



AIA Rochester

2024 Opportunities Handbook

This Opportunities Handbook is a guide to getting involved in
AIA Rochester.

Whether you're looking to get connected, get engaged, or get ahead,
there are many opportunities available!

AIA Rochester

2024 Opportunities Handbook

Table of Contents

Participate Programs & Events	page 2
Join Committees	page 5
Lead Board of Director Roles & Responsibilities	page 7
Support Support AIA Rochester	page 13

AIA Rochester

2024 Opportunities Handbook

Participate

A listing of AIA Rochester's programs, activities, and events

Design Excellence Awards & the Design Awards Celebration

- The winners of the AIA Rochester Design Excellence Awards are announced at the annual Design Awards Celebration. The Design Excellence Awards are established to encourage excellence in architectural design, to make the public more aware of the potential of the human-made environment, and to honor the architect, owner and builder of significant projects. This year's Design Awards Celebration is an in-person event held on June 13, 2024 at The Historic German House. www.aiaroc.org/design-awards
- Contact: Adam J. Badura, Associate AIA (adambadurafb@gmail.com)

AIA Rochester Annual Golf Tournament

- AIA Rochester's "Swinging Fore Scholarships" Golf Tournament is held on the 2nd Tuesday in September. It brings together architects, engineers, designers, allied members and more for a fun event and offers great networking opportunities. Held annually since 1985, it is AIA Rochester's largest fundraiser, which benefits the scholarship program, local CES programs, and grants to AIAS Chapters, Girls in Architecture, and ERA's ARE Study program. www.aiaroc.org/golf
- Contact: Michelle Murnane, AIA, Executive Director (mmurnane@aiaroc.org)

AIA Rochester Annual Meeting

- Held in October, this meeting is a review of all the events held by AIA Rochester in that given year. It's also a time to thank our members/sponsors for their support and acknowledge our volunteers. We present the chapter's Honor Awards and enjoy a keynote speaker. It's a great opportunity to network with others. General attendance is around 100 people. Chapter business is discussed and voting of new board members takes place.
- Contact: Linda Hewitt, Executive Director (lbhewitt@aiaroc.org)

Holiday Party

- Join us at our annual AIA Rochester holiday party to network and share some holiday cheer! The president hosts this annual event.
- Contact: Jamie Bucci, AIA (jbucci@swbr.com)

Student Scholarships

- Both high school and college students may apply for scholarships through AIA Rochester. In conjunction with AIA National and funds from Women in Architecture and the Family of Myron Starks as administered by the Rochester Architecture Foundation, a combined total of \$20,000 was awarded to 6 recipients in 2023.
- Contact: Barbara Burke, Associate AIA (bburke@labellapc.com)

AIA Rochester

2024 Opportunities Handbook

Principals' Round Table

- Join AIA Rochester President Jamie Bucci and VP Sara DeSalvo in a conversation about upcoming programming and opportunities. These are virtual meetings held quarterly.
- Contact: President Jamie Bucci, AIA (jbucci@swbr.com)
Vice President Sara DeSalvo, AIA (saradesalvo@dwyerarch.com)

Girls in Architecture

- Girls in Architecture introduces 7th and 8th grade girls to careers in architecture and engineering and the possibility of STEM options as they enter high school. Female professionals in the A/E industry can volunteer. The program is typically held in late winter for 3-5 sessions, depending on locations.
- Contact: Jessica Kruse, AIA (jkruse@labellapc.com)

Career Fair

- At the Career Fair, 12 local firms set up booths and welcome students from local colleges (Alfred, RIT, MCC, HWS, FLCC, and UB) to talk about internships/co-ops and open firm positions. Prior to the event, we work with students to help them assemble their resumes and portfolios in late fall. Attendance is approximately 60 people.
- Contact: Barbara Burke, Associate AIA (bburke@labellapc.com)

CANstruction

- CANstruction Rochester, sponsored by Buckingham Properties, is part of a national program in which A/E firms and student groups compete annually to design and build a themed structure entirely out of canned goods. After the structures have been displayed to the public and judged, all canned goods used in the structure are donated to Foodlink, our local food bank.
- Contact: Linda Hewitt, Associate Director (lbhewitt@aiaroc.org)
<https://www.canstructionrochester.com/>

