



2018-19
Committee Chair Toolkit

Table of Contents

1	Background	4
	Mission.....	4
	Leadership and Staff	4
	Activities.....	5
2	Types of Committees	6
	Steering Committees	6
	Member Committees	7
3	Committee Chair Role and Expectations	9
4	Committee Resources	11
	Committee Expenditures	11
	Marketing and Communication	11
	Website.....	11
	Social Media.....	12
	Advocacy.....	12
	Volunteer Mediation.....	12
5	Committee Programs and Partnerships	13
	Types of Events	13
	Pricing Policy.....	13
	Accessibility Policy	13
	Partnerships.....	13
6	AIA Seattle Financial Structure	13
	Non-Profit Status.....	15
	Sponsorship	15
	In-Kind Contributions.....	15
	APPENDIX A: AIA Organizational Chart.....	16
	APPENDIX B: AIA Seattle Board.....	17
	APPENDIX C: AIA Seattle Staff.....	19
	APPENDIX D: Committee Chair Contacts.....	20
	APPENDIX E: Committee Annual Plan + Report	22
	APPENDIX F: Program Proposal Form.....	25
	APPENDIX G: Social Media Resources	28
	APPENDIX H: Partnership Policy.....	29
	APPENDIX I: Money FAQs, Committee Budgets & Usage Guidelines.....	30

1 **Welcome**

Welcome from Alissa Rupp, AIA Seattle Board President

Dear AIA Seattle Committee Chairs:

The AIA Seattle Board of Directors would like to welcome you as our new Committee Chair leaders!

Your time and dedication, will maintain our stature as one of the strongest, relevant chapters in the country. The issues and challenges that Seattle faces in the NW Region reflect the National AIA agenda and beyond. Seattle is often viewed as one of the thought leaders for the Institute.

We look forward to your contributions in the coming year, and excellent leadership during these exciting times.

Thank you for your dedication to Seattle AIA!

A handwritten signature in black ink, appearing to read "Alissa Rupp". The signature is fluid and cursive, with the first name "Alissa" and the last name "Rupp" clearly distinguishable.

Alissa Rupp FAIA
President

1 AIA Seattle Background

AIA Seattle advances the design profession and improves the community. We lead by developing expertise and building connections.

Founded in 1894, AIA Seattle is a not-for-profit professional association of architects, allied professionals, and laypeople. AIA Seattle is committed to excellence in architecture and service to the public. AIA Seattle membership is open to anyone with a professional or personal interest in architectural practice, and in the creation or appreciation of the built environment. AIA Seattle operates as an IRS-designated 501(c)(6) corporation.

AIA Seattle is the sixth largest urban component (chapter) in the U.S. of the American Institute of Architects, serving members in ten counties. AIA Seattle is one of six components affiliated with AIA Washington and is a member of the Northwest & Pacific Region. As one of the largest components in the country, AIA Seattle is a member of AIA's Big Sibs, which meets and represents the concerns of the largest AIA chapters.

AIA Seattle is governed by a Board of Directors elected by the membership. The Board employs an Executive Director to implement Board policy and empowers the Executive Director to identify and secure staff and other resources necessary to operate the association.

In 2011, AIA Seattle incorporated an affiliate non-profit 501(c)(3) corporation, Design in Public, as a strategic initiative to promote a public dialogue about the role and impact of design on urban life. Design in Public is governed by its own Board of Directors, to which AIA Seattle may appoint up to 5 members each year.

Leadership and Staff

The direction of AIA Seattle is set by the Board of Directors, guided by input from our members. The staff executes the direction set by the Board. Committees provide an opportunity for members to engage with AIA Seattle, and also support the directives set by the Board.

Board of Directors

Responsibilities of the Board and its appointed committees include:

- Establishing mission and vision
- Seeking member feedback
- Identifying long- and short-term goals which are outlined in the Strategic Plan
- Fiscal oversight
- Sponsorship development
- Membership recruitment and retention
- Advocacy and policy
- Speaking on behalf of the organization

The Board of Directors meets monthly, and meetings are open to all members as observers. The Board year runs from September 1 to August 31. Committee chairs are encouraged to attend at least one Board meeting during the year to provide a brief report to the Board about the work of their committee. A list of current Board members can be found in **Appendix B**.

Staff

Staff responsibilities include:

- Producing major events, exhibitions and publications
- Managing membership benefits
- Budgeting and financial management

- Supporting member engagement
- Executing and evaluating the Board's Strategic Plan

A list of staff members can be found in **Appendix C**.

Activities

The activities of AIA Seattle are vast. AIA Seattle staff, committees, volunteers and partner organizations together present around 100 programs each year, engage in advocacy and public outreach, curate exhibits, provide direct services to our members, and represent Seattle members at the state, regional and national levels.

2 Types of Committees

AIA Seattle annually supports more than 20 active committees. These committees are incredibly diverse in their interests, activities, and format, and serve our four Visions in our Strategic Plan.

