

# How to Start or Grow an Emerging Professional Committee

Young Architects Forum

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an **AIA** member group



The American  
Institute  
of Architects

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# Contents

<b>Prelude:</b> Introduction .....	4
<b>I. Case Study Profiles</b> .....	9
<b>II. Case Study Interviews</b>	
1) Structure .....	20
2) Internal Communication .....	26
3) External Communication .....	32
4) Funding .....	38
5) Programming & Event Planning .....	44
6) Community Engagement .....	54
7) Lesson Learned .....	58
<b>III. Appendix</b>	
1) Structure .....	66
2) Internal Communication .....	72
3) External Communication .....	82
4) Funding .....	102
5) Programming & Event Planning .....	113

## Introduction

EP committees are often the lifeline and support for Emerging Professionals and their needs to thrive within the architectural industry and beyond.

Starting or growing an EP Committee is a rewarding experience. EP committees are often the lifeline and support for Emerging Professionals and their needs to thrive within the architectural industry and beyond. With the aim to advance Emerging Professional leadership skills within AIA, their firms, and local communities, EP committees provide a conduit for streamlining resources, communication, and funding for relevant EP initiatives.

This toolkit serves as a resource for AIA Emerging Professionals who are interested in learning 'How to Start/ Grow An Emerging Professional Committee'. The follow document contains interviews of eight Emerging Professional committees across the nation, ranging from small to large committees and local to regional committees to provide a diverse cross section. This document is not intended to be a set of rigid guidelines, rather a resource that can serve as a launching pad when forming or growing an EP committee.



**AIA NJ EPiC**



**AIA  
Illinois  
Emerging Professionals**



**1. Case Study Profiles:** In the first segment, each of the interviewed EP committees are introduced with a profile that quickly identifies the makeup of the committee demographics. The following EP committees include:

- AIA Vermont Emerging Professionals Network (EPN)
- AIA Honolulu Emerging Professionals Committee (EPC)
- AIA San Francisco Bay Area Young Architects (BAYA)
- AIA DC Emerging Architects Committee (AIA DC EAC or EAC)
- Boston Society of Architects/AIA Emerging Professionals Network (EPNet)
- AIA New Jersey Emerging Professionals Community (AIA NJ EPiC)
- AIA Illinois Emerging Professionals Network (EPN)
- AIA California Council Academy of Emerging Professionals (AEP)

**2. Interview:** The second segment of the document will shine a light on how EP committees found success in developing and operating as a committee. We will investigate various sections of how a committee organizes:

- Structure
- Internal Communication
- External Communication
- Funding
- Programming and Event Planning
- Community Outreach
- Lessons Learned

**3. Appendix:** The third and final segment will include supplemental information in the 'Appendix' to provide additional context on the listed items above, ranging from organizational charts, budget reports, marketing material, and more. This will be annotated/referenced in the second segment.

Interested in Starting/Growing your own EP committee today? Take a deeper look into how other EP committees function to help inform your own EP committee.

**Glossary of Terms:**

- Component – Chapter (Local or State/Regional)
- COF – College of Fellows
- EP – Emerging Professional
- NAC – National Associates Committee
- RAD – Regional Associate Director (see NAC)
- YAF – Young Architects Forum
- YARD – Young Architect Regional Director (see YAF)













# I. Case Study Profiles



## AIA Vermont Emerging Professionals Network (EPN)

**Local Component:** AIA Vermont

**Location:** Vermont

**Date founded:** Approximately 2011

**Total Membership:** 286 total AIA VT members; 42 are associate members

**Total Emerging Professional Membership:** Approximately 162 (non-AIA members included)

AIA: Unknown

Assoc. AIA: 42

**Have you seen a growth, decrease, or stagnation in EP attendance/engagement over the last few years?**

Growth: AIA Vermont Emerging Professionals Network has seen growth in participation at events. There were five new individuals this year and doubled participation from years past.

**Does your component have any AIA staff?**

Yes: One full-time staff, the executive director (ED), who is very involved with the committee.

**Does your EP committee have a designated physical space/center to host meetings?**

No, we utilize the Executive Director's office.