ACE Mentor Program *(not an AIA Rochester program)*

- The ACE Mentor Program is a national organization with a Rochester chapter that aims to engage high school students in the fields of Architecture, Construction, and Engineering, through hands-on activities and weekly meetings. The program spans from September through March, during which students design and build a playhouse, participate in on-site construction activities such as forming a footing, and design a 1,500 SF house that serves as their final project. The graduation/final presentation is a chance for the students to showcase their work to members of the community, including industry professionals. AIA Rochester supports this program by advertising the program, events, and fundraising. Also, several of our members are participants in this program.
- Contact: Barbara Burke, Associate AIA (bburke@labellapc.com)

AIA Rochester

2024 Opportunities Handbook

Continuing Education

- Continuing Education credits can be obtained by attending a variety of presentations offered by the AIA.
- Contact: Sara DeSalvo, AIA (saradesalvo@dwyerarch.com) www.aiaroc.org/events

AIA Contract Documents

- Though not an event, please be aware that the Rochester chapter carries some AIA Contract Documents in stock that can be purchased. Documents can be ordered online and sent, or people can stop in when the office is open for pick up – call ahead.
- Contact: Linda Hewitt, Associate Director (lbhewitt@aiaroc.org)

Rochester Architecture Foundation (RAF)

- The RAF is a 501c3 sister organization which offers additional programming and opportunities.
- The Rochester Architecture Foundation's mission is to promote and enhance the practice of architecture as a cultural, artistic, and business resource in the region. We advocate for the architectural community and built environment and provide scholarship opportunities to regional students pursuing a career in architecture. We also partner with government, professional, education, community and arts organizations to increase our reach and impact. www.rocarchfoundation.org/
- Contact: Michelle Murnane, AIA, Executive Director AIA Rochester (mmurnane@aiaroc.org)
- Contact: James Durfee, AIA, President of RAF (jdurfee@durfeearchitect.com)

AIA Rochester

2024 Opportunities Handbook

Join

A listing of AIA Rochester's main committees

(See page 12 for a comprehensive list)

Emerging Rochester Architects (ERA): AIA Rochester's Young Professionals group

- ERA aims to connect those who are new to the profession and invites them to participate in sketch socials, networking events, and tours. ERA also offers support through the registration process including hosting ARE study sessions and mentorship programs. Our young professionals have established a strong relationship with the architecture programs at RIT and Alfred and serve as mentors to these students as well.
www.aiaroc.org/emerging-rochester-architects-era
- Contact: Dustin Welch, AIA (dwelch@passero.com)

Women in Architecture (WiA)

- The mission of our Women in Architecture (WiA) group is to develop and promote women in architecture through mentorship, networking, and learning opportunities.
- Contact: Jessica Kruse, AIA (jkruse@labellapc.com)

Diversity, Equity, and Inclusion (EDI)

- AIA Rochester is committed to diversifying the profession and engaging the community at large as well as schools to promote the profession to all students.
- Contact: A.J. Gartland, Associate AIA (agartland@popligroup.com)

Design Awards

- The Design Awards requires a robust committee to plan and execute both the awards process and the celebration event itself. This is an exciting committee which offers leadership development and creative expression to accomplish AIA Rochester's signature annual event. The committee meets sporadically from August – June with a concentration from January – June. www.aiaroc.org/design-awards
- Contact: Christina Fluman, Associate AIA (christina@edge-architecture.com)

Golf Tournament

- The Golf Committee is a fun group which meets approximately monthly from February – September to plan and execute the annual Golf Tournament. There is opportunity to volunteer for the day of the event only (second Tuesday in September) as well.
www.aiaroc.org/golf
- Contact: Michelle Murnane, AIA, Executive Director (mmurnane@aiaroc.org)

Communications

- AIA Rochester needs volunteers to help with content that will keep our members engaged and informed, and in creating recruiting tools to bring in new members. We are also always looking for ways to communicate with the community at large.
- Contact: Christina Fluman, Associate AIA (christina@edge-architecture.com)

