

AIGA Richmond Chapter-Board Meeting Minutes  
Tuesday, December 4, 2012  
Corrugated Box Building - circle S studio

**Board Members in attendance:**

- President — David McIntosh
- Vice President — John Hoar
- Administrator/Historian Director— Ivette Sierra
- Finance Director — Jen Rose
- Web Director — Ralph Otto
- Finance Committee Member— Magda R. Ruesch

**Board & Committee Members absent:**

- Director of Competitions — Amanda Vance
- Student Liaison — Adrian Robertson
- Web Co-Chair 1 – Dawn Sallas
- Web Co-Chair 2 – Eric Gordon
- Brand Director — Tyler Darden
- Programming Director — Allie Witte
- Partnership Director — Kara Lyons
- Membership Director — Meena Khalili Clifford

6:15pm

AIGA Richmond David McIntosh, President opened the meeting.

**Introduction**

Approval of minutes: John motioned to approve the minutes from November as-is, all seconded. Minutes were approved by a unanimous vote.

-Ralph will add a minutes section under “about us”

-Need to get members to self identify /update attributes on AIGA website

**Membership Report**

- Contributor 125    • Supporter 28
- Sustaining member 58

Current TOTAL: 211    • November Total: 248

**Finance Report (Jen)**

\$466 Credits

\$6,300 Balance

-Review of monthly charges

-Jen would like to talk with Suntrust about account options & fees

## **Partnership Updates**

- Sponsorship Report
- Some sponsorships have expired

## **Education Updates**

- VCU: Open Night, Friday, Dec 14 @5:30pm
- Open Portfolios and Studios
- MFA and BFA Students - (graphic designers, interior designers, fashion, photo)
- Ralph/Adrian/Tyler: Student online exhibition update
- Meet and made task of stuff to do
- Looking for judges - asking President's from any chapter, would be a great start
- Make a short list of judges
- Next step schedule next meeting before the end of year

## **Website Update**

- Web Stats Report (especially sponsors)
- Once connected to eTouches test by end of the year & post on the hub.
- Old internet kit is going down

## **Communications Updates** (David)

- Social Media Report -we have more Twitter followers
- David to continue to search for Communication & Volunteer Director
- Newsletter Eric worked on single event template
- Set up newsletter mailchip template

## **PAST EVENTS**

- Cocktail & Creatives Nov at Toast (Approx 12-15 attended)

# **EVENTS CALENDAR**

## **DECEMBER**

---

### **Happy Hour/Cocktails + Creatives**

Popkins Tavern

Dec 11 (2nd Tuesday)

## **JANUARY**

---

### **COFFEE TALK - Unboxed Technology**

Blackhand Coffee shop

January 10th or 15th

-Dawn to confirm date & location

### **Happy Hour/Cocktails + Creatives**

-Burger Bach, Ralph will call and ask for table

### **Speaker**

No

## **FEBRUARY**

---

### **Happy Hour/Cocktails + Creatives**

Location (TBD)

Day (TBD)

### **COFFEE TALK - CO+LAB**

Feb - CO+LAB (Ralph)

Stir Crazy

### **Speaker**

-Try to approach Shyama Golden

Location + day

**-Revisit speakers for consideration (Assigned to All Board of Directors)**

## **MOVIE SERIES**

Possible movie -Beauty Is Embarrassing

-Wayne White is the feature artist

-David will post info on the hub, for discussion

-David to follow up with Andy Thornton about Shockoe Bottom business space

## **GRADE 7**

TO DO before end of the year (December 2012)

-Need sponsors

-Need a date & venue (possible dates: April 11, 18 or 25)

-Need 3 Judges (education field, digital world, east coast, diverse) See names to consider on the Hub thread

-Design firm to design materials (asked people to vote & who to approach)

-David created a creative brief to send to all design studios, will post on the hub for all to review

-What needs to be created (Mailer, Graphics)

-Need to find out from Amanda who has responded about venues

- Decide venue by end of the week
- Judges by end of December
- Amanda has emailed many different places about venues
- Ask Amanda to provide & post what she has gathered on the Hub
- Amanda to finalize Grade 7 committee volunteers by end of December

### **Housekeeping + New Business**

- Type Exhibition Exchange - a typographic poster exchange that will eventually tour China and the US (including our own Gallery 5).
- Speaker contract
- Next board meeting January 2013 TBD on the hub

John motioned to end the meeting Jen seconded, meeting was adjourned at 8:20pm