**About how many active EP members attend EP committee meetings regularly (average estimation)?**

4 to 5 people in core group of EPN (including executive director).

**About how many active EP members attend EP committee events regularly (average estimation)?**

Approximately 25 to 30 active members.

**About how many total attendees (AIA affiliated or non-AIA affiliated) attend EP committee events (average estimation)?**

15-20 attendees: Social

30-40 attendees: Lectures

50-60-plus attendees: Design competition





**AIA**  
Honolulu

## AIA Honolulu Emerging Professionals Committee (EPC)

**Local Component:** AIA Honolulu

**Location:** Honolulu, Hawaii

**Date founded:** 2017

**Total Membership:** 850

**Total Emerging Professional Membership:** Approx. 250

AIA: Unknown

Assoc. AIA: Unknown

**Have you seen a growth, decrease, or stagnation in EP attendance/engagement over the last few years?**

Growth: AIA Honolulu Emerging Professionals Committee has seen steady growth from 2015 to present.

**Does your component have any AIA staff?**

Yes: AIA Honolulu Emerging Professionals Committee has two full-time paid staff, including an EVP.

**Does your EP committee have a designated physical space/center to host meetings?**

Yes.

**About how many active EP members attend EP committee meetings regularly (average estimation)?**

10-15 attendees

**About how many active EP members attend EP committee events regularly (average estimation)?**

15-30 attendees

**About how many total attendees (AIA affiliated or non-AIA affiliated) attend EP committee events (average estimation)?**

20-50 attendees



## AIA San Francisco Bay Area Young Architects (BAYA)

**Local Component:** AIA SF

**Location:** San Francisco

**Date founded:** Approximately 2000

**Total Membership:** Approximately 2,300

**Total Emerging Professional Membership:** 400 EP members (Approx. 280 – 70% of members are non-AIA)

AIA: 80 (Approx. 20% of component)

Assoc. AIA: 40 (Approx. 10 % of component)

**Have you seen a growth, decrease, or stagnation in EP attendance/engagement over the last few years?**

Growth: BAYA has generally seen continuous growth in its membership. Not surprisingly, our years with the most new EP members are when the leadership team is very active and engaged. Also, unfortunately, our years of highest growth tend to be during economic downturns.

**Does your component have any AIA staff?**

Yes: BAYA mainly communicates with their local AIA component committee coordinator. BAYA is assigned to a member of the local component board. However, they have historically been more of a resource for the committee and less involved with operations and leadership. BAYA is uniquely more independent compared to the other local AIA component committees.

**Does your EP committee have a designated physical space/center to host meetings?**

No: BAYA can utilize the local AIA component space whenever we need it, but they have a preference to meet in locations more convenient and interesting for the BAYA leadership. It is also part of BAYA's mission to provide access to spaces significant to the industry, such as notable firms, showrooms, and new development. BAYA does its best to host events in new and exciting venues.

**About how many active EP members attend EP committee meetings regularly (average estimation)?**

5: Leadership meetings contain the five BAYA leaders.

**About how many total attendees (AIA affiliated or non-AIA affiliated) attend EP committee events (average estimation)?**

10-30 attendees: Firm tours/happy hours

50 (approximately) attendees: Special events/panel discussions



## AIA DC Emerging Architects Committee (AIA DC EAC or EAC)

**Local Component:** AIA Washington, D.C. (AIA/DC)

**Location:** Washington, D.C.

**Date founded:** 2008

**Total Membership:** 2,372

**Total Emerging Professional Membership:** 665 (licensed 10 years or less)

AIA: 155

Assoc. AIA: 510

**Have you seen a growth, decrease, or stagnation in EP attendance/engagement over the last few years?**

Growth: We have seen a lot of growth since the beginning. It's remained relatively the same over the last four years.

**Does your component have any AIA staff?**

Yes: We have the District Architecture Center staff.

**Does your EP committee have a designated physical space/center to host meetings?**

Yes: Meetings are held at the office of the current EAC chair (currently held at the office of Fentress Architects).