AIA Rochester

2024 Opportunities Handbook

AIA Honor Awards

- Nominate and/or help select AIA members for local and state Honor Awards. Any AIA Rochester member can be on the Honor Awards Committee. This is a short commitment.
- Contact: Ben Deuel, Associate AIA (bdeuel@cplteam.com)
Erin Powers, AIA (epowers@cplteam.com)

Local Government/Activism

- Become an active voice by joining a community review board, attending local government meetings, and having an active say in regulations affecting our profession.
- Contact: Michael Short, AIA (mshort@popligroup.com)

Licensing Preparation

- AR|E|RA study sessions allow those in the process of studying for the ARE exams to sit down with others, both licensed and not, to work through questions, share materials, and prepare to sit for the exams.
- Contact: Barbara Burke, Associate AIA (bburke@labellapc.com)
Dustin Welch, AIA (dwelch@passero.com)

Membership Directory

- This committee keeps the chapter's Membership Directory up to date to ensure its value to members and the community. We use InDesign and Google Sheets (similar to Excel) – experience is helpful but training can be provided. The committee meets virtually every other month to review member updates, and quarterly with the Executive Director. Tasks include proofreading, data cleanup, working with firms to update firm profile information, and reviewing submissions for the annual Cover Contest.
- Contact: Erin Powers, AIA (epowers@cplteam.com)
Linda Hewitt, Associate Director (lbhewitt@aiaroc.org)

Newsletter

- The Newsletter Committee helps to review and proofread the newsletter prior to publication each month. They can also collect and submit content to the editor.
- Contact: Linda Hewitt, Associate Director (lbhewitt@aiaroc.org)

Committee on the Environment (COTE)

- COTE is an AIA Knowledge Community working for architects, allied professionals, and the public to achieve climate action and climate justice through design. We believe that design excellence is the foundation of a healthy, sustainable, and equitable future.
- Contact: Sara DeSalvo, AIA (saradesalvo@dwyerarch.com) www.aiaroc.org/events

Social Impact

- This group of motivated members is planning a community centered physical built project in a local disadvantaged neighborhood. This is a long-term project which virtually meets monthly. The project will tentatively take place in mid to late 2024.
- Contact: Christian Jankuloski, Associate AIA (cjankuloski@cjsarchitects.com)

AIA Rochester

2024 Opportunities Handbook

Lead

AIA Rochester Board of Directors (BOD) Roles & Responsibilities

Join the Board for a unique opportunity to serve and influence your profession and peers. If you have ideas, they should be heard! Each Board member plays an integral role in the sustenance and success of the organization. Open positions are made available in August and voting takes place in the fall. Elected officers and directors are announced at our Annual Meeting in October, and new board members are onboarded for the remainder of the year.

While a few positions are only open to registered architect members per the bylaws, most positions are available to any member, regardless of licensure status or experience. Contact Michelle Murnane, AIA, Executive Director (mmurnane@aiaroc.org) for further information or to express interest in a role.

OFFICERS

President

The President exercises general supervision over the affairs of the Chapter; presides at general membership and Board of Directors meetings. He/she appoints, with the concurrence of the Board of Directors, all committees; signs all contracts and agreements to which this Chapter is a party; has charge of and exercises general supervision over the offices and employees of the Chapter. The President acts as spokesperson of the Chapter and is its representative at meetings with other organizations and committees unless otherwise delegated by the Board of Directors.

Committees overseen: Past Presidents' Council, Principals' Roundtable, Medal of Distinction Award Jury, Holiday Party

Responsibilities include:

- Chairing the Past Presidents' Council, Principals' Roundtable, Medal of Distinction Award Jury
 - The Medal of Distinction Jury meets in September. This is generally one meeting either virtual or in person.
- Attending Leadership Summit, AIA National and AIA NYS Conventions
 - Convention attendance is not mandatory but encouraged. Stipend as provided by AIA National or as the budget allows.
- Attending Design Awards Celebration. This may include participation in the awards presentation as determined by the Design Awards Committee.
- Holding regular meetings with the Executive Director to review Chapter business
- Attending and chairing all Board of Directors Meetings
- Participating in collaboration with the Rochester Architectural Foundation.
- Leading the Board in fundraising including securing sponsors for the annual and general chapter meetings.
- Representing the Chapter on the AIA Regional Network (Buffalo/Western, Central, Southern, and Rochester). This consists of virtual meetings held quarterly or as needed.