Steering Committees

Steering Committees oversee each component of our Strategic Plan and ensure that AIA Seattle is reaching its full leadership potential in each area. They help the Board establish its vision and annual objectives, and steward their implementation. Steering Committees serve a critical role in coordinating resources with priorities and mission, and also in communicating between member committees and the Board. On these committees, staff and Board work together to accomplish these goals. Steering Committee members are appointed by the Board, and must be AIA Seattle members.

Vision 1: Serving Society

Public Policy Board members direct advocacy efforts of the organization in accordance with organizational mission, vision, values and goals, and make recommendations to the AIA Seattle Board regarding positions and advocacy activities.

Design in Public addresses a critical need to connect to the public through design. DiP and AIA Boards share two joint appointments, and share a Finance Committee and a Development Committee.

Center for Architecture & Design Executive Council oversees the operation of the Center and coordinates the work of its resident organizations, including AIA Seattle and DiP.

Vision 2: Serving the Profession

Strategic Advisory Council provides an opportunity for recognized leaders in our community to influence and contribute to our work in public programs, advocacy, professional practice and member service. The SAC informs and guides our organization's activities related to professional knowledge, serving our profession through education, research, and awards.

Professional Practice Steering Committee guides programming to advance the practice of architecture, including professional education, awards and research and serve as a liaison between the AIA Seattle Board and the organization's Professional Practice Member Committees.

Vision 3: Serving our Membership

Membership Steering Committee, led by the Secretary as chair, spearheads member recruitment and participation efforts, reviews and improves member benefits, and leads member retention and recognition efforts. The Membership Steering Committee serves as a liaison between the Board and member-led committees.

Vision 4: Serving the Organization

Finance Committee, led by the Treasurer as chair, oversees the annual financial review, monitors the budget, and manages the organization's reserve investments.

Development Committee works with staff to lead the annual sponsorship drive.

Nominating Committee, led by the past president, identifies new board leadership.

AIA Northwest Washington is a section of the AIA Seattle Chapter and functions as a Steering Committee. One director will represent the section on the Board of Directors. NWW represents the interested of members in Skagit, Whatcom, Island and San Juan counties.

Member Committees

Committees engage groups of AIA members with a shared interest, background, or career stage. Committee participants are strongly encouraged to be AIA Seattle members and Committee Chairs are required to be AIA Seattle members.

Vision 1: Serving Society

Seattle Design Festival Committee plans and produces the annual Seattle Design Festival, part of Design in Public, coordinating with AIA committees that are interested in creating public programs as part of the festival.

Vision 2: Serving the Profession

Committee for Architects for Education (CAE) develops a knowledge sharing network of individuals that impact planning and design of early learning, K-12, higher education, and other learning environments. Members share innovative ideas, trends and best practices in education through local events, programs and tours that strengthen relationships between architects, allied organizations, client groups and the public at large.

Committee on the Environment (COTE) focuses on information and resource sharing among professionals in the local sustainable design community through monthly presentations, case studies, discussions and tours.

Codes Committee considers items of interest around code issues and interacts with various local and state jurisdictions to develop and advocate for changes to codes and their application. From time to time, the committee helps generate educational programs for design professionals and codes officials.

Disaster Preparedness & Response (DP&R) informs and coordinates design professionals' action in preparing for and responding to disaster conditions. Activities have included offering seminars and workshops to prepare design professionals for work of this kind to serve communities and clients, as well as organizing relief efforts.

Honor Awards Program Planning Taskforce plans and executes AIA Seattle's annual marquee program, the Honor Awards for Washington Architecture, which features an international jury of renowned architects and a live presentation to a discerning audience of more than 1,000 people in the design community.

Urban Design Forum serves the AIA Seattle membership and the community by bringing forward critical issues facing Puget Sound neighborhoods and cities, in order to inform, engage and support advocacy by AIA Seattle members and others who share a concern for the quality of the built environment.

Mass Timber focuses on the building technologies around wood. This new committee is focused on producing white papers and educational programs to spread information and best practices around architecture incorporating mass timber around the Puget Sound.

Vision 3: Serving our Members

Diversity Roundtable is a group that attracts, retains and empowers individuals of underrepresented backgrounds in the profession of architecture through scholarship, community service and activism. The committee embraces and celebrates diversity in all its facets and strives to provide opportunities for an ever-greater diversity of individuals to become registered architects, take advantage of leadership opportunities, and influence our practices and professional lives.

Fellows and Honors committee is made up of Seattle-area FAIA members appointed by the Board President. The committee nominates individuals for chapter, regional, and national awards, and proposes and supports candidates for the AIA College of Fellows.

Laddership groups are intended to broaden opportunities to provide strong mentoring for our architectural community.

Northwest Residential Press focuses on recommending diverse projects for publication that demonstrate the benefits of working with an AIA Architect. Through the AIA Seattle Home of Distinction program, the committee organizes a bi-annual Call for Submissions of AIA Seattle Architect member-designed homes, and executes a review and selection process with the *Seattle* magazine editors for bi-monthly feature publication in the Shelter section of the magazine.

Seattle International Architects Forum (SIAF) broadens cross-cultural horizons, provides mentoring and educational opportunities, and inspires awareness of international architectural practice.

