Association of University Architects
Board of Directors Meeting
June 20, 2004
Providence, Rhode Island

Warren Denny, AIA  Pam Delphenich, FAIA
President AUA  Vice-President AUA
University of Kentucky  Yale University
Frank Zwart, AIA  Steve Thweatt
Past President AUA  Secretary/Treasurer AUA
University of California, Santa Cruz  University of Colorado at Boulder

I. Call to Order & Review of Agenda
President Warren Denny called the meeting to order and reviewed the agenda.

II. Old Business
Action on Minutes for March 20, 2004 Spring Board Meeting
The spring board meeting minutes were distributed and reviewed. Past President Frank Zwart moved and Vice President Pam Delphenich seconded a motion for approval. The motion was unanimously approved.

III. New Business
3.1 Secretary/Treasurer's Reports
   3.7.3 Financial Report
   Secretary Treasurer Steve Thweatt presented the current financial reports including the current budget, recent expenditures and projected expenditures. It was noted that the association is on good financial footing with a current balance of approximately $50K. We need to continue to be careful not to exceed the allowable balance and collections allowed by the IRS for non-profit organizations.

   One area that the association might consider spending more money is in support of the annual conference. Some conferences require a subsidy of a few thousand dollars while other conferences break even or even return money.

   A motion was made, seconded, and approved to accept the financial reports.

3.1.2 Status of Dues Payments
   All members were current in their dues payments with the exception of Jerry Carter. Secretary/Treasurer Thweatt will continue to contact Jerry in an attempt to collect his past dues payment.

3.1.3 Review & Action of Non-budgeted Expenditures over $100
   The only unbudgeted expenditure over $100 was the purchase of a new digital camera, with spare battery and memory card for $527.37.

   Note: The camera was later used during the conference to make several pictures and videos. A nominal fee will be collected from those not wishing to have their videos posted on the web page.

3.2 Membership Report
   3.2.1 Membership Changes
      a. Resignations
         The association received letters of resignations from Kenneth Crellen, Affiliate AUA, Class of 1994 retired Emory (by e-mail) and Bob Carpenter, Affiliate AUA, Class of 1981.
      b. Changes to Affiliate Status
         Steven Rajki of Case Western Reserve, Class of 2001, requested and was approved for affiliate membership.
      c. Requests for Emeritus Status
         The board received and approved requests from Richard Hofstetter, Florida International University, and James R. Paterson, AIA, University of Mississippi.
      d. Necrology
         There have been no deaths since those reported in the Spring Board Meeting.
e. Address Changes to Other Universities

David Neumann, FAIA, AUA Class of 1991, resigned his position at Stanford and is now the University Architect at the University of Virginia.

f. Other

John Grundtner, AIA, AUA Class of 2001, has left his position at Minnesota. He does qualify for Affiliate, but no formal request for membership change has been received.

3.2.2 New Membership Applications

The following persons have been approved for membership and have registered to attend the 2004 Conference.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
<th>University/Institution</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffery Averill, AIA</td>
<td>Campus Architect</td>
<td>UCLA</td>
<td>10/31/03</td>
</tr>
<tr>
<td>Michael J. McCormick, AIA</td>
<td>Director of Planning</td>
<td>Brown University</td>
<td>3/2/04</td>
</tr>
<tr>
<td>Douglas C. Bencks, AIA</td>
<td>Director and University Architect</td>
<td>University of New Hampshire</td>
<td>3/2/04</td>
</tr>
<tr>
<td>Christopher O. Placco, AIA</td>
<td>Ex Director of Construction and Planning</td>
<td>Johnson and Wales University</td>
<td>3/2/04</td>
</tr>
<tr>
<td>Robert A. Bennett, AIA</td>
<td>AVP Capital Planning, Design, and Construction</td>
<td>William Patterson University</td>
<td>3/3/03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alexandria Roe</td>
<td>Ex Officer for Planning &amp; Technical Services</td>
<td>Connecticut State University System</td>
<td>3/20/04</td>
</tr>
<tr>
<td>Eduardo Del Valle, AIA</td>
<td>AVP Facilities &amp; Campus Planning</td>
<td>Kean University</td>
<td>3/3/03</td>
</tr>
<tr>
<td>Mark Eliot Rodgers, AIA</td>
<td>University Architect</td>
<td>University of Denver</td>
<td>10/31/03</td>
</tr>
<tr>
<td>Rodney Paul Lehnertz</td>
<td>Director of Planning</td>
<td>University of Iowa</td>
<td>3/20/04</td>
</tr>
<tr>
<td>Colin F. Tennent, RAIC</td>
<td>Director of Planning and Development</td>
<td>University of Saskatchewan</td>
<td>10/31/03</td>
</tr>
</tbody>
</table>

