

AIA Rochester

2020 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!*

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Get Connected:

ERA (Emerging Rochester Architects)

- 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.
- Contact: Christiana Mehmel, Associate AIA (cmm@seidesigngroup.com)

AIA Rochester Annual Meeting

- Held in October, this luncheon 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: Jennifer Takatch, AIA (jtakatch@architecturapc.com)



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Get Engaged:

Explorers Program (through Boy Scouts of America)

- Explorers Architecture is a program run by AIA through a larger Boy Scouts of America organization allowing high school students the opportunity to explore different careers by meeting local professionals in the field. Our post runs two 8 week sessions per year - one in the spring the other in the fall - covering topics including technology in architecture, architecture in Rochester, a day in the office, becoming an architect (college/licensure paths), sustainability, sketching, and structures. The program meets weekly to learn about architecture through tours, scavenger hunts, presentations, and more. As a program we are always looking for new topics to introduce the students to and would love a fresh perspective within the field!
- Contact: Blair Benson, Associate AIA (bbenson@cplteam.com)

Student Scholarships

- Both high school and college students have the opportunity to apply for scholarships through the AIA. Over \$15,000 was awarded to 7 recipients in 2019.
- Contact: Blair Benson, Associate AIA (bbenson@cplteam.com)

ACE Mentor Program*

(*Though NOT an AIA Rochester sponsored program, many members are actively involved with this endeavor)

- 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. Last year's program awarded \$18,000 in scholarships to participating students.
- Contact: Barbara Burke, Associate AIA (bburke@labellapc.com)



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Women in Architecture

- The mission of our Women in Architecture (WiA) group is to develop and promote women in architecture through mentorship, networking, as well as social and learning opportunities.
- Contact: Laura Cooney, AIA (lcooney@bergmannpc.com)

Girls in Architecture

- The mission of Girls in Architecture is to introduce 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: Laura Cooney, AIA (lcooney@bergmannpc.com)

Career Fair

- At the Career Fair, we have 10-15 local firms that set up booths and invite 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. Attendance is approximately 60 people.
- Contact: Blair Benson, Associate AIA (bbenson@cplteam.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 a themed structure entirely out of canned goods. Past themes have included “Fantasy/Fairytale,” “Hollywood” and “Bon Appetit.” 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, Executive Director (lbhewitt@aiaroc.org)
<https://www.canstructionrochester.com/>



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AIA Annual Golf Tournament

- The AIA Rochester/The Architectural Foundation of Greater Rochester's "Swinging Fore Scholarships" 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.
- Contact: Linda Hewitt, Executive Director (lbhewitt@aiaroc.org)

Special Events Committee

- This committee continues the work begun by the Centennial volunteers in 2019 by planning and executing select projects for the chapter to engage in that engage and benefit the community. The committee is open to all members of the profession and the public and we encourage participation in order to continue to increase the visibility of architecture and the AIA in our community.
- Contact: Michelle Murnane, AIA (michelle.m.murnane@gmail.com)

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Get Ahead:

AIA Rochester Board

- Join the board for a unique opportunity to serve and influence your profession and peers. If you have ideas, they should be heard! Open positions are made available in August and voting takes place in the fall prior to our Annual Meeting in October, where the winners are announced. 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: Linda Hewitt, Executive Director (lbhewitt@aiaroc.org)

Architectural Foundation of Greater Rochester (AFGR)

- The Architectural Foundation of Greater Rochester'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.
- Contact: Linda Hewitt, Executive Director (lbhewitt@aiaroc.org)
- Contact: Richard Pospula, AIA (rpospulaaia@gmail.com)

AIA Rochester Committees

- There are many ongoing committees to choose from, including Communications, Education, Governmental Affairs, Membership, Practice & Design, Public Relations, and more!
- Contact: Linda Hewitt, Executive Director (lbhewitt@aiaroc.org)

Local Government/Activism

- Become an active voice in the community by joining a community review board, attending local government meetings, and having an active say in regulations affecting our profession.
- Contact: Bryan Toepfer, AIA (btoepfer@toepferarchitecture.com)



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Continuing Education

- Continuing Education credits can be obtained by attending a variety of presentations offered by the AIA. Current topics include Ethics, OLED solid-state lighting, and roofing.
- Contact: Andrew Petrosky, AIA (andrew.petrosky@stantec.com) www.aiaroc.org/events

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: Christiana Mehmel, Associate AIA (cmm@seidesigngroup.com)

Marketing

- AIA Rochester needs volunteers to help with materials 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. This includes social media, publications, and word of mouth.
- Contact: Michelle Murnane, AIA (michelle.m.murnane@gmail.com)
- Contact: Germania Garzon, Associate AIA (ggarzon@ddscompanies.com)

AIA Contract Documents

- The Rochester chapter carries 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.
- Contact: Linda Hewitt, Executive Director (lbhewitt@aiaroc.org)

Design Excellence Awards & the Design Awards Gala

- The winners of the AIA Rochester Design Excellence Awards are announced at the annual Design Awards Gala. 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 Gala will be held on June 12th.
- Contact: Michael Trapanovski, AIA (trapanovskim@hunt-eas.com)

