle (President)

2 Karl Koning

3 Thomas Hage

Note to the Society Presidents and At Large Delegates:

Updating your Delegates -

Delegates resign their position from time to time. If this has happened within your society, please contact the national office with the name of an alternate or new delegate no later than **15 days prior** to the Delegate Meeting. (**Midnight ET, July 14, 2014**)

Proxies -

If a member of the House of Delegates is unable to attend the upcoming meeting, please execute a Proxy Statement naming the delegate that will be representing the person absent. One delegate may hold up to two proxies. Proxies may be held by delegates within a society, at large, or from another society.

Dear Delegate,

Please read the following Conflict of Interest Policy and complete the Statement of Disclosure Form on page 3. Return the completed form to the AIBD National Office by emailing it to info@aibd.org, faxing it to 866-204-0293, or mailing it to 529 14th St NW, Suite 750, Washington, DC 20045. You may also turn in your form at the House of Delegates meeting.

A Word DOC version of the Statement of Disclosure is found at:
www.AIBDmember.org/disclosure.docx

Thank you for your assistance with this,

AIBD Staff

Conflict of Interest Policy

(Adopted 1/25/2013)

A. Statement of Policy

1. In their capacity as agents of the AIBD, the individual leaders, including members of the House of Delegates, the Board of Directors, committee members, and all employees, must act at all times in the best interests of the organization they represent. Such agents shall abstain from debating or voting on any matter that raises a conflict of interest as defined in this policy.

B. Conflict of Interest Definition

1. A conflict of interest may arise in any circumstance that may compromise the ability of any agent of the AIBD to advocate for or to make unbiased and impartial decisions on its behalf. Such circumstances may involve family relationships, business and professional activities, or personal affiliations.

C. Annual Statement of Disclosure

1. All agents of the AIBD shall complete and submit an annual Statement of Disclosure (See Supplement #12) detailing any facts or circumstances that might constitute a conflict of interest. They are further required to submit an amended Statement of Disclosure to reflect any material changes or additions to the submitted information that may arise during the course of the year.
2. Agents are encouraged to err on the side of disclosure and to report any facts or circumstances that may appear to pose a conflict of interest, even if there is uncertainty as to whether such circumstances should be disclosed.
3. The Board of Directors shall review each Statement of Disclosure for any facts or circumstances that may reflect an actual, potential, or apparent conflict of interest, including:
 - a. Solicitation or acceptance of any item of value that may create an appearance or expectation of special treatment in AIBD matters;
 - b. Any incident of abuse or misuse of a leadership position for personal or third-party gain or benefit;
 - c. Situations in which an agent may be divided between personal interests or the interests of another organization, and the best interests of AIBD;

- d. Business, professional, or other activities that would materially and adversely affect AIBD, either directly or indirectly;
 - e. Any arrangement in which an agent provides goods or services to AIBD as a paid vendor.
4. The Board may request additional information from any agent at any time.
 5. The Board may request the assistance of legal counsel to identify potential conflicts.

D. Resolution Process

1. If the Board becomes aware of an actual, potential, or apparent conflict of interest regarding any agent of the AIBD, the individual whose relationships or activities are under review shall be temporarily released from the responsibilities of his or her position which might relate to the conflict, including deliberations, debate, or any vote, while such review is pending.
2. After reviewing the conflict the Board may take one of the following actions to resolve it:
 - a. Waive the conflict of interest as unlikely to affect the agent's ability to act in the best interests of the organization.
 - b. Determine that the agent should be released from all deliberation and decision-making related to the particular transaction or relationship that gives rise to the conflict of interest. This course of action should apply particularly when the conflict is judged to have minimal consequence to the broader activities of the organization.
 - c. Determine that the agent must resign from his or her service to AIBD. This course of action should apply when the conflict is so pervasive that it is judged that the agent would likely seldom, if ever, be able to act solely in the best interests of the organization.
3. The Delegates reserve final authority over the resolution of all conflicts of interest involving an employee of the AIBD.

AMERICAN INSTITUTE OF BUILDING DESIGN

Statement of Disclosure

As a delegate, director, officer, examiner or key employee of AIBD, I understand that I am obligated to disclose the existence of any facts or circumstances that may constitute a conflict of interest, as the term is defined in the Conflict of Interest Policy.

- I have the following interests in third parties providing goods and services to AIBD:

- I serve in a leadership capacity, have a significant investment, or own at least a one percent interest in the following entities or organizations that may have conflicting interests with those of AIBD, or take public positions contrary to those of AIBD:

- I expect to receive compensation from AIBD in the following amount, not including reimbursement of reasonable expenses:

- The following members of my family expect to receive some form of compensation or material financial benefit from AIBD:

- Outside of my capacity as a delegate, director, officer, or key employee of AIBD, I have a family relationship or business relationship with the following directors, officers, or key employees of either organization:

- I wish to disclose the following additional facts or circumstances:

I have read the AIBD Conflict of Interest Policy in full, and understand that I am required to notify the Board of Directors or the House of Delegates of AIBD in the event of any material change to the answers I have provided in this statement.

Date: _____ Signed: _____

HOUSE OF DELEGATES PROXY STATEMENT

AMERICAN INSTITUTE OF BUILDING DESIGN

PHONE: (800) 366-2423

FAX: (866) 204-0293

EMAIL: info@aibd.org

I, _____, being a member in good standing, do hereby assign my vote by proxy to _____, and grant to them my voting privileges for the **July 29, 2014** House of Delegates meeting to be held at the Hilton Columbus Downtown, Columbus, OH.

In compliance with the Bylaws of the American Institute of Building Design, Article VI, Section 7:

- A. An absent member of the House of Delegates may grant a proxy to another member of the House of Delegates, provided that a proxy statement is furnished to either the President or the Chief Staff Officer prior to the meeting for which it will be in effect. The proxy statement shall:
 - 1. be in writing (which may include electronic means) on a form approved by the Board of Directors;
 - 2. be dated and signed by the absent member with an electronic signature being acceptable;
 - 3. indicate the person to whom the proxy is given; and
 - 4. indicate which meeting the proxy is valid for.
- B. A proxy will be assumed as valid for all agenda items at the meeting for which it is issued, unless otherwise indicated in the proxy statement.
- C. No one member of the House of Delegates shall hold more than two proxies at any specified meeting.
- D. The giver of a proxy shall be counted as present when establishing a quorum.

I attest to the fact that I have been in contact with the assignee, I have advised them how I wish to cast my vote, and I have directed them how to do so. The assignee has acknowledged that the proxy shall be cast only for agenda items. Any limits relating to the validity of this proxy shall be attached.

Should the primary assignee be in possession of the maximum proxies as specified in the Bylaws, _____ shall be considered as the alternate assignee.

Proxy dated on the _____ day of _____, 20____.

DELEGATE'S SIGNATURE _____

Please return your proxy before midnight EDT, Monday, July 28, 2014.

Return by fax to: 1-866-204-0293

Return by email to: info@aibd.org

7/18/2014

**MEETING AGENDA
AIBD 2014/2015 HOUSE OF DELEGATES
Columbus, Ohio**

July 29, 2014 • 1:30 p.m. EST

To attend virtually: <https://www1.gotomeeting.com/join/901379552>

Dial +1 (619) 550-0000

Access Code: 901-379-552

Audio PIN: Shown after joining the meeting

Please review the full remote attendance instructions at the end of the agenda.

Call to Order Viki Wooster
Anti-Trust Reminder –

As participants in this meeting, we need to be mindful of the constraints of antitrust laws. There shall be no discussions of agreements or concerted actions that may restrain competition. This prohibition includes the exchange of information concerning individual prices, rates, coverages, market practices, claims settlement practices, or any other competitive aspect of an individual company’s operation. Each participant is obligated to speak up immediately for the purpose of preventing any discussion falling outside these bounds.

In the room, please turn off or set to vibrate all mobile devices.

On the phone, please use #6 to mute yourself when you are not talking. Press #6 again to speak.

Roll Call Steve Mickley

Rules of Debate (requires a 2/3 approval) Viki Wooster

1. Delegates may not speak more than twice on any one subject, unless to answer a direct question.
2. Discussion on all issues will be limited to three minutes per response and when practical, the chair will alternate between pro and con.
3. All motions from the floor shall be submitted in writing for clarity.
4. All discussion will be addressed to the Chair and not to other delegates directly.