Small Practice and Residential Committee (SPARC) supports professional & business development, leadership and growth for the many members of small practices and those practices engaged primarily in the execution of residential commissions. We represent this group of professionals within the AIA and the community – working to support professional development, elevate awareness of their work and to celebrate their contribution to the built environment

Women in Design Committee celebrates women in the design professions and supports their professional development and leadership growth by providing a forum for thoughtful discussion and networking. The committee seeks to raise the awareness and understanding of the current state of gender diversity and elevate the influence of women leaders in our profession.

Young Architects Forum promotes the professional growth and leadership development of early- and mid-career architects by developing a network of peers and providing opportunities for the open exchange of ideas and information. YAF are recent graduates, transplants, anyone working in, affiliated with or interested in the field of architecture.

Committee on Homelessness is a group of architects, professionals and concerned citizens who believe that Seattle's homelessness crisis demands immediate action. They use their knowledge as designers and builders of the urban environment to help those who are unsheltered. Their mission is three-fold: educate ourselves, our colleagues and our communities about homelessness; advocate for housing and human dignity in local policies; and serve the homeless, directly and in partnership with other organizations.

3 Committee Chair Role and Expectations

Eligibility

AIA Seattle Committee Chairs are required to be members of AIA Seattle, in any membership category: architect, associate, or allied professional. If you are not currently a member, please speak to the Membership Manager about your options for joining.

Term

Committee Chairs are appointed by the Board President for a one-year term beginning in September. Committee Chairs may be appointed for additional terms at the discretion of the Board, with a three-term limit.

Committee Chair Role

- Recruit and communicate with members
- Welcome interested new members
- Encourage and promote the value of membership
- Convene meetings, set agendas and distribute minutes if desired
- Develop the committee's Annual Plan in alignment with the Board's annual priorities and submit Member Committee Accreditation
- Meet with their Steering Committee at least 2 times throughout the year
- Submit a brief synopsis of the committee's activity for the monthly Director's Report
- Shepherd proposals to their Steering Committee of the development and execution of any programs or activities the committee chooses to undertake during the year
- Have a plan in place for effective leadership succession

Committee Chair Expectations

Member Communications

Chairs are required to utilize AIA Seattle's website to communicate with members and send at least 4 messages a year to members via committee newsletter or in AIA Seattle e-news. Chairs should manage and frequently update the content on the committee's page on AIA Seattle's website, add committee events to AIA Seattle's website, and maintain the committee email list and add emails of event attendees when appropriate.

Member Engagement

Committees are required to provide at least 4 annual opportunities for member engagement (e.g. presentation, continuing education class, social events, networking events, tours, press/call for submissions, etc.) and report the average attendance (required average attendance 20). AIA Seattle encourages all opportunities to be hosted at the Center for Architecture & Design.

Committee Leadership

Chairs are required to manage their committee meetings, which are separate from hosting member engagement events and opportunities, and record meeting attendance, including names, emails, and member numbers. All committees are required to meet at least quarterly with 6+ active committee members (active is defined as a member who attends meetings and is a core participant in the committee's activities) who are current AIA members. AIA Seattle encourages all committees to meet at the Center for Architecture & Design.

Governance

Chairs are required to annually review and provide an accurate committee mission statement, participate in the Committee Chair Orientation and mini planning retreat, submit an Annual Plan and Member Committee Accreditation. Chairs are also required to submit a brief synopsis of the committee's activity for the monthly Director's Report (minimum of 4 a year).

Required Deadlines

- **January:** Attend the Parti - AIA Seattle's exclusive member event - to represent your committee and recruit new committee participants.
- **May:** Participate in a mini planning retreat with your Steering Committee, to discuss any opportunities or challenges faced by committee which will be presented at the June Board retreat.
- **September:** Attend a Committee Chair Orientation and Match Up, to learn about the tools, resources and the chair role, share your Annual Plan and promote cross-committee collaboration
- **October:** Review and revise your committee's mission statement and develop an Annual Plan
- **November 1:** Submit Annual Plan to AIA Seattle
- **Every Three Years:** AIA Seattle reviews and accredits committees every three years to ensure that they are highly functioning, in alignment with AIA Seattle's Strategic Plan and resources, and support and encourage member engagement. At this time, Chairs are required to submit a Member Committee Accreditation application with all requested documentation.

Complimentary Registration

Chairs are eligible for one (1) complimentary registration for a full-day forum. **Multiple day forums or series can be discounted to reflect 8 free continuing education hours.* To access your complimentary registration, please contact Membership & Volunteer Manager.

4 Committee Resources

Your committee connects to the Board of Directors through your Steering Committee, and through the Membership and Volunteer Manager. AIA Seattle encourages committees to utilize the Center for Architecture & Design for meetings and events when available. You have a right to expect: meeting space, marketing of your programs, CE credits for approved programs, access to all AIA Seattle members through our e-news, beverages for events hosted in the Center, and access to a modest budget. **See Appendix J.**

Director's Report

Each month, the Managing Director prepares a Director's Report for the Board of Directors which includes highlights of committee activities for the month. This report will also be circulated to the Chairs as a resource to stay informed about the work of all our committees.

