

AIA Nebraska Annual Leadership Retreat
Friday, November 21, 8:30 am – 1:30 pm
Mahoney State Park/Little Blue Stem + Cottonwood Rooms

Schedule:

8:30 – 9:00 am	Continental Breakfast
9:00 am	Welcome / Introduction of Facilitator, Martha Gadberry, Gadberry & Associates Larry Jacobsen, AIA, President Elect
9:00 – 10:30 am	Board Engagement Martha Gadberry
10:30 – 10:45 am	Break
10:45 – 10:55 am	State of the State Larry Smith, AIA
10:55 – 11:00 am	Importance of the AIA NE PAC Bob Ripley, AIA
11:00 – 11:30 am	Overview of handbook Summary of last year's goals + objectives Larry Jacobsen, AIA & Sara Kay
11:30 am – 1:00 pm	Chapters meet to evaluation and modify goals + objectives for 2009.
Noon	Working Lunch Sponsored by AIA Nebraska
1:00 pm	Chapter Conclusions
1:30 p.m.	Conclusion Larry Jacobsen, AIA

2008 Retreat Facilitator



Martha Gadberry, Retreat Facilitator
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Martha Gadberry has a long, successful record in helping government, business, and civic groups to achieve objectives and use people resources productively. Clients include non-profit and PACs, the public and private sectors. Special projects include Negotiated Rulemaking for the Nebraska Board of Engineers and Architects, marketing workshops for architectural firm, keynoter for South Dakota AIA Conference, and executive coaching of firm principals. Martha is a trained, seasoned facilitator, moderator, and trainer. She has extensive experience facilitating group decision making, board development and planning. Advising three governors and a mayor has deepened her public policy expertise in many areas. With a Master of Arts degree in Speech Communication and a certification in facilitation and mediation, Martha provides effective meetings for her clients using both the art and science of group dynamics. Serving repeat customers and receiving noteworthy praise on her facilitation projects and workshops is evidence of her success.

She is a member of the International Association of Facilitators, International Torch Club, a singer with Lincoln Civic Choir, President of the Board at the Loft at the Mill, and a member of several Downtown Lincoln Rotary committees including strategic planning. Married to John Lee, she enjoys his automotive journalist activities, sports, the arts, and their children and grandchildren.

Duties & Responsibilities

Governors

- Define the chapters' objectives, commit to its intended outcome – then constantly revisit, re-defining and revising as needed.
- Assure that the chapters' regularly engage in effective visioning and planning and that the boards fully support and participate in that process.
- Assure that the directors meet their responsibilities to attend and participate in board meetings, lending the full scope of their individual skills and expertise for positive outcome. Report AIA Nebraska activities to your chapter or constituency.
- Serve as court of resolution for problematic issues, handling all such matters with the highest ethical standards.
- Administer the anti-trust laws.
- Recognize board directorship as a state of temporary stewardship.

Sponsors

- Assure adequate resources through significant personal contributions of each board member, support of and participation in financial development planning and implementation, and stewardship of all resources. Including an annual contribution to the AIA Nebraska Political Action Committee.

Ambassadors

- Operate with credibility, be free of conflicts of interest and recognize the responsibility to serve as ambassadors, advocates and stewards of the organization within the community.
- Recognize the importance of confidentiality of documents and discussions.
- Provide committees with the board support they need to succeed.
- Assure capable future board leadership by supporting and participating in an ongoing program of board development and recruitment.
- A responsibility of board members is to identify future leaders. The nominating committee plays a key role, but so does every board member. Committees and chapters may be a source of future leaders.

Managers

- Select the executive director, set clear expectations, provide full support and regularly review his or her performance.
- Conduct an annual assessment of its own performance.

Recruiting New Members

***The AIA delivers value to its members through advocacy, information, and community.
76% of architects in Nebraska are members.***

- Establish a relationship with a perspective member in a phone or personal conversation. Invite them to attend an AIA sponsored event as your guest.
- Be able to explain the organization's structure, goals, and mission.
- Understand AIA Continuing Education requirements: 18 LU/annual (8 must be HSW 4 out of the 18 must be sustainable design) Nebraska requirements: 24 LU/biennial (16 must be HSW)
- Stay current on issues and trends impacting the organization and the profession.
- Understand Membership dues for a new member:

Registered Architect: AIA

- Lincoln (\$50.00), State (\$202.00), National (\$244.00): Total of \$496.00
- Omaha (\$65.00), State (\$202.00), National (\$244.00): Total of \$511.00
- Western NE (\$45.00), State (\$202.00), National (\$244.00): Total of \$491.00