Approval of the agenda (#1) Viki Wooster

Minutes of the prior meeting (#2) Richard Emigh

Financial Report (#3) Richard Emigh

DIVISION & COMMITTEE REPORTS: (#4)

1. Revenue Division Richard Emigh
2. Internal Affairs Division David Pillsbury
3. External Affairs Division Paul Cole
4. Membership Division Kevin Holdridge
5. Public Affairs Division Newell Cheateham
6. Communications Division Karl Koning
7. National Council of Building Designer Certification John Fought
8. House Plan Marketing Alliance Dan Sater
9. Staff Report Steve Mickley
10. Committees of the Institute
 - a. Audit Committee Sam Liberti
 - b. Governance & Bylaws Committee Mike Lotterman
 - c. President’s Report Viki Wooster
 - d. Nominations Committee Dan Sater

ELECTION AND SWEARING IN OF NEW OFFICERS:

The Nominating Committee Chairperson, Dan Sater (FL), presents the following for the 2014/2015 National Board of Directors, in the order in which they are listed in the AIBD Bylaws. Please note, those italicized are candidates only if they are unsuccessful in a prior election.

President: PAUL COLE (South Carolina), DAVID PILLSBURY (Florida)
Internal Vice President: KEVIN HOLDRIDGE (North Carolina), *DAVID PILLSBURY (Florida)*

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External Vice President: PAUL COLE (South Carolina), KAREN KASSIK-MICHELSON (Alaska)
Secretary/Treasurer: RICHARD EMIGH (California)
Eastern District Director: KEVIN HOLDRIDGE (North Carolina), CHIP HUDSON (Alabama)
Central District Director: NEWELL CHEATHEAM (Texas)
Western District Director: KARL KONING (Washington)

* Nominations are allowed to be made from the floor. Be sure, however, the nominee is willing to serve for the position and meets the prerequisites as set forth in the AIBD bylaws.

UNFINISHED BUSINESS:

1. Acceptance of the obligations carried forward from 2013/2014 House of Delegates President

NEW BUSINESS:

1. Adoption of the 2014/2015 Operating Budget (#5).....Secretary/Treasurer
2. Election of the Nomination Committee President
3. House of Delegates appointment to the Audit Committee President
4. Motion to increase national dues (#6) Sam Liberti
5. Motion to approve modified Society Affiliation Agreements (#7)..... David Pillsbury
6. Bylaws amendment pertaining to House of Delegates meetings (#8)..... Viki Wooster
7. Book of Rules amendment pertaining to the House of Delegates meetings (#9)..... Viki Wooster
8. Bylaws amendment pertaining to convention & conference contracts (#10)... Viki Wooster
9. Bylaws amendment pertaining to the College of Fellows jury (#11).....Chancellor of the College of Fellows

GOOD OF THE INSTITUTE:

1. Recognition awards.

ANNOUNCEMENTS:

ADJOURNMENT:

Remote Attendance Instructions:

- Please join my meeting. <https://www1.gotomeeting.com/join/901379552>
- Dial +1 (619) 550-0000
Access Code: 901-379-552
Audio PIN: Shown after joining the meeting
Meeting ID: 901-379-552
- Not at your computer? Click the link to join this meeting from your iPhone®, iPad® or Android® device via the GoToMeeting app.
- Use your microphone and speakers (VoIP) - a headset is highly recommended. Or, call in using your telephone.
- All participants must be able to speak and be heard at the same time. Please have a microphone and headset available. Using your mobile phone or computer’s “speaker” function is not acceptable. Each attendee will have the ability to mute themselves when they are not talking.
- A Quorum must be established at the physical meeting location before remote Delegates may participate in discussion and voting.

6/28/2014

MINUTES
AIBD 2013/2014 House of Delegates
Las Vegas, NV
February 7, 2014

President Varina Wooster called the meeting to order at 11:05 p.m. PDT.

The Anti-Trust Reminder was read by staff.

ROLL CALL:

Ex-Officio

NCBDC

John Fought (FL)

At Large

Alan Abrams (MD)

Paul Cole (SC)

Alabama

Arizona

California

Alan Austin

Richard Emigh

Gordon Hoehle

Caroline Veerman

Colorado

Bernie Kern

Connecticut

Florida

Mike Keesee

James Lucia

Proxy: Keesee

David Pillsbury

Georgia

David Kent

Proxy: Liberti

Sam Liberti

Iowa

Mick McGuire

Louisiana

Michigan

Mike Lotterman

Proxy: Ressler

Ron Ressler

Mississippi

North Carolina

Willie Dalrymple

Kevin Holdridge

Len Van Staalduinen

Northeast

Ohio

Ron Danne

Proxy: Wright

Richard Rokisky

Proxy: Wright

Jim Wright

Oklahoma

Bruce Yancey

Oregon

Varina Wooster

Pennsylvania

South Carolina

Steve Humbert

Proxy: Cole

Tennessee

Texas

Janet Hobbs

Proxy: Emigh

Traci Kelley

Proxy: Veerman

Virginia

Washington

Jeff Eberle

Karl Koning

Staff

Steve Mickley

Penny Alston

Mike Fischer
(parliamentarian)

After a short delay to solicit more proxies, a quorum was established with 29 of 53 present in person or by proxy.

RULES OF DEBATE: By general consensus, the rules of debate were accepted.

APPROVAL OF AGENDA: Wooster set item #4 under New Business as time certain at 1:15 pm. An item to be presented by Wright was added as #9 under New Business. Emigh moved to accept the agenda as amended. The motion was seconded and passed.

MINUTES: Emigh moved to accept the minutes of the prior meeting without revision. The motion was seconded and passed.

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REPORTS:

1. Emigh delivered the Revenue Division report as previously submitted and presented updated financial statements. He added, the Finance Committee recommends a contingency plan be created to be considered if actual revenues cannot meet the budget revenue amount. The Board of Directors requested the plan be created by the Finance Committee and delivered to them in April.
2. Pillsbury delivered the Internal Affairs Division report as previously submitted. As a part of his report, he provided a copy of a Succession Plan approved by the Board of Directors on February 6, 2014 (see attachment #2)
3. Cole delivered the External Affairs Division report as previously submitted. As a part of his report, he moved to set the vote for the 2017 convention site ahead on the agenda. The motion was seconded and passed. Cole presented Albuquerque, NM, Austin, TX and San Antonio, TX as the three candidates from the Convention Site Selection Subcommittee. There being no cities submitted by societies, the three were voted on the following results: Austin 25, San Antonio 3, Albuquerque 1.
4. Holdridge delivered the Membership Division report as previously submitted. He moved to waive the invitation fees during a membership drive between April 1 and June 30, 2014. The motion was seconded and passed.
5. Newell Cheatham delivered the Political Affairs Division report as previously submitted. Mike Fischer, representing the Codes and Standards Committee, reported the following:
 - a. AIBD needs more people to help identify issues in the building codes.
 - b. Kellen employee Shawn Richardson will now be the committee support staff person.
 - c. The 2015 code cycle has ended. With the start of the IGCC, CDPAccess will be introduced.
 - d. At the state level, more AIBD members need to get seats on building code boards.There were no recommendations and no actions taken.
6. Koning delivered the Communications Division report as previously submitted. There were no recommendations and no actions taken.
7. Fought delivered the NCBDC report as previously submitted. There were no recommendations and no actions taken.
8. Sater was not present to deliver an HPMA report. A written report was previously submitted.
9. Mickley delivered the Staff report.
 - a. Revenue is \$40k behind this year.
 - b. Kellen has agreed to hold their direct support staff costs at the budgeted figure.
 - c. With Whit Peterson's departure, Kellen has issued all new staff at the DC office for AIBD.
 - d. The live design competition at IBS went off successfully with the help of Heather Attardo.

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- e. He encouraged the Delegates to approve the Building Smart Alliance memorandum of agreement.
- f. Blogging material is needed continuously.
- g. The bounce rate on the AIBD website is below par. More research needs to be done to see how having separate URLs for HPMA, ARDA and NCBDC are effecting the bounce rate.
- h. With changeover in staff, everyone is encouraged to use the info@aibd.org email address with communicating with the national office. That email will always exist and will go to someone's inbox.
- i. Now that we are tracking e-marketing statistics, we need more contacts if we are going to grow our programs.
- j. He provided a quick introduction to the AIBD community – how to enter, what groups are, how to upload resources, connections, and the events calendar.

There were no recommendations and no actions taken.

10. No chairpersons of the Committees of the Institute were present. Wooster referred to the written reports previously submitted.

Wooster recessed the meeting for lunch.