AIA Rochester

2024 Opportunities Handbook

Vice President

The Vice President possesses all the powers and performs all the duties of the President in the event of the absence of the President or of the President's disability, refusal, or failure to act and shall perform other duties assigned by the Board of Directors.

Committees overseen: CES Programs, Nominating, COTE, Principals' Roundtable, Social Impact

Responsibilities include:

- Scheduling annual CES events with the assistance of the Executive Director
- Attends and introduces all CES programs
- Assembles and chairs the Nominating Committee to solicit names for open board positions for the following year
- Overseeing the Committee on the Environment (COTE)
- Attends Grassroots Conference (if budget allows)
- Attends AIA National and AIANYS Convention (if budget allows)
- Co-chairing Principals' Roundtable

Secretary

The Secretary records Board business and writes correspondence for the Board.

Committees overseen: co-chairs Honor Awards

Responsibilities include:

- Preparing agenda for all Board meetings
- Keeping minutes of the proceedings of Board meetings
- Issuing all notices of the Chapter
- Signing all instruments and matters that require the attention or approval of the Chapter Secretary
- Preparing the reports of the Board of Directors and the Chapter
- Furnishing the Institute, and the State Organization with such reports as may be required
- At least annually furnishing the Secretary of each of the above organizations with the names and addresses of all officers and directors of the Chapter with assistance of the Executive Director
- Co-chairs and handles the Honor Awards program (local, state, and national) with the Membership Director

The secretary may delegate to an assistant secretary or other assistant employed by the Chapter the actual performance of any or all duties as recording or corresponding secretary, but shall not delegate responsibility for the property of this Chapter, or the making of any attestation or certification required to be given by the Secretary, or the signing of any document requiring the signature of the Secretary.

AIA Rochester

2024 Opportunities Handbook

Treasurer

The Treasurer has charge of & exercises general supervision of the financial affairs of the Chapter.
Committees overseen: EDI

Responsibilities include:

- Keeping records and books of account of the Chapter
- Preparing the Budget
- Collecting amounts due the Chapter
- Giving receipts for and have the custody of funds and monies and makes disbursements of funds
- Having custody of its securities and its instruments and papers involving finances and financial commitments
- Making a written report to the annual meeting of this Chapter and a written report to each regular meeting of the Board of Directors. Each of said reports shall set forth the financial condition of the Chapter, and its income and expenditures for the period of the report and the Treasurer's recommendations on matters relating to the finances and general welfare of the Chapter.

The Treasurer shall not authorize any person to sign any order, statement, agreement, check or other financial instrument of the Chapter that requires the signature of the Treasurer, unless such delegation is expressly permitted in the bylaws. The Treasurer may delegate to an assistant treasurer employed by the Chapter the actual performance of any or all duties as Treasurer but shall not delegate responsibility for the property of this Chapter, or the signing of any document requiring the signature of the Treasurer.

DIRECTORS

Membership Director

The Membership Director recruits, enriches, and maintains all levels of membership. He/she periodically investigates the value of membership with regards to services rendered vs. assessed dues.

Committees overseen: Women in Architecture, Membership Directory, co-chairs Honor Awards

Recent activities have included:

- Working with the Executive Director to produce the Membership Directory
- Contacting new members to welcome them to the Chapter
- Providing outreach presentations and question/answer sessions with local firms (3-4 times per year)
- Identifying and addressing issues with non-returning members
- Addressing individual member questions or issues with the Board
- Co-chairing and handling the Honor Awards program (local, state, and national) with the Secretary
- Overseeing the Women in Architecture (WiA) Committee

AIA Rochester

2024 Opportunities Handbook

Practice + Design Director

The Practice + Design Director supports practice and design by providing opportunities for AIA members to showcase their design skills. Along with the Membership Director, he/she also provides opportunities for members and their firms to enhance the functional aspects of their practice.