Associate Membership

- Lincoln (\$40.00), State (\$60.00), National (\$105.00): Total of \$205.00
- Omaha (\$50.00), State (\$60.00), National (\$105.00): Total of \$215.00
- Western NE (\$45.00), State (\$60.00), National (\$105.00): Total of \$210.00

Professional Affiliate Membership

- \$213.00 for each Individual Professional Affiliate Membership
- \$486.00 for each Firm Professional Affiliate Membership

Articulate at least (3) benefits of being a member:

- Protect against measures to undermine the profession. Assist with any issue relating to licensure of the profession at the local, state and federal levels.
- Sponsor continuing education experiences to help architects maintain their licensure.
- Help members connect with each other through countless networking opportunities.
- Provide knowledge through publications and web-based resources.
- A resource for the emerging professional to become licensed.



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Quick Refresher

Mission: *To serve as the voice of the architecture profession and the resource for our members in service to society.*

This Society is a nonprofit membership corporation duly incorporated in the State of Nebraska on the 17th day of February, 1956, under and by virtue of the provisions of the Nebraska Nonprofit Corporation Act, and is a successor to the Nebraska Chapter, The American Institute of Architects, an unincorporated association duly chartered by the Institute on the 15th day of April, 1919.

Antitrust Compliance It is the practice of the American Institute of Architects and its members to comply strictly with all laws, including federal and state antitrust laws that apply to AIA operations and activities.

The AIA has a long history of requiring that its members adhere to the highest ethical standards. **The Code of Ethics and Professional Conduct** requires members of the American Institute of Architects be dedicated to the highest standards of professionalism, integrity, and competence. This Code states guidelines for the conduct of members in fulfilling those obligations. The Code is arranged in three tiers of statements: Canons, Ethical Standards, and Rules of Conduct:

AIA is a 501 (c) (6).

IRS Definition: Defines a business league as an association of persons having a common business interest, whose purpose is to promote the common business interest and not to engage in a regular business of a kind ordinarily carried on for profit. Its activities are directed to the improvement of business conditions of one or more lines of business rather than the performance of particular services for individual persons.

Tax Information: As a 501(c) organization AIA is exempted from federal taxes. Where does your chapter fit?

- Less than \$25,000 are not required to file a Form 990 or a 990-EZ, Short Form with the IRS.
- More than \$25,000 but less than \$100,000, and total assets of less than \$250,00 at end of year, the local needs to file a 990-EZ, Short Form with the IRS.
- More than \$100,000 per year the local is required to file a Form 990.

Membership Dues for a 501(c)(6) are tax deductible as business expenses, however any percentage of these used for political activities (like lobbying) is not tax deductible. The organization must report what percentage of these "dues" is not deductible. **85% of AIA Nebraska's state dues are deductible.**

501(c)(6) organizations may engage in limited political activities that inform, educate, and promote their given interest. They may not engage in direct expenditures advocating a vote for a political candidate or cause. Donations to 501(c)(6) organizations are not required to be disclosed.



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AIA Nebraska PAC – Under the Nebraska Political Accountability and Disclosure Act, a committee is an entity whose function is to receive contributions and/or make expenditures for the purpose of influencing or attempting to influence the action of the voters for or against the nomination or election of one or more candidates or the qualification, passage, or defeat of one or more ballot questions. **Donations are not tax deductible.**

The Architectural Foundation of Nebraska is a 501 (c) (3).

IRS Definition: Federal tax exemptions apply to corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals. Another provision, 26 U.S.C. § 170, provides a deduction, for federal income tax purposes, for some donors who make charitable contributions to most types of 501(c)(3) organizations, among others.



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License More Emerging Professionals

107% increase in Nebraska registrants for 2008.