UNFINISHED BUSINESS:

1. None.

NEW BUSINESS:

1. Newell Cheatham of Texas was unanimously elected to fill the vacant Central District Director position.
2. The NCBDC Board of Examiners withdrew item HD#16.
3. Viki Wooster moved the approval of Book of Rules amendment (item HD#17) requiring Delegates to serve on committees. The motion failed (10 – for, 18 – against, 1 – abstention).
4. Paul Cole, on behalf of the Convention Site Selection Subcommittee, moved to reconsider Vancouver, BC as the 2016 AIBD Convention and nominated Denver, CO as the alternative. The motion passed (19 – for, 10 against).
5. The 2017 convention location (Austin, TX) was chosen earlier in the meeting during the External VP's report.
6. With there being no objection, all of the existing affinity program contracts are approved to renew automatically.
7. Mickley report the Board of Directors decided, in the meeting the day before, to let the Capitol Watch contract end. A free bill search service is available and the staff will work on creating tutorials to share with the societies. This will save the Institute \$6000+ each year but will require the legislative representatives in each society to use key words and search for bills themselves at regular intervals.
8. Cole moved to approve a memorandum of agreement with the National Institute of Building Sciences which includes a seat on the Building Smart Alliance for AIBD. The motion was seconded and passed.
9. Wright inquired about how reinstating a membership that had previously been revoked by the House of Delegates. By general consensus, the process was

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determined to begin with the former member submitting an application, staff flags the application, and the House of Delegates then vote to approve or deny the application.

GOOD OF THE INSTITUTE:

1. Veerman suggested a roundtable style format that would allow for open discussion during the division reports.
2. Fisher reminded the assembly of the impact the economy has had on our industry and suggested AIBD find a way to maximize relationships with manufacturer members of other organizations.

ANNOUNCEMENTS:

1. The next meeting of the House of Delegates is Tuesday, July 29, 2014 in Columbus, OH.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:33 p.m.

Respectfully Submitted:

Richard Emigh, Secretary/Treasurer
Date: _____



AMERICAN INSTITUTE *of* BUILDING DESIGN

NATIONAL COUNCIL *of* BUILDING DESIGNER CERTIFICATION

HOUSE PLAN MARKETING ALLIANCE

Financial Statement

For The Period Ending

May 31, 2014

Preliminary and unaudited



Atlanta, Beijing, Brussels, Chicago, New York and Washington, DC

AMERICAN INSTITUTE OF BUILDING DESIGN
Statement of Financial Position
5/31/2014
Preliminary and Unaudited

	May 2013
Assets	
Current Assets	
Checking - SunTrust Bank	\$19,409
Savings- Memorial Savings	8,338
Savings- Operating Savings	21,531
CD- AIBD 1549	20,813
CD- AIBD 5022	18,665
CD- Annette Farmer 9295	13,570
CD- Memorial 9691	11,724
CDs- NCBDC	36,399
Prepaid Convention Expenses	436
Total Current Assets	\$150,885
Other Assets	
Website Development	\$12,638
Accumulated Amortization	(4,914)
Total Other Assets	7,724
Total Assets	\$158,609
Liabilities and Net Assets	
Accounts Payable	\$268
Accounts Payable (Societies)	7,252
Deferred Annual Conv Revenues	16,425
Reserve- Scholarship Donations	468
Net Assets	
Net Assets/ Retained Earnings	180,339
Net Assets- Restricted	16,037
Net Assets- Conversion	(32,868)
Temporarily Restricted	25,499
Excess(Deficit) Revenue over Expenses	(54,811)
Total Liabilities and Net Assets	\$158,609

AMERICAN INSTITUTE OF BUILDING DESIGN
Statement of Activity
For the Eleven Months Ending Saturday, May 31, 2014
Preliminary and Unaudited

#3

	May 2013	2013-2014 Budget	Current YTD/Act... Variance	% Used
Revenues				
Membership Dues	\$197,932	\$241,400	(43,468)	81.99%
Corporate Memberships	6,000	16,000	(10,000)	37.50%
National Membership & Initiation Fees	2,109	4,500	(2,391)	46.87%
Misc. Revenue	3,370	8,000	(4,630)	42.12%
Interest Income	91		91	0.00%
NCBDC Income	46,415	60,700	(14,285)	76.47%
HPMA Income	790	5,800	(5,010)	13.62%
Annual Convention	49,016	46,000	3,016	106.56%
Total Revenue	\$305,723	\$382,400	(76,677)	79.95%
Expenses				
Kellen Management	58,674	67,200	(8,526)	87.31%
Kellen Direct Support	48,144	48,000	144	100.30%
Salaries	50,139	57,000	(6,861)	87.96%
Withholdings	14,662	14,000	662	104.73%
Director Incentive		1,200	(1,200)	0.00%
Staff Health Insurance	8,048	12,000	(3,952)	67.07%
Employee Education	176	600	(424)	29.35%
Payroll Service	1,652	1,700	(48)	97.20%
Employee Parking	334	300	34	111.29%
Office Supplies	913	800	113	114.12%
Software Purchases/ Subscriptions	4,066	3,700	366	109.88%
Storage	346	200	146	173.14%
Metro Pass	103	200	(97)	51.50%
Insurance/ Taxes/ Corporate Expenses	2,979	1,200	1,779	248.25%
Postage/ Mailing/ Courier	1,287	800	487	160.88%
Telephones/Fax/ Internet	2,025	2,300	(275)	88.03%
Bank Charges	6,863	5,000	1,863	137.27%
Printing Expense	1,350	900	450	150.03%
BOARD OF DIRECTORS				
Board Meeting Expense	1,218	900	318	135.36%
Board Lodging & Travel	13,477	15,800	(2,323)	85.30%
Exec. Director Expense	12,796	14,000	(1,204)	91.40%
Board Misc. Expenses	599	1,000	(401)	59.88%
MARKETING				
Marketing & Exhibiting	3,723	3,000	723	124.11%
Websites	3,107	2,500	607	124.27%
Committee Expense	4,225	6,800	(2,575)	62.13%

AMERICAN INSTITUTE OF BUILDING DESIGN
Statement of Activity
For the Eleven Months Ending Saturday, May 31, 2014
Preliminary and Unaudited

#3

	May 2013	2013-2014 Budget	Current YTD/Act... Variance	% Used
<i>MISCELLANEOUS EXPENSES</i>				
Compass Club Badges	567	400	167	141.70%
Legislative Tracking	5,427	5,500	(73)	98.68%
Professional Assn Dues	866	1,000	(134)	86.60%
Professional Services	720	1,000	(280)	72.00%
Scholarship Awards & Transfers	1,000	2,500	(1,500)	40.00%
Misc. Expenses	2,157	4,600	(2,443)	46.88%
NCBDC Expense	48,630	60,700	(12,070)	80.12%
HPMA Expense	3,287	1,400	1,887	234.79%
Mid Year Expenses	5,106	3,200	1,906	159.55%
Convention Expense	44,070	34,600	9,470	127.37%
ARDA	7,798	6,400	1,398	121.84%
Total Expense	<u>\$360,534</u>	<u>\$382,400</u>	<u>(21,866)</u>	<u>94.28%</u>
Net Income (Loss)	<u>(\$54,811)</u>		<u>(54,811)</u>	<u>0.00%</u>



AMERICAN INSTITUTE *of* BUILDING DESIGN

NATIONAL COUNCIL *of* BUILDING DESIGNER CERTIFICATION

HOUSE PLAN MARKETING ALLIANCE

Financial Statement

For The Period Ending

June 30, 2014

Preliminary and unaudited



Atlanta, Beijing, Brussels, Chicago, New York and Washington, DC

AMERICAN INSTITUTE OF BUILDING DESIGN
Statement of Financial Position
Preliminary and Unaudited

June
2014

Assets

Current Assets

Checking - SunTrust Bank	\$14,102
Savings- Memorial Savings	10,338
Savings- Operating Savings	23,531
CD- AIBD 1549	20,814
CD- AIBD 5022	18,667
CD- Annette Farmer 9295	13,572
CD- Memorial 9691	11,724
CDs- NCBDC	36,399
Accounts Receivable	390
Prepaid Convention Expenses	1,906
Total Current Assets	\$151,443

Other Assets

Website Development	\$12,638
Accumulated Amortization	(5,265)
Total Other Assets	7,373

Total Assets

\$158,816

Liabilities and Net Assets

Accounts Payable	\$4,592
Accounts Payable (Societies)	5,462
Deferred Annual Conv Revenues	27,730
Reserve- Scholarship Donations	468

Net Assets

Net Assets/ Retained Earnings	172,971
Net Assets- Restricted	16,037
Excess(Deficit) Revenue over Expenses	(68,444)
Total Liabilities and Net Assets	\$158,816