**About how many active EP members attend EP committee meetings regularly (average estimation)?**

15-20 monthly attendees

**About how many active EP members attend EP committee events regularly (average estimation)?**

25 attendees: Educational sessions

150 attendees (130 of those being EPs): Social events like our Summer Networking Bash

Note: Sometimes there's a mix of other generations.

**About how many total attendees (AIA affiliated or non-AIA affiliated) attend EP committee events (average estimation)?**

Reference response above: We have a few FAIA members who regularly attend our events and support our programming.



## Boston Society of Architects/AIA Emerging Professionals Network (EPNet)

**Local Component:** BSA (Boston Society of Architects)

**Location:** Boston/Eastern Massachusetts

**Date founded:** Approximately 2011

**Total Membership:** 4,000 (estimated)

**Total Emerging Professional Membership:** Approximately 900

AIA: 400

Assoc. AIA: Approximately 500

**Have you seen a growth, decrease, or stagnation in EP attendance/engagement over the last few years?**

Growth: This may vary depending on the event and/or the season. EPNet has seen increases in readership of their newsletter, growth, and more consistency with other institutions within the Boston area.

**Does your component have any AIA staff?**

Yes: EPNet has a staff member who assists in committee and event coordination.

**Does your EP committee have a designated physical space/center to host meetings?**

Yes: EPNet utilizes the BSA shared space.

**About how many active EP members attend EP committee meetings regularly (average estimation)?**

6 members: Planning meetings

20-40 attendees: Events

**About how many active EP members attend EP committee events regularly (average estimation)?**

Not currently tracked/unknown

**About how many total attendees (AIA affiliated or non-AIA affiliated) attend EP committee events (average estimation)?**

15-40 attendees: These are for programs and events.



# AIA NJ EPiC

## AIA New Jersey Emerging Professionals Community (AIA NJ EPiC)

**Local Component:** AIA New Jersey (State/Region)

**Location:** New Jersey

**Date founded:** 2015

**Total Membership:** 2,093

**Total Emerging Professional Membership:** 1,060

AIA: 705

Assoc. AIA: 355

**Have you seen a growth, decrease, or stagnation in EP attendance/engagement over the last few years?**

Growth: AIA NJ has experienced an increase in EP engagement at both general membership events and EP-focused events. We believe that this is due to the broadening of EP programming and awareness.

**Does your component have any AIA staff?**

Yes: AIA NJ is a volunteer-led chapter. We do have a hired consultant, who helps manage some items for us, but overall the leadership is all volunteers.

**Does your EP committee have a designated physical space/center to host meetings?**

No: AIA NJ does not occupy a physical building, nor do we currently have a center for architecture.

**About how many active EP members attend EP committee meetings regularly (average estimation)?**

N/A: Committee meetings are different from EPiC events. Generally, only the committee members attend the committee meetings. On occasion, interested EPs will listen in on committee meetings.

**About how many active EP members attend EP committee events regularly (average estimation)?**

10-45 attendees: The majority of our in-person events

75 attendees: In-person social events have been sold out.

100-plus attendees: Online-based learning sessions have pulled in over 100 virtual attendees.

**About how many total attendees (AIA affiliated or non-AIA affiliated) attend EP committee events (average estimation)?**

0-5 (approximate) attendees: Very few non-AIA members attend our events. However, we have had non-affiliates attend events by advertising within large A/E organizations.



**AIA**  
**Illinois**  
Emerging Professionals

## AIA Illinois Emerging Professionals Network (EPN)

**Local Component:** AIA Illinois (State/Region)

**Location:** Statewide: (Chicagoland: population center; Springfield: AIA IL headquarters)

**Date founded:** Approximately 2017

**Total Membership:** 4,296

**Total Emerging Professional Membership:** 1,873

AIA: 1,262 licensed

Assoc. AIA: 611

**Have you seen a growth, decrease, or stagnation in EP attendance/engagement over the last few years?**

Growth: While it is unclear since our EP Network has only been operating two years, we have observed growth with committee involvement.

**Does your component have any AIA staff?**

Yes: We have AIA Illinois, where our EP Network officially resides, and AIA Chicago, which both have paid full-time staff.