The following have been approved for membership and notified of the 2004 Conference but will not attend:

Linda M. Daniels
Vice Chancellor for Facilities
The University System of Georgia
Board approved 3/20/04

There have been two requests from University Architects that now qualify for membership through re-structuring and have moved into positions previously held by current or former AUA members Margaret Carney, AIA of Case Western Reserve, and Ronald McCoy, AIA, University Architect, Arizona State (has not yet returned the application), have requested membership. Both of these situations will require requests to the Board from the existing AUA members, Steven Rajki of Case Western Reserve and David Techau of Arizona State, have requested a change to Affiliate Membership status. Both existing members meet the qualifications for Affiliate status and have been notified.

Since the March 20, 2004 Board meeting, four applications have been requested and issued. The following applications were reviewed with the following action taken:

Margaret M. Carney, AIA
AVP for Campus Planning and Design
Case Western Reserve University

Since Stephen has formally requested affiliate status and Margaret meets the qualification requirements, her application was approved for membership.

Scott Barton, RA
Facilities Program Coordinator
SUNY College at Oneonta

Due to the nature of the unique relationship with Chris Marcella and the SUNY structure, the Board declined Scott's application based on the requirement of only one AUA member per institution.

There have also been several new requests for application/membership that are in review by the Chair of the membership committee. Those meeting the membership criteria will be presented to the Board at the 2004 Fall Board Meeting.
The membership chair (Asken) will review and possibly revise the AUA application form to update some of the information and make the form more readily readable for reproduction purposes. The chair will also review the systems architects administrative structures and the University Medical Center administrative structures to see how they fit with the current association by-laws.

The Board temporarily adjourned, at this point, for the orientation session with new members.

3.2.3 2004 Roster and AUA Directory
Secretary/Treasurer Thweatt reviewed the current AUA roster and directory. It was discovered that many people had not received their new directories in the mail.

Note: It was later discovered that approximately two-thirds of the printed directories had been left in the trunk of one of the CU staff cars in March, when the directories were to be taken to the post office and subsequently mailed to the membership. This brings new meaning to the term “snail mail.” Secretary/Treasurer Thweatt has denied any responsibility in the face of extraordinary pressure and ridicule, yet a cloud of suspicion hangs over his head and he remains “a person of interest” in the ongoing investigation of the faux pas.

3.3 2004 Newsletter
Vice President Delphenich reported that this year’s newsletter had been posted on the AUA web site (auaweb.net) for the first time and could be downloaded from PDF files by any member who desired to have a color copy. She also mailed hard copies to emeritus members and brought several hard copies to the annual conference for members who wished to have one. This approach should save money for the association by reducing printing and mailing costs.

3.4 APPA/SCUP Meeting
Vice President Delphenich and Secretary/Treasurer Thweatt gave an update on the efforts of the Strategic Investment Model (SIM) project in association with APPA and SCUP. There is a presentation scheduled for the members at the annual conference and a follow-up discussion scheduled for the annual business meeting.

3.5 AUA Web
Secretary/Treasurer Thweatt deferred discussion of the web site to the technology committee chair.

3.6 Committee Reports
3.6.1 Case Studies
Co-Chairs Paterson and Unrath reported that the committee got off to a late start this year, and only one case study submission was received by the published deadline. The committee decided to extend the deadline and subsequently received five additional submissions.

The committee hasn’t been clear regarding the number of case studies that the Board has been committed to supporting; therefore there was some reluctance to commit to a specific number of awards this year. Since the entire annual conference registration process was late, the situation was exacerbated.

Membership Chair, Asken, reminded the Board that the previous commitment for case studies has been four per year, but that the process has traditionally been initiated much earlier in the year. The Board agreed and encouraged the committee to begin the process for next year as early as possible.

Two other areas that required some clarification were:

• What is the basic criteria that award decisions are made; and
• What specific direction should the committee give to submitters regarding format of their submissions?

President Denny agreed that it would be useful to have such a structure to guide the committee and charged the committee with clarifying those two points. The committee was also requested to make sure that submitters understand that the AUA has the right to use the presentation on the Web after it is submitted.

3.6.2 Information Technology
Chair Bilotta reported that in the past year, the technology committee has made the following improvements to the web page:

- A tools section has been added,
- New members have been added to the directory and their photos will be posted after pictures are taken at the conference,
- Group photos from past conferences have been added as a part of past conference links,
- Updated photos were posted on the directory that were taken at last year’s banquet,
- Case studies have been added,
- An “all AUA” member e-mail link has been added, and
- A “reports and member surveys” page has also been added. The expectation is to have people submit reports from their all-AUA e-mails, then have the technology committee post them on the Web.
The board discussed the need for gaining permission from members to allow their presentation materials from the annual conferences to be posted on the Web. It was decided that the program committee for each annual conference should have the responsibility to ensure that people presenting material understand that it will be posted on the web page. It was also emphasized that the web page is a secure site accessed only by members and not available to the public.