Committees overseen: Design Awards

Recent activities have included:

- Planning and executing the annual Design Awards and Design Awards Celebration
- Coordinating traveling board displays with the Executive Director

Emerging Professionals Director

The Emerging Professionals Director is responsible for demonstrating and increasing the value of membership in the AIA to Associate and emerging professional members. The Emerging Professionals Director represents the interests of recently graduated students, interns, and recently licensed architects.

Committees overseen: Emerging Rochester Architects (ERA)

Recent activities have included:

- Organizing and running exam review classes and ARE Workshops
- Developing programs for Associates and Emerging Rochester Architects (ERA) to increase involvement and interest
- Holding social gatherings to help Associate members become more comfortable with ongoing AIA involvement
- Collaborating with local schools of architecture and their AXP Coordinator(s) in the spirit of advancing the profession.

Education Director

The Education Director is responsible for educating the general public and interested students about the field of architecture. He/she also assists in the continuing education of AIA Rochester members.

Committees overseen: ACE Mentor Program, Scholarship, Career Fair

Recent activities have included:

- Serving as a liaison to Rochester's chapter of the ACE Mentor Program
- Procuring scholarship funds and chairing the Scholarship Committee
- Chairing Scholarship Committee
- Presenting scholarships
- Helping students secure shadowing positions in local firms

AIA Rochester

2024 Opportunities Handbook

Communications Director

The communications team consists of two directors – Communications and Social Media, headed by the Communications Director - who work in tandem to promote the brand of AIA Rochester and to advance public advocacy for AIA Rochester, its members, and architecture in general.

The Communications Director controls the AIA Rochester brand to become a preeminent presence in the community.

Committees overseen: Communications

Recent activities have included:

- Scanning regional news to become part of the public conversation
- Mining information/generates content
- Writing pitches/media releases
- Executing calendaring (breaks down quarterly/monthly)
- Forwarding appropriate interest stories to the Social Media Director
- Consulting with others as required to generate special interest stories

Social Media Director

The Social Media Director collaborates with the Communications Director to generate and post content to promote AIA Rochester, its members, and the organization, and to promote architectural awareness to the community at large.

Recent activities have included:

- Generating social media content
- Scanning regional news (media) to become part of the public conversation
- Tweet/Retweeting posts that add the voice of AIA Rochester to the public conversation
- Having the ability to react immediately (participation in Twitter/Instagram is a now or never kind of opportunity)
- Aiming to post updates to all social media 3-4x/week minimum, in collaboration with the Communications Director and other volunteers. (Can preschedule using Hootsuite or similar.)

Development/Outreach Director

The Development/Outreach Director is AIA Rochester's internal liaison with firms and external liaison with other organizations. This role is suited for a member who is outgoing, enjoys making new connections and collaborating on endeavors to benefit the community.

Committees overseen: CANstruction

Recent activities have included:

- Curating a list of Firm Liaisons and distributing updates through these individual AIA Rochester champions within firms to help reach our members and to increase participation
- Teaming with outside groups to cultivate new relationships
- Seeking opportunity for collaboration and cross-pollination
- Organizing teams for architecture related events – e.g. CANstruction

AIA Rochester

2024 Opportunities Handbook

Government Affairs Director

The Government Affairs Director actively lobbies at the local, state, and national levels specifically representing and promoting the interests of AIA Rochester.

Committees overseen: Local Government/Activism

Recent activities have included:

- Building communications on legislative issues to membership

Potential new activities:

- Perform an inventory of AIA participation on local planning, zoning, architectural review, and historic preservation boards and report findings back to the Board (this has been done several years ago via a grant)
- Develop a placement procedure for promoting AIA members to fill positions noted above

Member-At-Large

Recent activities have included:

- Acting as an advisor on legal issues

AIANYS Representative

The state representative acts for and on behalf of the Chapter in all matters that may come before the state organization. This is a non-voting role on the AIA Rochester Board of Directors.

Responsibilities include:

- Attending AIANYS Board meetings
- Reporting significant actions back to the AIA Rochester Board of Directors
- Representing AIA Rochester's interests at the state level

Committees

Past Presidents' Council (President)

Principals' Roundtable (President & V.P.)