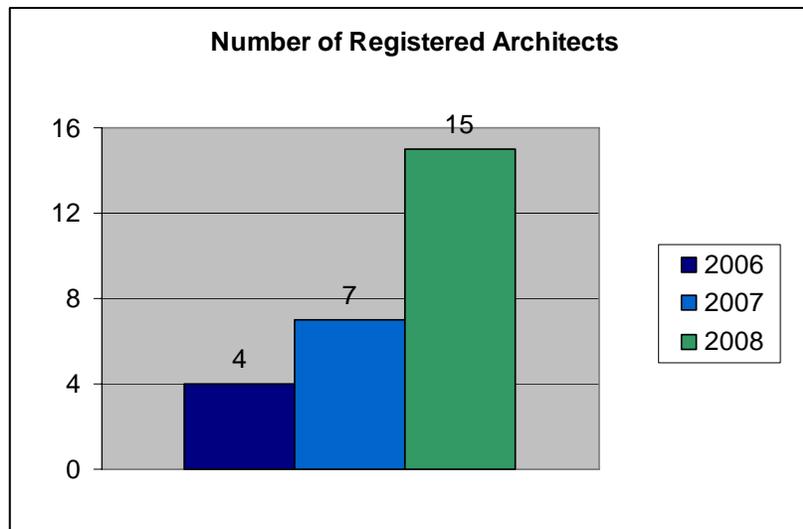
DRAFT

Present Proposed Strategies

Group Discussion: Identify strengths and weakness of this approach

Decide on revised strategies to proceed.

1. Creation of Young Architect / Emerging Professionals Committee - Eight to 10 members. Members + staff to begin recruitment. First meeting December 10, 2008.
2. Purpose of Committee: Encourage firms to provide resources to emerging professionals to become licensed. Adopt an intern friendly firm policy. Develop an annual competition for members. Increase mentorship opportunities.
3. Board members interview/survey principals on what firm tools are working: what they did, and why they did it, and why they succeeded.
4. Find out why more emerging professionals don't become licensed.
5. Develop a strategy for board members to engage principals person to person to share results of research and ask them to take action.
6. Report progress on strategies at the next AIA NE board meeting, December 11.



AIA Nebraska Retreat

November 8, 2007
Mahoney State Park

AIA 2008 Goals

AIA should look to...

A = Aspire

I = Introduce

A = Advance

AIA Nebraska Board (2008) Goals

Recorder: Larry Jacobsen 402.493.4800

Emerging professionals – enhance the acknowledgment of newly-registered professionals (architects)

- Involvement of principals in firms
- Employer/AIA/ family
- Research AIA AZ Model
- Research “intern friendly firm”

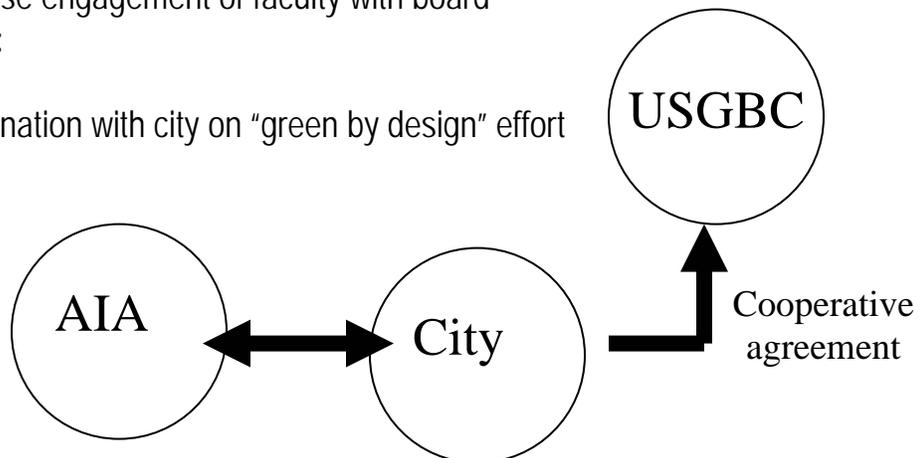
Sustainability – identify vehicle for promotion/implementation plan on sustainability (target legislative/policy makers)

- Increase % of LEED professionals
- Want AIA perceived as leaders

AIA Lincoln Goals

Recorder: Dave Johnson 402.477.1666

1. Engage UNL professionals, students, professors, facilities management, state architects, and public
 - a. One professional should go back to join student board
 - b. Identify UNL AIA champion
 - i. Work with Mark Hoistad to identify a champion
 - ii. Get someone from faculty to serve on board
 - c. Increase engagement of faculty with board
 - d. When:
2. Closer coordination with city on “green by design” effort
When:



AIA Omaha Goals

Recorder: John Dineen 402.399.1127

1. Framework and member buy-in for Omaha Eco-town square (design center)
 - a. Lay foundations for design center
 - b. Roll out at annual meeting at Paxton ballroom (Tues Nov 13th)
 - c. Membership meetings
 - d. When:
2. IDP Mentor Network/Toolkit
 - a. Emerging professionals
 - b. Interns and mentors should sign-off on hours as go through IDP (want to encourage folks going through licensing process; ID barriers)