Committee Expenditures

Committee events that are held in the Center for Architecture & Design will have beverages available for your use. In addition to the individual committee budget, if you are interested in hosting a CE event or provide an honorarium for a speaker, there will be a modest budget available that will be allocated on a first come, first serve basis. In order to be reimbursed for an expenditure, they must have prior approval by Membership and Volunteer Manager– **receipts submitted without prior approval will not be reimbursed.** See Appendix J.

Marketing and Communication

AIA Seattle maintains a weekly enews, social media presence, web calendar and website, and electronic mailing lists. The following are the resources and deadlines if you would like to communicate with members.

Vehicle	Purpose	Deadline	Format
This Week In Design (weekly enews on Tuesdays)	Event and meeting listings, calls to members for participation or content, committee news	Noon on Monday	Submit all relevant information through the Member News Submission Form
Committee Newsletter	Targeted communication regarding special events, opportunities for participation	Ongoing	Using the ready-made newsletter templates, Chairs can send out information whenever appropriate. Contact the other Chairs if you would like to send a message to their respective lists.
Poster	Public display of posters and flyers about committee events	Send your poster up to four weeks in advance for display	We will post an info sheet 11x17 or smaller in the Center's window. Send or deliver your file to Volunteer Hospitality

Website

Each committee has its own webpage on aiaseattle.org. Chairs have access to edit their websites and create committee specific posts and events. For more information and detailed instructions, review the [Committee Chair Online Communication Tool Manual](#).

GRAPHICS TOOLKIT INFO/APPENDIX

Committee chairs have access to a styleguide/"graphics toolkit" for putting together your annual programs. Included is information on font and logo usage, and image sizes and formats. See separate document.

Social Media

Committees are encouraged to actively utilize social media, including online video and photos, blogs, Twitter and Facebook. Information about available social media tools and how to access them can be found in **Appendix F**.

Advocacy

Any committee wishing to publicly advocate for or express an opinion on a public policy or urban design issue on behalf of AIA Seattle must go through the Public Policy Board. The Public Policy Board is appointed by the AIA Seattle Board of Directors to identify and vet policy issues of concern to our community, and effect change on priority public policy issues related to the built environment.

The Public Policy Board is looking to committees to raise advocacy issues relevant to their committee:

- Committees are encouraged to submit issue suggestions to the Public Policy Board through the Annual Plan process, **see Appendix D**, or at any time throughout the year. The Public Policy Board will review the suggested topics throughout the year and determine next steps – whether to convene a task force, publish a position document, etc. Committee members may be called upon at that time for their expertise and insight.
- Use your committee time to elevate your issue. There are many ways to effectively advocate without the organization or the committee taking an official position. Does your committee want to host a speaker? Do a workshop? Have a panel discussion? Serve as an outside resource for government staff? If there is a topic you would like to discuss a specific topic with the Public Policy Board, please submit the specific topic via email to the Membership and Volunteer Manager and the Manager of Policy and Advocacy.

Volunteer Mediation Policy

AIA Seattle has a Volunteer Mediation Policy which can be activated when a problem occurs with a volunteer who is discouraging other volunteer engagement; damaging the reputation of the organization; acting contrary to the needs/interest of the organization; standing in the way of the organization's success; or discriminating against or threatening others. If an issue occurs that needs to activate the remedial process, please contact your Steering Committee Chair or a staff member.

5 Committee Programs and Partnerships

Types of Events

AIA Seattle generally supports events in the following formats:

- **Short Educational Programs** – presentation of 3 hours or less that offers AIA learning units. These are scheduled throughout the year and generally do not require expenditure on speakers or venue. Committees are invited and encouraged to schedule CE programs for our members throughout the year.
- **Half- and Full-Day Education Programs** – conference-style presentations that offer AIA learning units. AIA Seattle supports a limited number of longer programs throughout the year, and selects topics many months in advance based on the directives of the board, member needs, or requests from committees. These longer programs receive significant staff support, and staff allocates and manages the budget. They are generally scheduled 8 months or more in advance.
- **Social Events** – parties, happy hours, roundtables, breakfasts and other informal gathering opportunities. Generally offered for free. Several committees host social programs throughout the year.
- **Tours** – historic building tours, project tours and hard hat tours that can be offered for CE credit.
- **Lectures and Presentations** – often co-presented with other organizations.
- **Seattle Design Festival** – committees are invited and encouraged to participate in submitting programs and volunteering at the annual Seattle Design Festival in September.

Planning a CE Class

If your committee wishes to offer a CE class to members, you must complete a CE credit form and return it to Volunteer Hospitality at least 8 weeks in advance to obtain learning units for your class. Classes should feature member-to-member information with unbiased content. Vendors and sales reps who wish to present a class for credit at our office must be sponsors of our organization through our Corporate Allied Partner program or Small Business Allied members. Please see **Appendix E** if your committee wishes to produce an educational program.

Pricing Policy

To encourage committee driven continuing education events, AIA Seattle's policy is that any continuing education program under 3 hours is free for members and nonmembers to attend. In order to provide efficient processing of learning units, AIA Seattle will not process credits for attendees who do not pre-register. Chairs should encourage attendees to register in advance of the session to receive credit.