New initiatives that are being considered for next year include:

- New member photos posted following each annual conference,
- Additional case study postings,
- A re-examination of the purpose and use of the web forum. The committee has recommended that the forum be used primarily by committees to facilitate easy communication, but not be viewed as a communication tool among the general membership.
- A “campus photos page” with 10 new pictures from each member campus to assist in compiling a new slide library.

Warren encouraged the committee to submit policies/procedures to the board for review and comments.

3.6.3 Professional Practice/Continuing Education

Ted Weidner reported for the Professional Practices committee in the absence of Chair McBride since McBride was unable to attend the conference. Note: McBride later reported that he had decided to take some lame Alaska Cruise excursion with his family in lieu of attendance at the annual conference. He was severely admonished, in absentia, for such a poor decision from a previously respected and esteemed University Architect.

The committee decided to focus its efforts on distributing questionnaires seeking various business practices being used by members at different campuses. The committee will distribute a survey at the business meeting and will post the results on the Web.

3.6.4 Sustainability Committee

Chair Fabrick reported that the sustainability committee had prepared and distributed a survey for members to fill out and return. The results of the survey would be shared with members once the results are compiled.

3.6.5 General

VP Delphenich spoke to all committee chairs prior to the conference to confirm their interest in continuing their work and will work with them individually to fill new slots for their committees. Twenty five people have expressed an interest in serving on various committees. This will become an ongoing responsibility of the vice president.

President Denny emphasized that chairs should monitor committee member involvement and commitment to serving and bring members in and out of service as appropriate.

3.7 Conference Planning

3.7.1 2004 (Rhode Island)

Program Committee Chair Morelli provided a report for the committee since the conference host Taylor was busy attending to last-minute conference details. Morelli said that the conference planning had gone well and was almost complete, but suggested that some sense of the division of responsibilities between program chair and host would be very helpful.

a. Review of Program

The agenda for the conference was reviewed and compliments were given to the committee for their hard work on the program. A site visit that was made in the spring was a wise decision since it caused several issues to surface that were thought to be non-issues. Things became more difficult for the committee as the conference approached because the conference planning got such a late start. It was recommended that future program committees have a rough idea of what the conference program should look like in the fall of the previous year and serious conference planning should begin no later than one year before the conference is scheduled, if not sooner.

b. Projected Budget

The budget for the conference is projected to be either at break even, or will require a slight subsidy.

c. Conference Issues

There were many areas of concern that the committee struggled with in preparation for the conference, but all details were successfully worked out prior to impending deadlines.

d. The association should give serious consideration to hiring the services of a professional conference coordinator. This could greatly reduce the burden of a conference on the host and program chair and bring the added benefit of more continuity between conferences. Secretary/Treasurer Thweatt will investigate the possibility and report back to the board.
Bob Smith proposed the following program committee members:

Joe Bilotta, chair,
Bob Smith, conference host,
Steve Thweatt, board liaison,
Bob Unrath,
Warren Corman, and
Boone Hellmann

The dates for the conference have been established as June 26–30, 2005 at the Tucson Marriott. Bob will make a commitment to the hotel for approximately 90 rooms through UA as soon as he returns to campus.

Bob questioned whether the conference should plan a visit to ASU for sometime during the conference. Since it is a two-hour bus ride and the weather will be approximately 10 degrees hotter in Phoenix than in Tucson, it was agreed that an optional Friday trip to ASU would be the best approach.

The 2005 program committee has proposed a theme of “The University Architect—Past and Future” in recognition of the 50th anniversary of the founding of the association. The board enthusiastically endorsed the theme and the possibilities surrounding it.

President Denny volunteered to ask Gus Kellogg to work on an oral history of the AUA for the conference and Warren Corman will be contacting many emeriti members about their possible involvement. It was also suggested that the original founding members be recognized in some way, if possible.

The SCUP/APPA “SIM” effort may also have a direct connection to the conference theme in elevating the influence of the University Architects on our campuses.

3.7.3. Future Conferences

Future potential conferences remain:

- 2006 University of Texas at Austin
- 2007 University of Cincinnati
- 2008 University of New Mexico (unless Roger Lujan retires first)
- Auburn University (date undetermined)

IV. Other Business

The meeting was adjourned in preparation for the conference opening reception.

Respectfully submitted,
Secretary/Treasurer
Steven C. Thweatt