AMERICAN INSTITUTE OF BUILDING DESIGN

#3A

**Statement of Activity
Preliminary and Unaudited**

	June 2014	2013-2014 Budget	Current YTD/Actual Variance	% Used
Revenues				
Membership Dues	\$202,974	\$241,400	(38,426)	84.08%
Corporate Memberships	7,000	16,000	(9,000)	43.75%
National Membership & Initiation Fees	2,136	4,500	(2,364)	47.47%
Misc. Revenue	5,099	8,000	(2,901)	63.74%
Interest Income	95		95	0.00%
NCBDC Income	47,585	60,700	(13,115)	78.39%
HPMA Income	915	5,800	(4,885)	15.78%
Annual Convention	49,016	46,000	3,016	106.56%
Total Revenue	\$314,821	\$382,400	(67,579)	82.33%
Expenses				
Kellen Management	64,008	67,200	(3,192)	95.25%
Kellen Direct Support	48,144	48,000	144	100.30%
Salaries	54,930	57,000	(2,070)	96.37%
Withholdings	16,151	14,000	2,151	115.36%
Director Incentive		1,200	(1,200)	0.00%
Staff Health Insurance	8,848	12,000	(3,152)	73.73%
Employee Education	176	600	(424)	29.35%
Payroll Service	1,792	1,700	92	105.44%
Employee Parking	337	300	37	112.21%
Office Supplies	913	800	113	114.12%
Software Purchases/ Subscriptions	4,527	3,700	827	122.34%
Storage	346	200	146	173.14%
Metro Pass	103	200	(97)	51.50%
Insurance/ Taxes/ Corporate Expenses	2,979	1,200	1,779	248.25%
Postage/ Mailing/ Courier	1,314	800	514	164.22%
Telephones/Fax/ Internet	2,269	2,300	(31)	98.64%
Bank Charges	7,172	5,000	2,172	143.45%
Printing Expense	1,400	900	500	155.54%
BOARD OF DIRECTORS				
Board Meeting Expense	1,226	900	326	136.22%
Board Lodging & Travel	15,087	15,800	(713)	95.49%
Exec. Director Expense	14,533	14,000	533	103.81%
Board Misc. Expenses	609	1,000	(391)	60.88%
MARKETING				
Marketing & Exhibiting	3,723	3,000	723	124.11%
Websites	3,822	2,500	1,322	152.86%
Committee Expense	4,495	6,800	(2,305)	66.10%

AMERICAN INSTITUTE OF BUILDING DESIGN

#3A

**Statement of Activity
Preliminary and Unaudited**

	June 2014	2013-2014 Budget	Current YTD/Actual Variance	% Used
<i>MISCELLANEOUS EXPENSES</i>				
Compass Club Badges	567	400	167	141.70%
Legislative Tracking	5,939	5,500	439	107.97%
Professional Assn Dues	866	1,000	(134)	86.60%
Professional Services	720	1,000	(280)	72.00%
Scholarship Awards & Transfers	1,000	2,500	(1,500)	40.00%
Misc. Expenses	2,157	4,600	(2,443)	46.88%
NCBDC Expense	52,738	60,700	(7,962)	86.88%
HPMA Expense	3,404	1,400	2,004	243.14%
Mid Year Expenses	5,106	3,200	1,906	159.55%
Convention Expense	44,070	34,600	9,470	127.37%
ARDA	7,798	6,400	1,398	121.84%
Total Expense	\$383,265	\$382,400	865	100.23%
Net Income (Loss)	(\$68,444)		(68,444)	0.00%

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 that 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.

Reccomencation: 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 Report submitted 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 Report submitted 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 our 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 stlye 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 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 Cheateam (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 Cheatheam TX

Western District Director

- 1. Karl Koning WA

2014 Projected Expenses
American Institute of Building Design
Hilton Downtown Columbus
July 28 - August 1, 2014

#4.1

Marketing	# of items	Estimated Price Per Item	Tax		2014 Projected Net Cost	Comments
Save the Date Postcards	0	\$0.09			\$0.00	
Web Site Development	1	\$85.00			\$85.00	
Save the Date Postage	0	\$0.33			\$0.00	
Pre-Conference Total:					\$85.00	
Hotel Sleeping Room Disbursements (Section I)	# of items	Estimated Price Per Item	Tax and Gratuity	Estimated Price Per Item Exclusive of Tax & Gratuity	2014 Projected Net Cost	Comments
Staff Rooms (Discounted)	25	82 1/2	1.17	\$2,062.50	\$2,413.13	
AIBD Speaker Rooms (Paid by AIBD)	4	\$165.00	1.17	\$660.00	\$660.00	
1 per 40 Comp	4	(\$165.00)	1.17	(\$660.00)	(\$660.00)	
10% Commission	190	(\$189.00)	0.10	(\$3,591.00)	(\$3,591.00)	
Hotel Sleeping Room Total:	223			-\$1,528.50	-\$1,177.88	
Tuesday, July 29, 2014	# of items	Estimated Price Per Item	Tax and Gratuity	Estimated Price Per Item Inclusive of Tax & Gratuity	2014 Projected Net Cost	Comments
Room Rental	2	\$350.00	1.29	\$700.00	\$903.00	
AM Coffee Break	1	\$275.00	1.29	\$275.00	\$353.38	
President's Luncheon	16	\$32.00	1.29	\$512.00	\$657.92	
PM Coffee Break	1	\$275.00	1.29	\$275.00	\$353.38	
AV	1	\$700.00	1.29	\$700.00	\$903.00	
Total Food & Beverage/Total Daily Expenses				\$1,062.00	\$3,170.67	
Thursday, July 31, 2014	# of items	Estimated Price Per Item	Tax and Gratuity	Estimated Price Per Item Inclusive of Tax & Gratuity	2014 Projected Net Cost	Comments
Room Rental	1	\$350.00	1.29	\$350.00	\$451.50	
AM Coffee Break	1	\$325.00	1.29	\$325.00	\$419.25	
Lunch	80	\$34.00	1.29	\$2,720.00	\$3,508.80	
PM Coffee Break	1	\$325.00	1.29	\$325.00	\$419.25	
AV	1	\$750.00	1.29	\$750.00	\$967.50	
Sub Total		Avg / person =	\$72.08	\$3,720.00	\$5,766.30	
Reception	# of items	Estimated Price Per Item	Tax and Gratuity	Estimated Price Per Item Inclusive of Tax & Gratuity	2014 Projected Net Cost	Comments
	0	\$55.00	1.24	\$0.00	\$0.00	Ohio Society
Beverages (Hosted Bar)	0	\$200.00	1.24	\$0.00	\$0.00	Ohio Society
Misc.	0	\$125.00			\$0.00	Ohio Society
Entertainment:	0	\$0.00	\$0.00	\$0.00	\$0.00	Ohio Society
Total Food & Beverage/Total Daily Expenses				\$7,840.00	\$5,766.30	
Friday, August 1, 2014	# of items	Estimated Price Per Item	Tax and Gratuity	Estimated Price Per Item Inclusive of Tax & Gratuity	2014 Projected Net Cost	Comments
Room Rental	1	\$350.00	1.29	\$350.00	\$451.50	
AM Coffee Break	1	\$325.00	1.29	\$325.00	\$419.25	

2014 Projected Expenses
American Institute of Building Design
Hilton Downtown Columbus
July 28 - August 1, 2014

#4.1

Lunch	80	\$36.00	1.29	\$2,880.00	\$3,715.20	
PM Coffee Break	1	\$325.00	1.29	\$325.00	\$419.25	
AV	1	\$750.00	1.29	\$750.00	\$967.50	
Table Tops		Avg / person =	\$84.73			
Skirted tables, chairs and baskets	13	\$50.00	1.24	\$650.00	\$806.00	
Electric	0	\$50.00	1.24	\$0.00	\$0.00	
Total Food & Beverage/Total Daily Expenses				\$3,530.00	\$6,778.70	
Thursday, July 31, 2014 (Ohio State House Event)	# of items	Estimated Price Per Item	Tax and Gratuity	Estimated Price Per Item Inclusive of Tax & Gratuity	2014 Projected Net Cost	Comments
Facility Rental	1	\$750.00	1.00	\$750.00	\$750.00	
Catering	80	\$41.00	1.00	\$3,280.00	\$3,280.00	
Master of Ceremonies	1	\$500.00	1.00	\$500.00	\$500.00	
Open Bar	80	\$7.00	1.00	\$560.00	\$560.00	
Equipment & AV Rental	1	\$150.00	1.00	\$150.00	\$150.00	
Transportation	1	\$625.00	1.20	\$625.00	\$750.00	
Total Food & Beverage/Total Daily Expenses		Avg / person =	\$74.88	\$0.00	\$5,990.00	
Awards Dinner, August 1, 2014	# of items	Estimated Price Per Item	Tax and Gratuity	Estimated Price Per Item Inclusive of Tax & Gratuity	2014 Projected Net Cost	Comments
Master of Ceremonies	1	\$1,000.00	1.00	\$1,000.00	\$1,000.00	
Reception	43	\$0.00	1.29	\$0.00	\$0.00	
Three Course Dinner	43	\$67.00	1.29	\$2,881.00	\$3,716.49	
Beverage (Host)	1	\$150.00	1.29	\$150.00	\$193.50	
AV	1	\$1,000.00	1.29	\$1,000.00	\$1,290.00	
Total Food & Beverage/Total Daily Expenses		Avg / person =	\$144.19	\$3,031.00	\$6,199.99	
Tours	# of items	Estimated Price Per Item	Tax and Gratuity	Estimated Price Per Item Inclusive of Tax & Gratuity	2014 Projected Net Cost	Comments
Walking Food Tour or Food Truck Tour	12	\$45.00	1.18	\$540.00	\$637.20	
Longaberger Village	12	\$95.00	1.25	\$1,140.00	\$1,425.00	
Transportation	12	\$5.00	1.20	\$60.00	\$72.00	
Spouse Total			Avg / person =	\$177.85	\$2,134.20	
German Villager Tour	35	\$25.00	1.20	\$875.00	\$1,050.00	
Lunch	35	\$16.00	1.25	\$560.00	\$700.00	
Transportation	1	\$950.00	1.20	\$950.00	\$1,140.00	
Architectural Tour Total			Avg / person =	\$82.57	\$2,890.00	
Tours Total:					\$5,024.20	