For committee led tours, in order to get accurate attendance numbers, we require a nominal registration charge of \$5 for both members and nonmembers, regardless of continuing education credit. Please contact Volunteer Hospitality to create the event registration page.

Accessibility Policy

AIA Seattle will make every effort to ensure its programs are fully accessible to those with physical disabilities, with the understanding that there may be some special cases, such as historic building tours, hard-hat tours, and tours of private homes where full accessibility may not be feasible.

Partnership Policy

AIA Seattle welcomes opportunities to partner on events and programs with non-profit organizations that share our interests. We work with more than 50 organizational partners each year. Please review our Partnership Policy in **Appendix H**.

AIA Seattle Awards to Individuals

AIA Seattle makes a number of awards to individuals each year, including medals, honors, scholarships and volunteer recognition. All awards to individuals, including those made by individual AIA Seattle committees, are made on behalf of the organization as a whole. The Board of Directors must approve all such awards,

either by voting on candidates presented by nominating committees or staff, or by voting to authorize a committee to select individual award recipients. No committee, staff member or AIA Seattle group may initiate an award to an individual without approval by the Board of Directors.

6 AIA Seattle Financial Structure

Non-Profit Status

AIA Seattle is incorporated as a non-profit 501c6 corporation. As such, we are governed by the laws and regulations pertaining to our business type. We cannot accept charitable donations as a 501c3 can, and contributions to AIA Seattle are not tax-deductible.

AIA Seattle's fiscal year is January 1 to December 31. Our budget is drafted in October, vetted by the full Board in December, and approved in January. Our fiscal year closes December 31 each year, and unused funds cannot be carried over to the subsequent year.

Sponsorship

Allied businesses with an interest in reaching the design community sponsor many of AIA Seattle's events and programs. AIA Seattle's sponsors are called Corporate Allied Partners (CAPs) and provide cash support for AIA Seattle's annual budget in exchange for recognition at events as well as opportunities to interact with members.

Sponsorship revenue is a critical part of AIA Seattle's budget and AIA Seattle's Board participates actively in the solicitation of sponsors. The sponsorship process is actively managed by AIA Seattle staff. In order to ensure unified communication with sponsors, **committees should not approach CAPs or Member Firms without first consulting with the Managing Director. See Appendix I.**

In-Kind Contributions

An in-kind contribution is non-cash support. AIA Seattle solicits in-kind contributions as needs arise. However, in-kind contribution is not equivalent to sponsorship and those who contribute in-kind goods and services do not necessarily have the same recognition package as our sponsors.

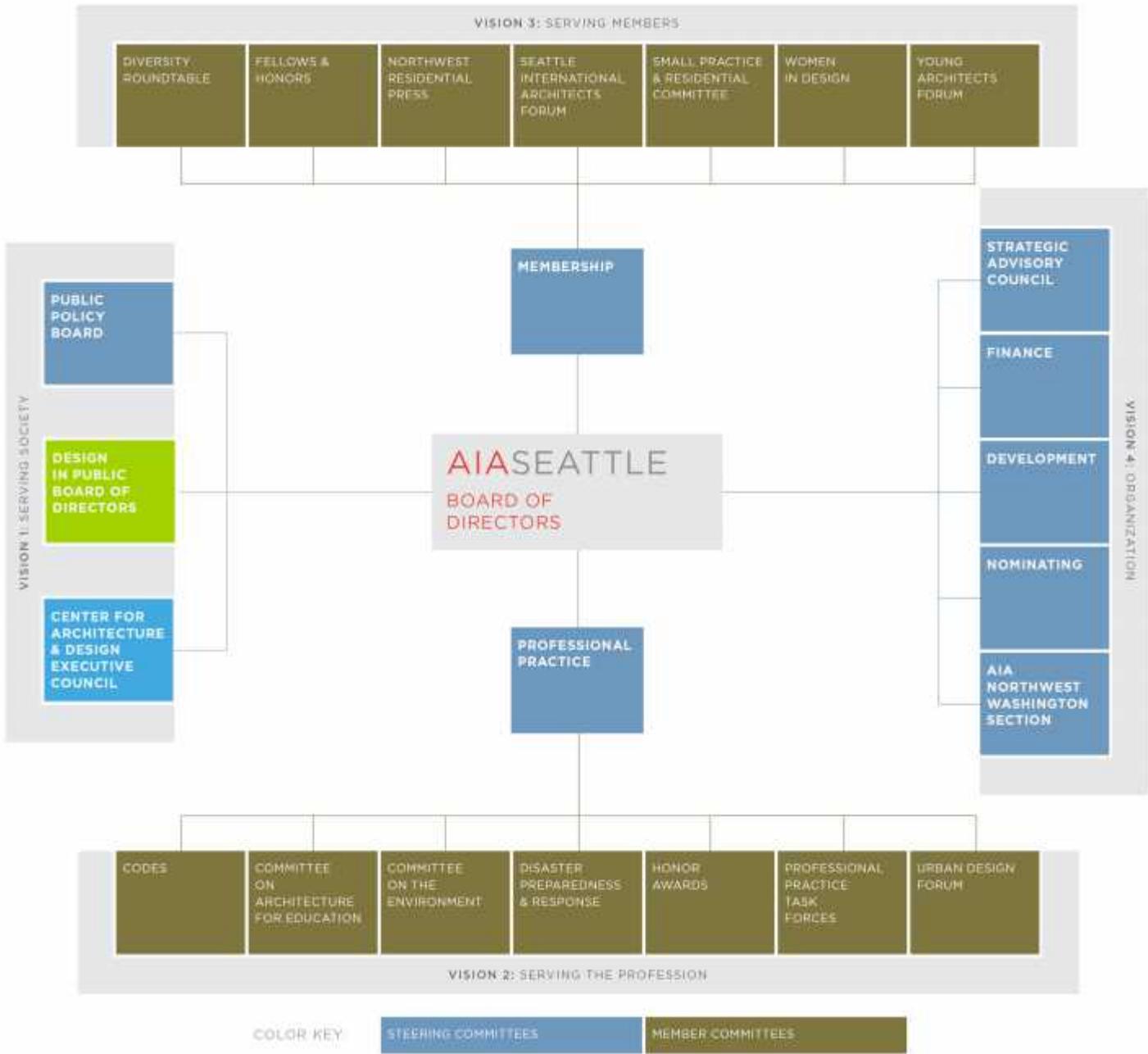
There are two types of in-kind contributions to AIA Seattle:

1. Goods and services that AIA Seattle actively solicits to cover budgeted items; and
2. Goods and services offered to AIA Seattle that are intended to enhance a program, but do not cover budgeted items.

Those contributing items in the first category can be considered as part of an overall Corporate Allied Partnership recognition package. Those offering goods/services in the second category can be recognized at the event/program only. AIA Seattle reserves the right to decline in-kind contributions that don't meet budgetary or mission needs or create additional resources to manage successfully.

Committees should not pursue in-kind contributions without consulting the Managing Director. An in-kind form must be completed by the donor for contributed goods and services and returned to AIA Seattle. **See Appendix I.**

APPENDIX A: AIA Organizational Chart



APPENDIX B: AIA Seattle Board of Directors

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APPENDIX D: Committee Chair Contacts

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Co-chair: Alexander Foehlic Assoc. AIA

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Co-chair: Steve Dombrowski AIA
Co-chair: Judy Tucker AIA

Committee on the Environment: COTE@aiaseattle.org
Co-chair: Shannon Bunsen
Co-chair: Rosa Folla AIA

Diversity Roundtable: diversityroundtable@aiaseattle.org
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Co-chair: Margaret Knight AIA

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Co-chair: Anne Schopf FAIA

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Co-chair: Kun Lim Assoc. AIA
Co-chair: Robert Leykam AIA

Small Practice and Residential Committee: SPARC@aiaseattle.org
Co-chair: Joe Herrin AIA
Co-chair: Tom Lawrence AIA

Urban Design Forum: UrbanDesignForum@aiaseattle.org
Co-chair: Dylan Glosecki AIA
Co-chair: Levi Rippey AIA
Co-chair: RJ Van Liere AIA
Co-chair: Jonathan Winslow AIA

Women in Design: WomenInDesign@aiaseattle.org
Co-chair: Jennifer Caldwell AIA
Co-chair: Emily Doe AIA
Co-chair: Genevieve Therioakes AIA

Young Architects Forum: YoungArchitectsForum@aiaseattle.org
Co-chair: Charlie Ekblad Assoc. AIA
Co-chair: Will Crothers Assoc. AIA

Laddership: laddership@aiaseattle.org

Co-chair: Geoff Anderson AIA

Co-chair: Erica Loynd AIA

APPENDIX E: Committee Annual Plan + Report

Year in Review 2018 + Year Ahead 2019

Please return by November 1, 2019

Committee Name	
Committee Purpose	
Committee Mission Statement	
Contact Information	Website/blog
	Facebook
	Twitter
	Etc.
Date Submitted	

Chair

Name	
AIA Member Number	
Email	
Phone	
Role of Position (Chair)	
Term	

Co-Chair

Name	
AIA Member Number	
Email	
Phone	
Role of Position (Co-Chair)	
Term	

Secretary/Communications (optional)

Name	
AIA Member Number	
Email	
Phone	
Role of Position (Secretary)	
Term	

What is your plan for effective leadership succession?

Member Committees should provide at least 4 events per year (presentation, continuing education class, social events, networking events, tours, press/call for submissions, etc.), that are open to all AIA Seattle members. These events should demonstrate and support AIA Seattle's Strategic Plan.

What events did your committee provide last year?