CES Programs (Vice President)

Women in Architecture (Membership)

Honor Awards (Membership & Secretary)

[Scholarship Committee \(Education\)](#)

[ERA \(Emerging Professionals\)](#)

Communication (Communications)

[Newsletter \(Executive Director\)](#)

Committee on the Environment (COTE) (V.P.)

Holiday Party (President)

Medal of Distinction Jury (President)

Nominating (Vice President)

Membership Directory (Membership)

[Design Awards \(Practice + Design\)](#)

Career Fair (Education & Executive Director)

[Golf Tournament \(Executive Director\)](#)

[CANstruction \(Development/Outreach\)](#)

Social Impact (President)

Equity, Diversity, and Inclusion (EDI)

Committee (Treasurer)

AIA Rochester

2024 Opportunities Handbook

Support

Support AIA Rochester's through Partnership and Sponsorship Opportunities

AIA Rochester offers many different opportunities to support our members and the profession. Your partnership allows us to better support our members through opportunities for professional advancement, community involvement, and promoting design excellence in the built environment. Partnerships are based on a calendar year from January - December. Sponsorship opportunities are available on a first come, first served basis, so select your Partnership and Sponsorship Opportunities today. AIA Rochester will contact you if your selection is no longer available upon reception of your order submission. Contact Linda Hewitt, Associate Director with questions or to purchase at lbhewitt@aiaroc.org.

Partnership Levels

Individual	\$250	<input type="checkbox"/>
	<ul style="list-style-type: none"> ● Includes a hyperlinked logo in the AIA Rochester E-Newsletter for 12 months ● Opportunity to present a CES presentation to our members ● Listed in the Membership Directory with advertisement ● Reduced "member" event pricing when available 	
Corporate	\$600	<input type="checkbox"/>
	<ul style="list-style-type: none"> ● Includes a logo and link in the AIA Rochester E-Newsletter for 12 months. ● Opportunity to present a CES presentation to our members ● Listed in the Membership Directory with advertisement ● Reduced "member" event pricing when available 	

Sponsorship Opportunities

Some opportunities are limited

AIA Rochester Website (www.aiaroc.org) (sold in a 3 year cycle)		
\$1,800 - \$2,100	<ul style="list-style-type: none"> ● Web Page Sponsor - Hyperlinked logo on homepage. (3-year commitment of \$700 per year, or \$ 1,800 if paid in full up front - a \$300 savings) 	<input type="checkbox"/>
\$3,500- \$3,675	<ul style="list-style-type: none"> ● Banner Sponsor - Hyperlinked logo/horizontal banner ad on homepage beneath the hero image. (3-year commitment of \$1,225, or \$3,550 if paid in total up front - a \$175 savings) <i>* One available * Next available in 2025 SOLD OUT</i> 	<input type="checkbox"/>
AIA Rochester Annual Meeting		
\$500	<ul style="list-style-type: none"> ● Napkin Sponsor - Includes name and logo on napkin at the event. <i>* One available</i> 	<input type="checkbox"/>
\$500	<ul style="list-style-type: none"> ● Bar Sponsor- Includes name and logo on signage at the bar. <i>* Three available</i> 	<input type="checkbox"/>
\$500	<ul style="list-style-type: none"> ● Hors D'oeuvres Sponsor- Includes name and logo at the hors d'oeuvres table. <i>* One available</i> 	<input type="checkbox"/>
\$1,000	<ul style="list-style-type: none"> ● Corporate Sponsor Includes name/logo on flyer and all emails about event, name/logo on signage at the event, recognition at the event and a 5 minute talking opportunity at the event. <i>*Three available</i> 	<input type="checkbox"/>
AIA Rochester Holiday Party		
\$1,500	<ul style="list-style-type: none"> ● Corporate Sponsor - Includes name/logo and recognition at event. 	<input type="checkbox"/>
\$2,500	<ul style="list-style-type: none"> ● Headlining Sponsor - Includes name/logo on flyer and all emails about the event, name/logo on signage at the event, and recognition at the event. <i>*One available SOLD OUT</i> 	<input type="checkbox"/>