2014 Projected Expenses
American Institute of Building Design
Hilton Downtown Columbus
July 28 - August 1, 2014

#4.1

Hotel Food and Beverage Total:				\$15,463.00		
Food and Beverage Shortfall:				\$0.00	\$0.00	
On Site General Expenses	# of items	Estimated Price Per Item	Tax		2014 Projected Net Cost	Comments
Welcome Packets	0	\$0.00	1.07		\$0.00	
Name Badges	0	\$1.75	1.07		\$0.00	
Tent Cards	50	\$0.30	1.07		\$16.05	
Signage for Sponsors and Events	1	\$500.00	1.07		\$535.00	
Photographer	1	\$0.00			\$0.00	
Speaker Expense Reimbursements	1	\$600.00			\$600.00	
Speaker Fees	1	\$3,500.00			\$500.00	
Staff Expenses	1	\$1,000.00			\$1,000.00	
Supplies	1	\$25.00			\$100.00	
Onsite Printing	1	\$120.00			\$0.00	
Miscellaneous Expenses (Including Mugs)	1	\$290.00			\$290.00	
General Expenses Total					\$3,041.05	
Design Competition	# of items	Estimated Price Per Item	Tax		2014 Projected Net Cost	Comments
Call for Entries Postcard & Mailing	1	\$0.00			\$0.00	
Call for Entries Print Copies	0	\$0.00			\$0.00	
Call for Entries Print Copy Mailing	0	\$0.00			\$0.00	
Judging Expense	1	\$240.00			\$10.00	
Web Site Development	1	\$1,200.00			\$1,088.00	
iPod Kiosks	0	\$500.00	1.06		\$0.00	
Awards	1	\$3,800.00	1.06		\$4,028.00	
Miscellaneous Expenses	1	\$100.00			\$100.00	
General Expenses Total					\$5,226.00	
Shipping & Handling Fees	# of items	Estimated Price Per Item	Tax	Estimated Price Per Item Inclusive of Tax & Gratuity	2014 Projected Net Cost	Comments
Shipping of Signage & Conference Materials	1	\$200.00			\$200.00	
Shipping & Handling Fees Total					\$200.00	
Management Fees	# of Hours	Estimated Price Per Hour	Tax	Estimated Price Per Item Inclusive of Tax & Gratuity	2014 Projected Net Cost	Comments
AIBD Staff	0	\$40.00			\$0.00	
Temporary Services	30	\$25.00			\$750.00	
Management Total					\$750.00	
Total Projected Expenses Amount					\$41,054.04	

2014 Projected Expenses
American Institute of Building Design
 Hilton Downtown Columbus
 July 28 - August 1, 2014

#4.1

Income	# of Registrants	Income Per Registration		2014 Projected Net Income	Comments
Designer & Guests Registration	46	\$275.00		\$12,650.00	
Speaker Registrations	4	\$0.00		\$0.00	
Sponsor Registrations	17	\$0.00		\$0.00	
Staff	3	\$0.00		\$0.00	
Comp'd Registrations	5	\$0.00		\$0.00	
Corporate meetings only	4	\$25.00		\$100.00	
Total Registration	79	total people		\$12,750.00	
Total Architectural Tour/Lunch	44	total people		\$4,180.00	
Awards Dinner:					
Paying Guests	33	\$95.00		\$3,135.00	
Staff & Comp'd	10	\$0.00		\$0.00	
Total Awards Dinner	43	total people		\$3,135.00	
Sponsorships					
Total Sponsorship	6	\$1,800.00		\$10,800.00	
Total Sponsorship	3	\$1,200.00		\$3,600.00	
Total Sponsorship	9	\$0.00		\$14,400.00	
Design Competition					
Total Design Competition	1	\$10,715.00		\$10,715.00	
Reimbursements					
Exam Rooms (Reimburse from NCBDC Acct.)	2	\$200.00	1.24	\$496.00	
President's Lunch & Delegates Meeting Expenses (Reimburse from Gen. Acct.)	1	\$595.00		\$3,170.67	
Total Projected Income				\$48,846.67	
Net Profit/Loss On Event		18.98% Cash Flow		\$7,792.63	

AIBD Membership 2013/2014

AIBD Society	Professional 6/30/13	Professional	Associate	Retired	Educator	Student	Total Members	Total Member 6/30/13	Total Growth %	New 7/13-6/14
Alabama	10	11		5		1	17	14	21.43%	1
Arizona	8	7					7	9	-22.22%	
At Large	54	52	4	4	2	24	86	124	-30.65%	25
California	56	60	2	8		3	73	66	10.61%	11
Colorado	10	14		5			19	15	26.67%	4
Connecticut	11	9		1			10	12	-16.67%	1
Florida	58	57	10	8		3	78	95	-17.89%	8
Georgia	27	25	1	2			28	34	-17.65%	
Iowa	20	19					19	20	-5.00%	
Louisiana	17	16				2	18	19	-5.26%	1
Michigan	16	14		2			16	19	-15.79%	
Mississippi	19	15					15	21	-28.57%	
North Carolina	33	31	6	3	2	5	47	47	0.00%	8
NorthEast	22	15				1	16	26	-38.46%	1
Ohio	37	34	1	1		1	37	38	-2.63%	2
Oklahoma	10	9					9	10	-10.00%	1
Oregon	14	10	1	1	1		13	19	-31.58%	2
Pennsylvania	18	15				1	16	23	-30.43%	1
South Carolina	12	14	3				17	16	6.25%	4
Tennessee	13	12		3			15	16	-6.25%	
Texas	115	115	2	4			121	124	-2.42%	11
Virginia	14	13		1		2	16	15	6.67%	2
Washington	29	27	2	4			33	37	-10.81%	2
Total Members	623	594	32	52	5	43	726	819	-11.36%	85

(14 Lifetime members) 85 new members break down to 46 Professional / 9 Associate / 0 Educator / 30 Students
 Membership Goal for 2013/2014 is 5% GROWTH *28 during membership Drive
Total Members as of 7/16/14 = 726 = 11% decrease in Membership 78% RETENTION
4.5% Decrease in Professional members