Previous Year Event 1

Title:
Actual Date:
Event Type:
Description:
Actual Budget:
Actual Attendance:
Summary of Event Outcomes:

Previous Year Event 2

Title:
Actual Date:
Event Type:
Description:
Actual Budget:
Actual Attendance:
Summary of Event Outcomes:

Previous Year Event 3

Title:
Actual Date:
Event Type:
Description:
Actual Budget:
Actual Attendance:
Summary of Event Outcomes:

Previous Year Event 4

Title:
Actual Date:
Event Type:
Description:
Actual Budget:
Actual Attendance:
Summary of Event Outcomes:

Other Previous Years' Events:

What events does your committee have planned for the coming year?

Quarter 1: January - March

Quarter 2: April - June

Quarter 3: July - September

Quarter 4: October - December

Event 1

Title/Working Title:
Projected Date (or Quarter):
Description:
Projected Budget:
Attendance Goal:
Committee Partnership(s):
Outreach Efforts:

Event 2

Title/Working Title:
Projected Date (or Quarter):
Description:
Projected Budget:
Attendance Goal:
Committee Partnership(s):
Outreach Efforts:

Event 3

Title/Working Title:
Projected Date (or Quarter):
Description:
Projected Budget:
Attendance Goal:
Committee Partnership(s):
Outreach Efforts:

Event 4

Title/Working Title:
Projected Date (or Quarter):
Description:
Projected Budget:
Attendance Goal:
Committee Partnership(s):
Outreach Efforts:

Other Events:

What is your plan for attracting and welcoming new committee participants this year?

APPENDIX F: CE Program Proposal Form

Thank you for your interest in providing continuing education to AIA Seattle members. Our members value peer-to-peer learning as a way to improve their skills and meet their continuing education requirements.

AIA Seattle hosts several continuing education classes each month. You must be an AIA Seattle member committee, sponsor or non-profit partner to present a continuing education class. We require that all classes providing continuing education credit will include registration fees for attendees.

Please complete and return this form to Connor Descheemaker at connord@aiaseattle.org at least 8 weeks prior to your proposed class date. The form will then be reviewed by the Professional Practice Steering Committee and approved before it can be submitted to AIA National.

STEP 1: SUBMITTER CONTACT INFORMATION

Application Date	
Full Name	
Title	
Date & Time	
Organization	
	Please check all that apply: <input type="checkbox"/> AIA Seattle Committee <input type="checkbox"/> <i>Committee Name:</i> _____ <input type="checkbox"/> <i>Annual Plan Approved by Steering Committee</i> <input type="checkbox"/> <i>Requesting AIA Seattle Committee Program Funds</i> <input type="checkbox"/> Corporate Allied Partner (Sponsor) <input type="checkbox"/> <i>Registered CES Provider Number:</i> _____
Mailing Address	
Phone Number	
E-mail Address	

STEP 2: SESSION DETAILS AND DESCRIPTION

Please outline the details of the session or conference topic you are proposing. Explain any unusual or creative session formats or special needs; preference will be given to sessions with an innovative, interactive format.

Session Format	<input type="checkbox"/> Case Study <input type="checkbox"/> Graphic Presentation <input type="checkbox"/> Panel Presentation <input type="checkbox"/> Lecture <input type="checkbox"/> Discussion <input type="checkbox"/> Tour <input type="checkbox"/> Other – <i>Please describe:</i> _____
Session Title	

(12-word limit)	
Session Description (200-word limit)	
Intended Audience	

STEP 3: LEARNING OBJECTIVES

Enter *at least four (4) learning objectives, or outcomes, that you expect for participants in your session. For help, see “Learning Objectives: What are they and how do I write one?”* aia.org/education/providers/ATAB040189

Learning Objective 1 (25-word limit)	
Learning Objective 2 (25-word limit)	
Learning Objective 3 (25-word limit)	
Learning Objective 4 (25-word limit)	

STEP 4: SPEAKER INFORMATION

Submitters are responsible for identifying anticipated speakers for their session. Please do not include more than 2 presenters for a 1-hour session or 3 presenters for a 2-hour session.

Speaker 1	
FULL NAME	
TITLE	
ORGANIZATION	
ROLE	(e.g., speaker / moderator)
PHONE NUMBER	
E-MAIL ADDRESS	
BIO	

<i>(150-word limit)</i>	
-------------------------	--

Speaker 2	<i>(optional)</i>
FULL NAME	
TITLE	
ORGANIZATION	
ROLE	(e.g., speaker /moderator)
PHONE NUMBER	
E-MAIL ADDRESS	
Speaker 2 BIO <i>(150-word limit)</i>	

Speaker 3	<i>(optional)</i>
FULL NAME	
TITLE	
ORGANIZATION	
ROLE	(e.g., speaker /moderator)
PHONE NUMBER	
E-MAIL ADDRESS	
BIO <i>(150-word limit)</i>	

APPENDIX G: Social Media Resources

AIA Seattle encourages the use of social media to further the goals of AIA Seattle and the missions of its committees, where appropriate. A series of recommended resources is described below along with some tips on using them.