AIA Western Goals

Recorder: Kenn Frederick 402.845.6255

Legacy project

(Present at Children's Groundwater Festival)

1. Community education (road show)
 - a. When should you use an architect?
 - b. What are the benefits of using an architect?
2. Increase membership (benefits of using a design community) (make this a spring conference session topic)
 - a. Affiliates
 - b. Associates

Participants identified companies that have established themselves (positively)"

1. Target:
 - a. Top-notch company
 - b. 1st rate in all they do
 - c. Great from top to bottom
 - d. Philanthropic
2. Google
 - a. Great search engine
 - b. Great place to work
3. Patagonia
 - a. An outdoor outfitter
 - b. Support the environment
4. Starbucks
 - a. Perceived quality
 - b. Good stuff

Folks will talk about AIA and the professionals who comprise it only to the extent that you impact their lives (positively) and do what you say you'll do. NMJr.

THE AMERICAN INSTITUTE OF ARCHITECTS

ANTITRUST COMPLIANCE GUIDELINES

Introduction

The American Institute of Architects and its members are committed to full compliance with all laws and regulations, and to maintaining the highest ethical standards in the way we conduct our operations and activities. Our commitment includes strict compliance with federal and state antitrust laws, which are designed to protect this country's free competitive economy.

Responsibility for Antitrust Compliance

Compliance with the antitrust laws is a serious business. Antitrust violations may result in heavy fines for corporations, and in fines and even imprisonment for individuals. While the General Counsel provides guidance on antitrust matters, you bear the ultimate responsibility for assuring that your actions and the actions of any of those under your direction comply with the antitrust laws.

Antitrust Guidelines

In all operations and activities of the Institute, you must avoid any discussions or conduct that might violate the antitrust laws or even raise an appearance of impropriety. The following guidelines will help you do that:

- **Do not** have discussions with other members or competitors about any of the following subjects (unless you've first consulted legal counsel):
 - ◆ your prices for products or services, or prices charged by your competitors
 - ◆ costs, discounts, terms of sale, profit margins or anything else that might affect those prices
 - ◆ allocating markets, customers, territories or products with your competitors
 - ◆ limiting production

- ◆ whether or not to deal with any other business
- ◆ any competitively sensitive information concerning your own business or a competitor's.
- **Do not** stay at a meeting, or any other gathering, if those kinds of discussions are taking place.
- **Do not** discuss any other sensitive antitrust subjects (such as price discrimination, reciprocal dealing, or exclusive dealing agreements) without first consulting counsel.
- **Do not** create any documents, e-mail or other records that might be misinterpreted to suggest that the Institute condones or is involved in anticompetitive behavior.
- **Do** consult counsel about any documents or activities that touch on sensitive antitrust subjects such as pricing, market allocations, refusals to deal with any business, and the like.
- **Do** consult with counsel on any non-routine correspondence that requests one of the Institute's members to participate in projects or programs, submit data for such activities, or otherwise join other members in the Institute's actions.
- **Do** use an agenda and take accurate minutes at every meeting. Have counsel review the agenda and minutes before they are put into final form and circulated.

We're Here to Help

Whenever you have any question about whether particular Institute activities might raise antitrust or other problems, don't hesitate to contact us.

The American Institute of Architects
General Counsel's Office
September 2002

Following Institute Policy

A component's bylaws determine its formal organization. Most components model their organizational structure after the Institute's. This section offers guidelines that a component may adapt for its own use.

Articles of Incorporation

AIA policy strongly recommends that all AIA components (except sections that do not have mandatory membership) be incorporated. Newly chartered components have three years to comply with the standards.

The articles of incorporation of a component establish its name and legal existence as an independent corporate body. By approving the articles, the state grants corporate status to the organization under the applicable nonprofit corporation law. The articles of incorporation contain the basic information required by the state's corporation law, including the name of the organization, its purposes, legal address, and the names of the initial incorporators. If a component is not an incorporated entity, its legal status is similar to a partnership where all members are partners.

Institute Charter

A component's charter, issued by the Institute, identifies the organization as a component of the AIA, dates its formation, and establishes its name and territory. If a component is incorporated, the information in its charter will duplicate some information in its articles of incorporation. If changes occur that relate to the charter, such as in the name of the component, the articles of incorporation should be amended accordingly. If a component is not incorporated, the Institute charter will establish the component's existence.

Bylaws

Bylaws, which are rules of internal organization and governance, are required by the Institute as well as by state corporation law. They constitute a component's most important governing document. While the articles of incorporation delineate an agreement between a component and the state, and the Institute charter outlines an agreement between a component and the AIA, the bylaws represent an agreement between the component and its members as to how it will operate.