6/29/2014

AIBD 2014-2015
PROPOSED BALANCED BUDGET
WITH PRIOR YEAR COMPARISONS

#5

Current year financials as of
 May 31, 2014

	A	C	D	E	F	G	H	I	J
1	Account Name / Number	10-11 FY	11-12 FY	12-13 FY	12-13 FY To Date	13-14 FY To Date	13-14 % of Budget	13-14 Budget	14-15 Prop. Budget
2	INCOME ACCOUNTS								
3									
7	Membership	\$236,914	\$200,469	\$242,778	\$233,833	\$203,932	79.23%	\$257,400	\$245,400
8	Nat'l Membership & Initiation Fees	\$6,433	\$2,566	\$4,613	\$4,604	\$2,109	46.87%	\$4,500	\$4,500
9	Miscellaneous Revenue	\$10,979	\$2,953	\$6,385	\$5,785	\$3,370	42.13%	\$8,000	\$8,000
10	Interest Income	\$425	\$247	\$246	\$238	\$91	0.00%	\$0	\$0
11	NCBDC Income	\$0	\$40,204	\$64,011	\$61,681	\$46,415	76.47%	\$60,700	\$56,800
12	HPMA Income	\$0	\$1,000	\$6,702	\$6,577	\$790	13.62%	\$5,800	\$5,800
13	Annual Convention & ARDA	\$66,113	\$26,351	\$62,598	\$62,598	\$49,016	106.56%	\$46,000	\$61,100
14									
15	GRAND TOTAL INCOME	\$320,864	\$273,790	\$387,333	\$375,316	305,723	79.95%	\$382,400	\$381,600
16									
17	EXPENSE ACCOUNTS								
18									
19	GENERAL OPERATING EXPENSES								
20	ADMINISTRATION								
21	Kellen Management (AIBD)	\$0	\$22,400	\$68,270	\$62,936	\$58,674	87.31%	\$67,200.00	\$67,200.00
22	Kellen Direct Support (AIBD)	\$0	\$12,655	\$49,688	\$38,000	\$48,144	100.30%	\$48,000.00	\$48,000.00
23	Salaries	\$124,855	\$89,297	\$53,832	\$49,821	\$50,139	87.96%	\$57,000	\$64,200
24	Withholdings	\$11,475	\$9,222	\$15,761	\$14,338	\$14,662	104.73%	\$14,000	\$15,700
25	Bonuses	\$500	\$1,250					\$0	\$0
26	Director's Incentive	\$2,495	\$1,164	\$1,748	\$0	\$0	0.00%	\$1,200	\$1,200
27	Staff Health Insurance	\$6,416	\$8,165	\$11,327	\$10,297	\$8,048	67.07%	\$12,000	\$4,800
28	Employee Education	\$153	\$153	\$102	\$102	\$176	29.33%	\$600	\$300
29	Payroll Service	\$2,407	\$1,387	\$1,586	\$1,462	\$1,652	97.18%	\$1,700	\$1,700
30	Temporary Staffing	\$590	\$590					\$0	\$0
31	TOTAL ADMINISTRATION	\$148,891	\$146,283	\$202,314	\$176,956	\$181,495	89.98%	\$201,700	\$203,100
32									

6/29/2014

AIBD 2014-2015
PROPOSED BALANCED BUDGET
WITH PRIOR YEAR COMPARISONS

#5

Current year financials as of
 May 31, 2014

	A	C	D	E	F	G	H	I	J
1	Account Name / Number	10-11 FY	11-12 FY	12-13 FY	12-13 FY To Date	13-14 FY To Date	13-14 % of Budget	13-14 Budget	14-15 Prop. Budget
33	OFFICE EXPENSE								
35	Office Supplies	\$2,624	\$1,728	\$1,251	\$769	\$913	114.13%	\$800	\$900
36	Office Lease/Rent	\$34,241	\$23,873						
37	Equipment Maintenance	\$1,115	\$406						
38	Equipment Purchase	\$1,350	\$0						
39	Equipment Lease	\$2,651	\$2,920	\$943	\$943				
40	Software Purchases/Subscriptions	\$4,064	\$2,967	\$4,292	\$2,671	\$4,066	109.89%	\$3,700	\$4,300
41	Utilities	\$639	\$174						
42	Storage	\$0	\$135	\$156	\$130	\$346	173.00%	\$200	\$300
44	Insurance/Taxes/Corporate	\$4,289	\$3,477	\$2,143	\$1,168	\$2,979	248.25%	\$1,200	\$2,900
45	Postage/Mail/Carriers	\$3,982	\$2,793	\$1,329	\$967	1,287	160.88%	\$800	\$1,100
46	Telephone/Fax/Internet	\$5,348	\$4,327	\$2,837	\$2,194	2,025	88.04%	\$2,300	\$2,000
47	Bank & Credit Card Fees	\$4,966	\$4,560	\$5,582	\$5,353	6,863	137.26%	\$5,000	\$6,000
48	Printing Expense	\$1,031	\$1,610	\$1,064	\$926	1,350	150.00%	\$900	\$1,400
49	TOTAL OFFICE EXPENSE	\$66,301	\$48,970	\$19,597	\$15,121	19,829	133.08%	\$14,900	\$18,900
50									
51	BOARD OF DIRECTORS								
52	Board Meeting Expenses	\$1,263	\$1,724	\$1,426	\$1,367	1,218	135.33%	\$900	\$1,100
53	Board Lodging & Travel	\$10,342	\$16,300	\$10,389	\$10,214	13,477	85.30%	\$15,800	\$14,000
54	Executive Director Expenses	\$9,514	\$12,343	\$10,654	\$9,331	13,233	91.26%	\$14,500	\$13,000
55	Misc. Board Expenses	\$618	\$683	\$1,030	\$1,030	599	59.90%	\$1,000	\$700
56	TOTAL EXECUTIVE COMMITTEE	\$21,737	\$31,050	\$23,499	\$21,942	28,527	88.59%	\$32,200	\$28,800
57									
58	MARKETING EXPENSES								
59	Marketing & Exhibiting	\$4,586	\$5,761	\$773	\$773	3,723	124.10%	\$3,000	\$2,900
60	Website	\$4,791	\$1,110	\$6,692	\$5,538	3,107	124.28%	\$2,500	\$2,400
61	TOTAL MARKETING EXPENSES	\$9,377	\$6,871	\$7,465	\$6,311	6,830	124.18%	\$5,500	\$5,300
62									
63	TOTAL COMMITTEE EXPENSES	\$3,896	\$3,961	\$6,288	\$5,692	4,225	62.13%	\$6,800	\$4,500
64									

6/29/2014

**AIBD 2014-2015
PROPOSED BALANCED BUDGET
WITH PRIOR YEAR COMPARISONS**

#5

Current year financials as of
May 31, 2014

	A	C	D	E	F	G	H	I	J
1	Account Name / Number	10-11 FY	11-12 FY	12-13 FY	12-13 FY To Date	13-14 FY To Date	13-14 % of Budget	13-14 Budget	14-15 Prop. Budget
65	MISCELLANEOUS EXPENSES								
66	Compass Club Badges	\$516	\$589	\$471	\$471	567	141.75%	\$400	\$300
67	Legislative Tracking	\$4,844	\$5,473	\$5,156	\$4,677	5,427	98.67%	\$5,500	\$1,700
68	Professional Association Dues	\$695	\$934	\$920	\$920	866	86.60%	\$1,000	\$900
69	Professional Services	\$8,219	\$3,122	\$1,000	\$1,000	720	72.00%	\$1,000	\$900
71	Scholarship Awards Transfer	\$2,000	\$2,000	\$2,034	\$2,034	1,000	40.00%	\$2,500	\$2,400
72	Other Misc. Expense	\$16,660	\$13,493	\$5,690	\$5,690	2,157	46.89%	\$4,600	\$4,000
73	TOTAL MISC. EXPENSES	\$32,934	\$25,611	\$15,271	\$14,792	10,737	71.58%	\$15,000	\$10,200
74									
75	NCBDC EXPENSES	\$36,311	\$18,211	\$52,753	\$46,808	48,630	80.12%	\$60,700	\$56,800
76									
77	HPMA EXPENSES			\$106	\$65	3,287	234.79%	\$1,400	\$1,400
78									
79	MID-YEAR MEETING EXPENSE	\$3,783	\$1,964	\$3,420	\$3,420	5,106	\$1.60	\$3,200.00	\$3,000.00
80									
81	CONVENTION EXPENSE	\$48,190	\$44,159	\$44,527	\$44,527	44,070	127.37%	\$34,600	\$44,000
82	ARDA	\$7,088	\$6,384	\$7,936	\$7,936	7,798	121.84%	\$6,400	\$8,000
83	TOTAL CONVENTION & ARDA	\$55,278	\$50,543	\$52,463	\$52,463	51,868	126.51%	\$41,000	\$49,600
84									
85	GRAND TOTAL EXPENSES	\$378,508	\$333,464	\$383,176	\$343,570	360,534	94.28%	\$382,400	\$381,600
86									
87	Net Income (Loss)	-\$57,644	-\$59,674	\$4,157	\$31,746	-54,811			\$0

AIBD BOOK OF RULES AMENDMENT

Author: Sam Liberti

Purpose: The cost of doing business has increased although the economy is still sluggish. Since the last dues increase, the Consumer Price Index has increased 5%. I propose we help balance the expenditures of the Institute and provide funds to move forward on new programs by increasing the national dues for Professional members 5.6% (\$20)

Legend:

Standard:	Existing text to remain
Struck:	Existing text to be removed
<u>Underlined & Bold:</u>	Text to be added

Effective: Immediately

III. Membership

B. Annual Dues for National Membership (Amended 8/6/12)

1. The Annual Membership Dues are set as follows:	National	At Large	Society
Professional Membership Category:			
Certified Professional member		\$ 385 <u>\$405</u>	\$ 360 <u>\$380</u>
Professional member		\$ 385 <u>\$405</u>	\$ 360 <u>\$380</u>
Retired Professional member		\$ 25	\$ 25

Motion #1 – Georgia Society Affiliation Agreement

Author: David Pillsbury, Internal Vice President

Whereas; the AIBD Society Relations Policy requires Societies to file with the national office a completed Society Affiliation Agreement based on the model agreement approved by the House of Delegates as a part of the qualifications to be recognized as a society (Supplement #9 in the Book of Rules); and

Whereas, the House of Delegates may waive requirements of the Society Relations Policy for good cause if such waiver is required by local law or unique local circumstances;

Be it therefore moved, the House of Delegates approve the attached Society Affiliation Agreement as modified by the following communication from the Georgia Society.