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AIA Honor Awards

- Nominate, and support the nomination of AIA members for local and state Honor Award submissions. Any AIA Rochester member can be on the Honor Awards Committee.
- Contact: Bridget Carney, Associate AIA (bridget@edge-architecture.com)



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AIA Rochester Board of Directors (BOD) Roles and Responsibilities

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, Medal of Distinction Award Jury, Holiday Party

Responsibilities include:

- Chairs the Past Presidents' Council
- Attends Grassroots/AIA National and AIA NYS Conventions
- Attends Design Awards and participates in the award presentations
- Holds regular meetings with the Executive Director to review Chapter activities
- Chairs Medal of Distinction Award Jury
- Attends and chairs all Board of Directors Meetings
- Oversees collaboration with the Architectural Foundation and is responsible for fundraising events such as the annual golf tournament and holiday party
- Represents the Chapter on the AIA Regional Network (Buffalo/Western, Central, Southern, and Rochester)

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

Responsibilities include:

- Scheduling annual CES events with the assistance of the Executive Director
- Attends and introduces all CES programs

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- Assembles and chairs the Nominating Committee to solicit names for open board positions for the following year
- Attends Grassroots Conference (if budget allows)
- Attends AIA National and AIANYS Convention (if budget allows)
- Leads the Board in fundraising including securing sponsors for the annual and general chapter meetings

Secretary

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

Committees overseen: Honor Awards

Responsibilities include:

- Prepares agendas for all Board meetings
- Keeping minutes of the proceedings of Board meetings
- Issues all notices of the Chapter
- Signs all instruments and matters that require the attention or approval of the Chapter Secretary
- Prepares the reports of the Board of Directors and the Chapter
- Furnishes the Institute, and the State Organization with such reports as may be required
- At least annually furnishes 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.

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Treasurer

The Treasurer has charge of and exercises general supervision of the financial affairs of the Chapter.

Responsibilities include:

- Keeping records and books of account of the Chapter
- Preparing the Budget
- Collecting amounts due the Chapter
- Give receipts for and have the custody of funds and monies and makes disbursements of funds
- Have custody of its securities and its instruments and papers involving finances and financial commitments
- Make 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

Recent activities have included:

- Working with the Executive Director to produce the Membership Directory
- Contacting new members to welcome them to the Chapter

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- 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

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 Gala
- Coordinating traveling board displays with the Executive Director
- Overseeing Principals' Round Table and Sole/Small Practitioner Forum

Emerging Professional 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 former AIAS members. He/she also collaborates with local schools of architecture and their AXP Coordinator(s) in the spirit of advancing the profession.

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
- Assists AXP Coordinators at local schools of architecture



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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: Explorers, Scholarship, Career Fair

Recent activities have included:

- Administering the Seneca Waterways Council Boy Scouts Explorer Program
- Procuring scholarship funds and chairing the Scholarship Committee
- Presenting scholarships
- Helping secure shadowing positions in local firms
- Organizing teams for architecture related events – e.g. CANstruction

Communications Director

The communications team consists of three directors – Communications, Social Media, and Development/Outreach, 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 in order to become a preeminent presence in the community.

Committees overseen: Public Relations

Recent activities have included:

- Scans regional news to become part of the public conversation
- Mines information/generates content
- Writes pitches/media releases
- Executes calendaring (breaks down quarterly/monthly)
- Forwards appropriate interest stories to the Social Media Director
- Consults with others as required to generate special interest stories

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Development/Outreach Director

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

Social Media Director

Recent activities have included:

- Scans regional news (media) to become part of the public conversation
- Generates content
- Tweets/Retweets posts that add the voice of AIA Rochester to the public conversation
- Has the ability to react immediately (participation in Twitter is a now or never kind of opportunity)
- At a minimum tweets 3-4x/week and updates LinkedIn at least 1x/week (with an ultimate goal to build to tweeting 3-4x/day and updating LinkedIn biweekly. Can preschedule using Hootsuite or similar

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: Lobby Day

Recent activities have included:

- Building communications on legislative issues to membership
- Improving interest ad involvement in Lobby Day

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
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Member-At-Large

Recent activities have included:

- Acting as an advisor on legal issues

AIANYS Representative

The state representative acts for an 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)

Holiday Party (President)

Principals' Roundtable (President)

Medal of Distinction Award (President)

CES Programs (Vice President)

Nominating (Vice President)

Women in Architecture (Membership)

Membership Directory (Membership)

Honor Awards (Membership & Secretary)

Design Awards (Practice + Design)

Scholarship Committee (Education)

Career Fair (Education & Executive Director)

Explorers (Education)

ERA (Emerging Professionals)

Public Relations (Communications)

CANstruction (Development/Outreach)

Lobby Day (Government Affairs)

Newsletter (Executive Director)

Golf Tournament (Executive Director)

Sole/Small Practitioners (inactive)

Web Development (Executive Director, Communications, Social Media)