Bylaws typically include the following elements, as explained in the model bylaw guidelines for AIA components:

- Organization, composition, and general powers (including the name, objects, and territory of the component)
- Membership (including Institute-assigned members, Associates, and the Allied and Affiliate membership categories established by the component)
- The component's representation in the Institute, state, and regional components
- Meetings and elections
- The board of directors and/or executive committee
- Officers and their duties
- Dues, fees, and assessments
- Property and finances
- Committees and commissions
- Affiliations

A component's bylaws, generally the responsibility of the secretary, should be reviewed every three years. The assistance of legal counsel in drafting or revising bylaws may be required, in order to be certain that they conform to any requirements of state law. In addition, component bylaws must conform with the AIA Bylaws and Rules of the Board. When a component is initially chartered, and when amendments are made to the component bylaws or to the Institute Bylaws that may require changes in the component bylaws, the component must submit its bylaws to the Institute for review. They should be sent to the AIA component affairs department, where they will be reviewed for conformity to the AIA Bylaws. The bylaws or amendments become effective upon approval by the Institute Secretary.

The AIA publishes "Model Bylaw Guidelines for AIA Components," which can make the bylaws preparation and revision process relatively simple. Copies of these model Bylaws are available from the General Counsel's office. The major areas that a component must decide for itself are:

- The component's meeting format
- The composition of the component board or executive committee and its powers
- The number and duties of officers
- The dues structure
- The committee structure

Dues

Although the AIA Bylaws prohibit a component from charging an admission or application fee for assigned members, the AIA does not specify what a component's dues structure should be; this is left to the component to determine. Many components provide in their bylaws that dues must be determined by the membership; others grant authority for the board to set dues.

Wide variations exist in the dues amounts different components charge and how they are applied. In some components, dues include meals at meetings, while others issue separate assessments.

Nonpayment of dues or other obligations owed to a component can result in termination of AIA membership. A component should recognize, however, that termination can be effected only by the national organization. The Central Database permits the component and National to maintain consistent membership records and resolve any discrepancies promptly.

The issue of section dues also should be noted. The AIA Rules of the Board allow sections to levy dues with the permission of the parent chapter. While section membership is usually voluntary, and members are not assigned to sections by the AIA, section membership can be mandatory in a section of a statewide chapter if the section board petitions for it and the parent chapter approves. The AIA will terminate membership for nonpayment of section dues only if section membership has been made mandatory.

Use of AIA Symbol

Many components use the AIA symbol (column and eagle) on their stationery and brochures. Reproducible symbols are available upon request through the Design and Production Services department at national. The following rules apply to its use.

- The AIA symbol may be used by components on their stationery, business cards, publications, and purchased advertisements.

- The symbol should not be used by itself without the name of the Institute or a component.
- The symbol may be used by individual Architect members and their firms if each living person in the firm's name is a current AIA member.
- The symbol may not be used by a firm if a firm name includes the terms "Incorporated," "P.A.," "Company," "and Associates" or a similar term, or if the firm name is a trade name such as "Architecture & Design," in which personal names are not used.
- The official oval seal of the AIA is reserved exclusively for official Institute and component use.

Use of AIA Name and Initials

The following guidelines must be followed by individuals, components, and firms when using the Institute's name or initials.

Individuals

Persons falling within the categories listed below may print or otherwise use the name or initials as stated in the Bylaws and Model Bylaws. No other forms or abbreviations are permitted.

Architect Members

- Member of The American Institute of Architects
- Member of (assigned chapter or organization), The American Institute of Architects
- AIA

Associates

- Associate Member of The American Institute of Architects
- Associate AIA

Members Who Are Fellows

- Fellow, The American Institute of Architects
- FAIA

Honorary Fellows

- Honorary Fellow, The American Institute of Architects
- Hon. FAIA

Honorary Members

- Honorary Member, The American Institute of Architects
- Hon. AIA
- Honorary (Affiliate), or (Associate) of the _____ Chapter, The American Institute of Architects

Member Emeritus

- (AIA) or (FAIA), Member Emeritus

Allied Members and Student Affiliates

- Are not permitted in any way to use the title or initials of any chapter or of the Institute

Components

- Components must use the phrase "The American Institute of Architects" in their name.
- Components must clarify in their actions, affiliations, publicity, or program that the action, affiliation, etc., is that of the component and not of the Institute. Components are responsible for ensuring that those who repeat or print the information cite the component organization and not just The American Institute of Architects.