From: sam liberti [mailto:sliberti@gabuilders.com]
Sent: Wednesday, November 20, 2013 7:54 AM
To: David Pillsbury
Subject: RE: bylaws

David

Thank you for sending the Society affiliation agreement. The only thing that stands out to us, and we are not comfortable with, is the return of all assets to National. If anything it would be returned to the remaining members since they were the ones who contributed.

While we pay dues to National, we have saved and worked hard over the years to become responsible members and manage our money. National gave us the right to be a Society, but had no contribution to maintaining or adding to our fiduciary duties. Our fore sight allowed us to help members pay dues and keep their membership in the lean years. If we had not provided the vehicle for this we would have lost more members and the result would have been a monetary loss for National.

We would like to strike the two areas, one under Terms and Conditions and the other in Article 13 about returning assets within sixty days.

Thank you.

Sincerely
Sam Liberti
President Georgia Society

Motion #2 – Texas Society Affiliation Agreement

Author: David Pillsbury, Internal Vice President

Whereas; the AIBD Society Relations Policy requires Societies to file with the national office a completed Society Affiliation Agreement based on the model agreement approved by the House of Delegates as a part of the qualifications to be recognized as a society (Supplement #9 in the Book of Rules); and

Whereas, the House of Delegates may waive requirements of the Society Relations Policy for good cause if such waiver is required by local law or unique local circumstances;

Be it therefore moved, the House of Delegates approve the attached Society Affiliation Agreement as modified in the following attachment from the Texas Society.

Society Affiliation Agreement

Society Affiliation Agreement ("Agreement") is made this 3 day of March 2011, by and between the American Institute of Building Design, a District of Columbia nonprofit corporation ("the Institute") and the *Texas Institute of Building Design*. (as a Society of the AIBD.)
SA

WHEREAS, AIBD and the Society wish to describe their understanding concerning the services to be rendered and other rights and obligations of the parties;

NOW, THEREFORE, in consideration of the foregoing and of their mutual promises and agreements, the Institute and the Society agree as follows:

A. Preamble

1. The Institute is a nonprofit tax-exempt organization organized under Section 501(c)(6) of the Internal Revenue Code and incorporated under District of Columbia Non-Profit Corporation Act. The purpose of the Institute, as stated in greater detail in the Institute's Articles of Incorporation, is, in essence, to advance the development, recognition, and enhancement of the profession of building design.
2. Pursuant to the Bylaws of the Institute, all Societies of the Institute will exist under the sanction of the Institute subject to this Society Affiliation Agreement and other policies adopted by the Institute from time to time.
3. The Society agrees to support the Institute's purposes and will abide by the following documents (which may be modified from time to time by the Institute): the Institute's Articles of Incorporation, the Institute's Bylaws, and the Institute's Book of Rules.
4. This agreement contains the mutual rights and responsibilities of the Institute and the Society concerning their relationship with each other and to other Institute Societies.

B. Jurisdiction

1. The Institute has the authority to assign, modify or withdraw the geographical jurisdiction of the Society. Upon receipt of a fully executed copy of this agreement, the Institute will authorize the Society to represent the Institute as the ~~American Institute of Building Design~~ *Texas Institute of Building Design* Society. The Institute will establish the geographic area to be served by the Society. SA
2. The Institute's House of Delegates has the authority to assign the Society to one of three districts. The needs, interests, and concerns of the Society shall be represented to the Board of Directors by their respective District Director.

C. Obligations

1. The Institute will provide the Society with certain materials to assist the Society in recruiting members, providing assistance in preparing and presenting educational programs, making available certain supplies, and providing the Society a Bylaws and Book of Rules template.
2. Institute dues will be established from time to time by the Institute's House of Delegates. Dues paid by individuals to the Institute will be for membership in both the Institute and the Society. Additional dues may be assessed by the Society to conduct meetings and events and for general operational purposes.
3. The Society will take all appropriate action to sustain membership growth. The Society will develop policies and procedures consistent with the Institute's policies and procedures.

D. Liability and Indemnification

1. The Institute and the Society expressly acknowledge and agree that the Institute and the Society are, and intend to maintain, separate corporate entities. As such, the Institute will not incur any liability, obligation or expense on behalf of the Society, nor the Society on behalf of the Institute, unless the act giving rise to the potential liability will have first been approved in writing by both the Institute and the Society.
2. The Society hereby indemnifies, holds harmless and agrees to defend and pay all costs and expenses as they are incurred, the Institute and its officers, directors, agents, members and employees from and against any action, suit, proceeding, asserted claim, damage, liability, obligation, cost and expense which may be incurred by the Institute and/or its officers, directors, agents and employees and which may arise by reason of any act or failure or omission to act by the Society or by any officer, director, agent, member or employee thereof, any breach of this Agreement, or the failure or refusal of Society and its officers, directors and employees to comply with and conform to the Institute Bylaws, or which in any other way pertains to the relationship and mutual rights and responsibilities between the Society and the Institute.

E. Intellectual Property

1. The Institute owns its copyrights, trademarks, logos and other intellectual property, defines the use of its intellectual property, and manages adherence to all intellectual property usage guidelines.
2. The Institute grants a non-exclusive, royalty-free license to the Society to use certain of its copyrights, trademarks, logos and other intellectual property now owned or developed by the Institute in the future. Use of such property is limited by the Institute to the usage established and communicated to the Society from time to time and the Society specifically acknowledges that the Institute may modify the terms of such usage or withdraw any license to use at any time. Upon termination, dissolution, merger or any other transfer of assets by the Society, this license will terminate and the Society will cease all use of such property, return all materials containing such property, and cease using the Institute name, copyrights, trademarks, logos and other intellectual property.
3. Upon request by the Institute, the Society will submit to the Institute for review any and all Society materials in which the copyrights, trademarks, logos and other intellectual property appear. The Institute will have the right to require changes to such materials for the purpose of insuring proper use of its property.

F. Documents

The Institute and the Society acknowledge the existence, force and effect of the following documents:

1. The Institute Articles of Incorporation.
2. The Institute Bylaws
3. The Institute Book of Rules
4. Society Articles of Incorporation
5. Society Bylaws

If at any time any provision of the Agreement is determined to be inconsistent with any provision of the documents named in (1), (2) and (3) above, said documents will control.

Terms and Conditions

The parties acknowledge and agree that, subject to the terms of paragraph 1 below, this Agreement will continue for a period of one (1) year after the effective date hereof, and will automatically renew for successive one (1) year periods, unless terminated or modified by the Institute.

1. The parties acknowledge and agree that this Agreement may be terminated by the Institute under the following circumstances:
 - a. At any time by providing the Society with thirty (30) days prior written notice of such termination.
 - b. Upon the filing of a petition of bankruptcy by or against the Society which is not dismissed within ninety (90) days after the date filing.
 - c. Upon placement of the assets of the Society in the hands of a receiver or an assignment of assets by the Society for the benefit of its creditors.
 - d. Upon the voluntary or involuntary dissolution of the Society.
2. ~~In the event of termination or dissolution of the Society, to the extent allowed under applicable law, all of the assets of the Society will be distributed to the Institute within 60 days of the date of termination. In the event that the Society Board of Directors will fail to act in the manner herein, the state court in which the principal office of this Society has been located will make such distribution as herein provided, upon the petition of the Institute or other persons having an interest in the Society or its assets.~~ SA

G. Society Relations Policy

The parties acknowledge and restate the applicability of the Institute's Society Relations Policy, included in the Institute's Book of Rules, including, but not limited to the following provisions:

1. The Society and its Chapters, if any, shall make any changes to their governing documents required by the Institute.
2. Standards for Professional membership in the Society and its Chapters, if any, shall be equivalent to those of the Institute.
3. All members of the Society and its Chapters, if any, shall be members of the Institute.
4. The Society and its Chapters, if any, shall comply with all applicable rules and directives of the Institute.
5. The Society and its Chapters, if any, shall determine and report to the Institute their dues structures.
6. If applicable, the Society shall provide procedures for discipline of its Chapters, subject to review by the Institute's Board of Directors.
7. Society and Chapter activities shall be consistent with the purposes of the Institute as stated in its Bylaws.
8. The Society must develop, maintain, and subject itself to Society Bylaws, subject to the review and requirements of the Institute's Bylaws Committee.
9. The Society and its Chapters, if any, shall maintain records of activities, including membership, meeting minutes, collection of Associate member dues, and financial income and expenditures, government-required reports (including Internal Revenue Service Form 990), internal operations, and compliance with Institute policies and directives. Such records shall be presented to the Institute if requested.
10. The Society shall be represented at the meetings of the Institute by delegates elected according to the quotas established in the Institute's Bylaws.
11. Members shall be assigned as members of the Society according to the requirements of the Institute's Bylaws.
12. As provided in AIBD Bylaws Art. V, § 1 (F) (1) the Institute's House of Delegates has the authority to assign the Society to one of three districts. A Society District Map, drafted in accordance with the District boundaries adopted by the House of Delegates, shall be approved by the President and included as a supplement to the Book of Rules.