Vehicle	Purpose	How to Contribute
LinkedIn	Networking with likeminded professionals, topic-based discussions, limited program promotion	Join the AIA Seattle group and you can post messages and other content that is moderated by the Communications Manager
Facebook	Starting conversations and connecting with likeminded individuals, promoting programs with images and links to more info; event pages and invites	Anyone can “Like” AIA Seattle on Facebook. If you would like to share committee information on Facebook, it is strongly recommended that you provide post content to the Communications Manager so it can be added to AIA Seattle’s social media calendar and reach the broadest audience possible. If you would like to operate a <i>separate</i> Facebook account for a committee, please let AIA Seattle’s Communications Manager know. Separate accounts are most effective when they are updated at least a few times a week.
Twitter	Very brief updates, linking to blogs and other web content	Anyone can follow AIA Seattle on Twitter. If you would like to share committee information on Twitter, it is strongly recommended that you provide tweet content to the Communications Manager so it can be added to AIA Seattle’s social media calendar and reach the broadest audience possible. If you would like to operate a <i>separate</i> Twitter handle for a committee, please let AIA Seattle’s Communications Manager know. Separate Twitter accounts are most effective when they are updated at least a 4-5 times a week.
Blogs	Providing extended information on any range of topics. (AIA Seattle doesn’t maintain a blog. The ones that are affiliated with AIA Seattle are committee-led.)	Committees are welcome to create their own blogs. Blogs are most effective when they are updated on a regular schedule; content is the responsibility of the committee. Please provide your staff contact with a link to your blog.
Instagram	promoting programs with images, most typically ‘in the moment’ of an event	Anyone can follow AIA Seattle on Instagram. If you would like to share committee images on Instagram, it is strongly recommended that you provide images to the Communications Manager so it can be added to AIA Seattle’s social media calendar and reach the broadest audience possible. If you would like to operate a separate Instagram account for a committee, please let AIA Seattle’s Communications Manager know. Separate Instagram accounts are most effective when they are updated at least once a week.

Responsibilities

In general the creation of social media accounts beyond what is directly provided by AIA Seattle is the responsibility of Chairs. Committees are solely responsible for the content of these extraneous information vehicles. AIA Seattle expects committee members to exercise good judgment when posting committee-related content on the internet.

APPENDIX H: Partnership Policy

AIA Seattle welcomes opportunities to partner on events and programs with non-profit organizations that share our interests.

Promotional Partner

Hosting an event that is of interest to architects? AIA Seattle is happy to include a listing in our weekly enews for the following partners:

- Local design-interested non-profits
- Current AIA Seattle members and member firms
- AIA Seattle Corporate Allied Partners and Allied members

Your event must be:

- Open to our members and/or the general public
- Public service or educational content (not advertising or promotion)

We will list your event in two consecutive enews editions in the two weeks directly prior to the event. We are not able to send a stand-alone email to our members. Due to our tax status as a non-profit, we are only able to list events that are public-focused; we cannot provide promotion or advertising for products or services.

Co-Presenter

AIA Seattle often Co-Presents events that are of interest to our members with other local non-profit partners. Please contact the Membership and Volunteer Manager before entering into any co-presented agreements, as these will be evaluated on a case-by-case basis.

APPENDIX I: Committee Budgets & Usage Guidelines

AIA Seattle offers each of its committees a budget by which to produce programs and support activities, inclusive of food and beverage needs, speaker fees, venue fees, and other appropriate expenses.

Money FAQs

What is my budget and who has it/tracks it?

Each committee receives an individual budget, currently consisting of \$250 (subject to AIA Seattle annual budget). This money is requested by the committee co-chair to the Membership and Volunteer Manager, with the description of your event and scope. Committee hosted events at the Center are free of charge, with limited food and beverage (beer & wine) included. This money is tracked by the Membership and Volunteer Manager throughout the year, and co-chairs can request YTD balances at any time.

What additional pools are available outside of the committee budget?

For larger programs, committees have access to a shared fund, currently consisting of \$4000, available on a case-by-case, first-come, first-served basis. Expenditures of up to \$500 for specific programming may be approved by the Membership and Volunteer Manager directly, with the description of your event and scope alongside an event with broader reach and/or particular timeliness. Expenditures above \$500 must be approved by the Steering Committee and involve specific documentation, run through the Membership and Volunteer Manager.

What can I spend my budget on?

Committee budgets may be spent on relevant support of public programs—including speaker/venue fees, food and beverage, marketing, and other approved expenses. All expenses for reimbursement are approved by the Membership and Volunteer Manager, and paid via the Controller.

Can I get sponsors for my event?

Sponsorship revenue is a critical part of AIA Seattle's budget and AIA Seattle's Board participates actively in the solicitation of sponsors. The sponsorship process is actively managed by AIA Seattle staff. In order to ensure unified communication with sponsors, **committees should not approach CAPs or Member Firms without first consulting with the Managing Director. See AIA Seattle Financial Structure.**

Can someone just provide my committee with what we need?

Committees may receive in-kind contributions, but they must be approved. Committees should not pursue in-kind contributions without consulting the Managing Director, via the Membership and Volunteer Manager. An in-kind form must be completed by the donor for contributed goods and services and returned to AIA Seattle. **See AIA Seattle Financial Structure.**

Are contributions to my committee tax-deductible?

Contributions to your committee are **not tax-deductible. See AIA Seattle Financial Structure.**