Firms

- "AIA" may be used after an individual member's name in the name of a firm, for example, "John Jones, AIA, Architect."
- "AIA" may not be used following a firm name that includes terms such as "Incorporated," "P.A.," "Company," "and Associates" that are not the names of individual members.

Sponsorship, Endorsements, and Approval

The Institute's position on sponsorship, endorsements, and approval of projects, publications, and similar efforts by other organizations or individuals is summarized below. Action by the component's board or executive committee may be required for sponsorship, endorsement, or approval.

Components are responsible for ensuring that any list of sponsors identifies the component and not simply the "AIA" without reference to the local or state organization.

Sponsorship and Co-sponsorship

- Refers to involvement in a financial, administrative, or advisory capacity
- Requires involvement in the initial planning or development stages of an activity
- Permits the use of the Institute's symbol when requested or appropriate
- Is usually restricted to universities, governmental agencies, non-profit organizations, and similar groups
- Shall not be accorded to programs or materials produced by an individual or an organization for the sole purpose of making a profit

Endorsement

- Refers to involvement in an activity without financial participation
- Requires that the activity must be completed, or the plan and draft form must be submitted for review for technical proficiency and compliance with established policy
- Permits the use of the Institute's symbol when requested and appropriate

Approval

- Refers to involvement in an activity either in the planning or completed stages
- Is used to commend projects, programs, materials, or educational activities to the general public or to the profession in order to induce acceptance
- Can be granted only when plans, proposals, or publications are submitted for review
- Does not permit the use of the Institute's symbol

AIA Public Policies

A discussion and directory of AIA public policies is contained in the Government Affairs section of this manual.

Formation of Chapters and Sections

The formation of new chapters and sections is governed by Institute Bylaws and policies of the Board and approved by the Secretary. Members wishing to form a new chapter should:

- Submit the required petition to the Institute (with the signatures of at least 10 members in good standing, no more than three of whom may be associate members, the president of the parent chapter, and the regional director)
- Submit bylaws
- Submit a projected budget for the first year's operations
- Establish a calendar year based on the national AIA's
- Submit annual evaluation reports and meet minimum mandatory standards after the third year of operations
- Adhere to the Performance Criteria of the AIA as set forth elsewhere in this Manual

Additional requirements apply in the case of proposed component whose territory is outside the United States. Contact the Component affairs department for more information.

Code of Ethics and Professional Conduct

The current Code of Ethics and Professional Conduct of the Institute became effective January 1, 1987, and has been amended since then. A copy of the current Code is posted on AIAOnline. Whenever the Code is amended, the new language is distributed in AIArchitect. All members in all classes of membership are required by the AIA Bylaws to conform their conduct to the standards set forth in the Code.

Components should assist members and prospective members in knowing their obligation to comply with the Code.

The Code is organized in three tiers. In the first tier are the five Canons, which are broad statements of principle on members' general obligations and their obligations to clients, the profession, colleagues, and the public. Under each canon are one or more ethical standards (E.S.) These are more specific goals to which members should aspire. Finally, the Rules of Conduct (R.) are mandatory and violations may be the basis for discipline.

The Code is interpreted and enforced by the National Ethics Council (NEC). No individual member, officer, director, or component has authority to interpret the Code or impose discipline for violations. Contact the General Counsel's office, (202) 626-7348, for information on NEC procedures for filing a complaint.

Selection of Delegates to the National Convention

Each component's Bylaws should define the manner in which that component selects its delegates to the annual business meeting of the Institute, held during the national convention. Forty days prior to the business meeting, the Secretary will send to each component a notice of the number of delegates to which that component is entitled. Also included in this mailing are copies of all Bylaws amendments or resolutions to be voted upon by the delegates, and biographies of the candidates for national office.

Submitting a Resolution to the Annual Business Meeting

Resolutions to be voted upon by delegates to the Annual Business Meeting may be sponsored by one or more of the following:

- a Regional Director
- the Associate Director
- a state or regional organization

- a local component, provided it is also co-sponsored by the Regional Director or state or regional organization of which the component is a member the Board of Directors
- any AIA officer
- the American Institute of Architecture Students
- a minimum of 50 members of the Institute

Individual chapters without co-sponsorship who wish to support a resolution that has an eligible sponsor as listed above may be listed as endorsers.

The AIA Rules of Procedure define the process for submitting a resolution to delegates from the floor at the business meeting, and for making any changes to a printed business item. This information is reprinted at Appendix III in this section.

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