13. The Society shall provide in its articles of incorporation (or equivalent corporate charter, certificate of incorporation, articles of organization, or other organic corporate document, as applicable in the jurisdiction of incorporation) and bylaws that any changes to the Society's articles of incorporation or equivalent document and bylaws shall be submitted to the Institute's Bylaws Committee for its review and concurrence. Unless rejected by the committee within sixty days of receipt (or approval is received sooner) the proposed amendment shall take effect. ~~To the extent permissible under applicable state law, the Institute's House of Delegates may unilaterally amend the Society's articles of incorporation or equivalent document and bylaws or take such other measures as are necessary to enforce conformity with the Institute's Bylaws. Such measures shall include, but are not limited to, prohibition of the use of AIBD's name, logo, or other intellectual property, and the return of all funds in the Society's treasury to the Institute.~~ SA

H. Miscellaneous Provisions

1. Nothing in this Agreement will be deemed to create a partnership, joint venture or agency relationship between the Institute and Society to make either party jointly liable for any obligation of the other arising out of the activities and services contemplated or performed by this Agreement. Neither party will have any power or authority to act in the name of or on behalf of the other party except with the express written consent of such party.
2. Unless otherwise required by state law, the parties agree that the jurisdiction, venue and choice of law for any disputes between the parties will be the District of Columbia.

IN WITNESS WHEREOF, the parties have caused this Society Affiliation Agreement to be executed by their duly authorized officers, effective as of the day and year first written above.

American Institute of Building Design

By: _____
Please print

Signature: _____

Date: _____

Texas Institute of Building Design (Society)

By: Sergio Astorga
Please print

Signature: Sergio Astorga

Date: 3-3-11

AIBD BYLAWS AMENDMENT

Author: Viki Wooster

Purpose: To establish language in the Bylaws that allows the House of Delegates to meet electronically for any meeting other than the annual meeting. This amendment would give the Institute flexibility to respond to circumstances, and flexibility to reduce meeting expenses. Over \$10,000 is spent for the Midyear Meeting by the Institute not including the travel expenses reimbursed by the societies to their respective delegates.

Legend:

- Standard: Existing text to remain
- ~~Struck:~~ Existing text to be removed
- Underlined & Bold:** Text to be added

Effective: Immediately

ARTICLE VI: VOTING MEMBERS/HOUSE OF DELEGATES

Section 6: Quorum

- A. A majority of the members of the House of Delegates then in office shall constitute a quorum. A quorum shall be established at ~~regular~~ **the annual** meetings of the House of Delegates by those physically present or by proxy. When ~~exigent circumstances involving business items of a time-critical nature exist~~ **other regular** and a special meetings of the House of Delegates ~~is~~ **are** convened, a quorum shall be established by those physically present, those present by proxy, and those present by electronic communication. The House of Delegates cannot do business without a quorum after the absence of a quorum has been drawn to the attention of the Chair, but the members of the House of Delegates remaining may recess, adjourn, and take measures to obtain a quorum, and set a time and place for continuance of the meeting. (Amended 1/25/13)

AIBD BOOK OF RULES AMENDMENT

Author: Viki Wooster

Purpose: To establish language in the Bylaws that allows the House of Delegates to meet electronically for any meeting other than the annual meeting. This amendment would give the Institute flexibility to respond to circumstances, and flexibility to reduce meeting expenses. Over \$12,000 is spent for the Midyear Meeting by the Institute not including the travel expenses reimbursed by the societies to their respective delegates.

Legend:

- Standard: Existing text to remain
- ~~Struck:~~ Existing text to be removed
- Underlined & Bold:** Text to be added

Effective: Immediately

XXIX. Electronic Participation in Meetings

C. Quorum Validation

1. A House of Delegates ~~regular~~ **annual** meeting quorum shall be determined by a spoken roll call which signifies the member's physical presence or a member's presence by proxy. In ~~regular~~ **annual** meetings of the House of Delegates those who participate electronically are not to be counted in the establishment of a quorum.
2. A House of Delegates **mid-year or** special meeting quorum shall be determined by a spoken roll call which signifies the member's physical presence, a member's presence by proxy, or a member's presence by electronic participation.
3. A quorum for a Board of Directors meeting or a meeting of an Institute Council shall be determined by a spoken roll call which signifies the member's physical presence or a member's presence by electronic participation.
4. If the established quorum relies on the participation of those who attend electronically, the continued presence of a quorum shall be monitored for the meeting's duration.
5. The secretary, or an assistant assigned by the chair, shall record the names of the members who are participating electronically.

AIBD BYLAWS AMENDMENTS

Author: Viki Wooster

Purpose: This amendment authorizes the Board of Directors to enter into agreements pertaining to the Midyear Meeting without House of Delegates approval, which has been the practice. In addition, it allows the Institute to take timely advantage of any opportunities to put on educational conferences in addition to the Annual Convention. The goals for such conferences would be to increase industry awareness of AIBD, attract new members, and generate non-dues revenue.

Legend:

- Standard: Existing text to remain
- ~~Struck:~~ Existing text to be removed
- Underlined & Bold:** Text to be added

Effective: Immediately

ARTICLE X: COMMITTEES

Section 4: Convention Committee

- A. The President shall appoint a Convention Committee, which shall assist the President and the Institute in the management of all conventions **and conferences**. The number of persons on such committee shall be at the discretion of the President.

ARTICLE VII: BOARD OF DIRECTORS

B. Contracts, Debts, and Expenditures

- 1. The Board of Directors shall obtain the consent of the House of Delegates before entering into any contract or executing any instrument on behalf of the Institute involving capital expenditures, real estate transactions, employment contracts, issuance of bonds, contracts longer than one year in duration, or expenditures greater than \$1,000.00 in aggregate on any subject, except as noted in paragraph 2.
- 2. The following shall be exempt from the requirements of paragraph 1:
 - a. Convention **and conference** expenditures as proposed by the Convention Committee may be approved by the Board of Directors.
 - b. For unforeseen situations regarding operational expenses, the Board of Directors may enter into contracts beyond the limitations of paragraph 1 of this Subsection if compliance with such paragraph would result in extra expense to the Institute. In such cases, the Board of Directors shall make a full report regarding the expenditure to the House of Delegates at the next scheduled meeting.
- 3. As provided by law, no loans shall be made by the Institute to any director or officer.

AIBD BYLAWS AMENDMENTS

Author: College of Fellows

Purpose: To simplify the jury selection and provide more Fellows the opportunity to serve as a juror.

Legend:

- Standard: Existing text to remain
- ~~Struck:~~ Existing text to be removed
- Underlined & Bold:** Text to be added

Effective: Immediately

ARTICLE VIII: COLLEGE OF FELLOWS

Section 2. Election & Tenure

- A. Election to the College of Fellows shall be by vote of a three-member jury of members of the College of Fellows, **elected annually.** ~~The members of the College of Fellows jury shall serve staggered three-year terms, one being elected each year by a mail ballot of the members of the College of Fellows.~~ Nothing in these bylaws shall be deemed to create voting rights in members of the College of Fellows in regard to any matter not specifically provided for in these bylaws.
- ~~B. Each jury member's term shall commence at the beginning of the annual convention and shall run until the beginning of the third following annual convention, or until a successor is elected and qualified.~~
- B. Ballots may be returned by mail or electronically according to a procedure adopted by the House of Delegates and included in the Book of Rules. To be counted in determination of the result, all mail ballot votes must be received at the Institute's National Office, or such other place as may be designated by the House of Delegates, within 30 days following the mailing of ballots to all members of the College of Fellows by the Secretary or the Chief Staff Officer acting at his or her direction.
- C. Vacant College of Fellow jury positions may be filled for the remainder of the term by a similar mail ballot of the College of Fellows.
- D. Membership in the College of Fellows shall be permanent, as long as the member maintains Certified Professional membership in the Institute.