



**Minutes of Meeting  
Thursday, May 5, 2016**

**I. GENERAL**

- A. Roll Call – Faith Brown, Kathryn Fuller, Stacey Henderson, Jennifer Leui, Eric Rieckers, Angie Dumanal  
  
Absent – Matt Gunderson, Doug Eadie, Ryan Rees, Greg Henson
- B. Review of March & April Meeting Minutes
  - 1. By unanimous vote, the Minutes were approved. (Motion to approve by Eric, seconded by Stacey).
- C. Treasurer’s Report: Matt Gunderson (Absent)
  - 1. Total Income was \$875.86 (\$150 from Institute for chapter dues, \$.06 from Interest, and \$725.80 from the March Program) and Total Expenses were \$1,529.67 (\$10 for Corporate Fee, \$1,422.52 for Programs, and \$97.15 for New Members Lunch).  
  
Washington Trust Balance is \$3,771.28. By unanimous vote, the Treasurer’s Report was approved. (Motion to approve by Jennifer, seconded by Stacey).

**II. COMMITTEES**

- A. **Programs: Greg Henson (Absent)**
  - 1. April Program – Topic: The Living Building Challenge and Net Zero: a Case Study of the Bullitt Center; Thursday, April 21<sup>st</sup>; Presenters: Jim Hanford, Principal at The Miller Hull Partnership; Program Sponsor: Metal Sales; Location: Anthony’s at the Falls - How’d It Go, Lessons Learned, etc.
    - a. Great program with a variety of disciplines represented.
  - 2. May Program – Planning in Progress; Topic: Amazing Race CSI Style; Thursday, May 12<sup>th</sup>; Location: SCAFCO Steel Stud Company
    - a. SCAFCO will be the starting point and place for Awards Reception. Angie will be facilitating. Sponsors cost is \$225 each and this is a free event to participants. Promote this event!

**B. Education & Certification: Eric Rieckers**

1. Spring Certification Exam Window is now closed and study classes are done.
2. CDT Certification – Jennifer Harrison and Kathryn Fuller passed CDT Exam!!!
3. A big thank you to SCAFCO and Integrus for allowing us to use their offices to hold the study classes. And a big thank you to Eric and Jennifer as well for making it all come together.
4. Eric mentioned he would like to update/refresh our CDT materials for next season.

**C. Communications/Publications: Kathryn Fuller**

1. Communications/Publications Committee
  - a. Faith asked Angie to consider filling in as the Communications/Publications Chair. Eric agreed to assist Angie.
  - b. Microsite – Kathryn
    - The microsite switchover will move to June to coincide with our new CSI fiscal year.
  - c. Facebook and Twitter - Angie
  - d. Newsletter Content - Stacey
  - e. Email, Event Flyers, Brown Paper Tickets, Newsletter Mailing – Kathryn

**D. Membership: Stacey Henderson**

1. Welcome Luncheon for New Members
  - b. The luncheon took place last week at Herbal Essence Café. There were three new members out of six present.
  - c. Stacey mentioned our Chapter received a kudo on the size of our Chapter, which is larger than most. Also, Georgia Spencer expressed interest in serving on the Membership Committee next season.

**E. Scholarship Committee: Doug Eadie (Absent)**

**III. OLD BUSINESS**

**IV. NEW BUSINESS**

- A. Awards Banquet will be in June. Place TBD. Membership Committee will help with planning.
- B. Board Scholarships – Kathryn to fill in and submit the Board Scholarship Reimbursement form for her membership dues which were not covered by her employer.
- C. It's that time of year for Board Nominations for Chapter Officers for the coming 2016-2017 Fiscal Year. An announcement will be made at the Amazing Race event that we are accepting nominations. If anybody has nominations, talk to Faith.

**V. PAST & UPCOMING EVENTS**

A. 2016 Region Conference (West & Northwest Regions, Conference & Leadership Training) –  
Wednesday, May 18<sup>th</sup> thru Sunday, May 22<sup>nd</sup>, 2016; Lake Tahoe, NV

1. Kathryn would like to attend the Region Conference. A portion of the Conference cost (\$500) has been absorbed by Institute, leaving a balance of approximately \$700. The Board unanimously agreed to cover the \$700 cost from our Chapter Budget toward Kathryn's attendance as President-Elect. It was determined \$200 would be appropriated from Membership Appreciation and \$500 from Education. (Motion was made by Eric and seconded by Jennifer).

B. 2016 Golf Tournament – Thursday, September 15, 2016; The Creek at Qualchan; Spokane

1. Kory indicated via email to Jennifer that he is working with Kathy from AIA on the sponsorship and player registration forms. There will be an on-line registration this year. Once complete, primary focus will be on sponsors.

**VI. NEXT MEETING**

A. Thursday, June 2<sup>nd</sup>, 7:00 A.M., Integrus Architecture, 10 S. Cedar, Spokane.

*Respectfully submitted,  
Jennifer Leui, Secretary*