

AIGA Richmond Chapter-Board Meeting Minutes
Tuesday, November 6, 2012 (Election day)
Unboxed Technology

Board Members in attendance:

- President — David McIntosh
- Vice President — John Hoar
- Administrator/Historian Director— Ivette Sierra
- Membership Director — Meena Khalili Clifford
- Director of Competitions — Amanda Vance
- Partnership Director — Kara Lyons
- Student Liaison — Adrian Robertson
- Finance Director — Jen Rose
- Web Director — Ralph Otto
- Web Co-Chair 1 – Dawn Sallas
- Web Co-Chair 2 – Eric Gordon
- Finance Committee Member— Magda R. Ruesch

Board & Committee Members absent:

- Brand Director — Tyler Darden
- Programming Director — Allie Witte (Teaching)

6:08pm

AIGA Richmond David McIntosh, President opened the meeting.

Approval of minutes: Meena motion to approve the minutes from October as-is, all seconded.

Minutes were approved by a unanimous vote.

Introduction

Updates from Home Office:

- AIGA website is down due to Super Storm Sandy
- Mohawk is closing Felt & Wire shop, alote of chapters are moving to Etsy
- President's meeting moving to next Thursday due to Super Storm Sandy

Membership Report (Meena)

- Contributor 166 • Supporter 30
- Sustaining member 52

TOTAL: up from last month to 248 members

Meena will send e-mail asking members to updated their attributes to serve them better.

Finance Report (Jen)

\$1,200 Credits

\$6,127 Balance

- Review of monthly charges
- David assigned task to Jen. What are the operational monthly cost?
- True North Advisors: capabilities Presentation by Jen & Magda
- Maybe do a series for financial planning. Magda & Jen to pick topic & regroup with David.

Partnership Updates

- Next steps: Annual Sustaining partners? GRADE sponsors
- Anna from Sappi interested in sponsorship opportunities
- All sponsorship have expired
- Next steps & to do list Kara will post in Hub
- Figure out sponsor packages & get that going

Education Updates (Adrian)

Student online competition update

Student online competition try next Fall 2013 (Cont. working on this & have ready)

JMU has a new student chapter President

Adrian to find out if each President wants to have access to our Basecamp

Website Update

- Website is down. Flooded, due to Sandy.
- Visitors 75% down
- eTouches change over test, is not working, not too many advantages.
- Ralph suggested using Event brite, Ralph will investigate & report back

Communications Updates (David)

- David to check social Media numbers & post (206 likes)
- No Newsletter for November
- We need a E-mail templates, take assets from website (Eric will make templates)
- We need a Communications Director, put the word out on Facebook, Twitter, & LinkedIn.
- Meena twittered about Communications Director search, please re-tweet
- Dawn to provide article/summary for the December news
- Feature past winners of Grade in the Newsletter

PAST EVENTS

- Cocktail & Creatives at Toast
- Cocktail & Creatives at Hardywood

EVENTS CALENDAR

NOVEMBER

COFFEE TALK - Unboxed Technology

Blackhand Coffeshop

Happy Hour/Cocktails + Creatives

Toast - Nov 14 or 15

DECEMBER

Happy Hour/Cocktails + Creatives

Popkins Tavern

Dec 11 (2nd Tuesday)

COFFEE TALK -

Dec 5th - CO+LAB (Ralph)

Stir Crazy

GRADE 7

- Need sponsors
- Need a date & venue (Historical society check price)
- Need Volunteers
- Need 3 Judges (education field, digital world, east coast, diverse) See names to consider thread
- Design firm to design materials (asked people to vote & who to approach)
- Organizing people
- Get volunteer stuff out

Housekeeping + New Business

- Regroup need to communicate better, need your help! Need people to stay involved -Participate!
 - Next Meeting: Tuesday, December 4th, 6pm, location: TBD
- The December board meeting will be a meeting/holiday party, meeting portion will be focus on GRADE7
- Looking for a location or restaurant to have the December meeting /party
 - Significant others will be invited to the second hour of the meeting
 - Continue suggestion for locations to have meeting on the hub

Meena motion to end the meeting, meeting was adjourned at 8:20pm