**Does your EP committee have a designated physical space/center to host meetings?**

No: But our firms are happy to host.

**About how many active EP members attend EP committee meetings regularly (average estimation)?**

Approximately six to 10 attendees.

**About how many active EP members attend EP committee events regularly (average estimation)?**

N/A: We don't really have our own regular events. The YAF has events, and we have an annual summit with about 25 attendees.

**About how many total attendees (AIA affiliated or non-AIA affiliated) attend EP committee events (average estimation)?**

See response above.



## AIA California Council Academy of Emerging Professionals (AEP)

**Local Component:** AIA California (State/Region)

**Location:** Varies — Headquartered in Sacramento

**Date founded:** Unknown

**Total Membership:** 11,032

**Total Emerging Professional Membership:** 6,128

AIA: 3,617

Assoc. AIA: 2,511

**Have you seen a growth, decrease, or stagnation in EP attendance/engagement over the last few years?**

Growth: We have seen increased attendance at EP events.

**Does your component have any AIA staff?**

Yes: We have 14 total (12 full time, two part time), and our one point of contact with AEP attends all our meetings.

**Does your EP committee have a designated physical space/center to host meetings?**

No: We utilize local chapter offices and firms to host in-person meetings twice a year. Otherwise, the AEP meets monthly via conference call.

**About how many active EP members attend EP committee meetings regularly (average estimation)?**

12 attendees

**About how many active EP members attend EP committee events regularly (average estimation)?**

50 attendees

**About how many total attendees (AIA affiliated or non-AIA affiliated) attend EP committee events (average estimation)?**

50 attendees





## II.

# Case Study Interviews







# Structure

When building or growing your EP committee, structure can provide clarity in roles and responsibilities...

When building or growing your EP committee, structure can provide clarity in roles and responsibilities to foster organization and develop leaders. This section looks at how various EP committees across the nation organize their committee leadership:

- Leadership structure
- Term limits
- Succession planning
- Elections/nominations
- Subcommittee organization
- Component/regional board representation

**Leadership structure:** In these case studies, you will notice most component EP committees operate with a chair/co-chairs as the principal lead. They are often supported by their local AIA staff as well as EP leads as it relates to specific tasks/focus action items. However, regional EP committees tend to differ and are more likely to introduce regional/national leadership roles, liaisons, and/or directors because of their larger scope/reach.

**Term limits:** On average, term limits for most leadership positions average between one and two years.

**Succession planning:** About half of the case studies utilized a nomination process to fill leadership roles, while the other half organically filled roles from active EP committee members without a formal process.

**Elections/nominations:** For those who utilize a nomination process, they are often nominated by the chair, executive committee, and/or EP committee members.

**Subcommittee organization:** While subcommittees are not a common practice, most EP committees are likely to have task forces or workgroups that address specific subject matters of interest or event/program planning.

**Component/regional board representation:** Some component EP committees may have component representation, while all regional EP committees have representation, usually through the YARD and/or RAD.

## I: What is your leadership structure?

(i.e. chair/co-chairs, subcommittees, task forces, etc.)

<b>AIA VT EPN</b>	<u>Committee</u> : Chair + executive director (support) + previous executive director (sits on the board) + members
<b>AIA Honolulu EPC</b>	<u>Committee</u> : Chair + vice chair + general members
<b>AIA SF BAYA</b>	<u>Committee</u> : Chair + architect chair + operations chair + marketing chair + education chair + chair emeritus (See Appendix: S-1 - Organization Chart)
<b>AIA DC EAC</b>	<u>Executive Committee</u> : Chair + vice chair + past chair <u>Advisory Committee</u> : Social media + community/small firm + new member/student (See Appendix: S-2 - Organization Chart)
<b>BSA/AIA EPNet</b>	<u>Committee</u> : Co-chairs + BSA staff + members
<b>AIA NJ EPiC</b> (Region)	<u>Committee</u> : Chair + vice chair + at-large director of service + at-large director of education + at-large director of advocacy + section directors + student liaisons (See Appendix: S-3 - Organization Chart)
<b>AIA IL EPN</b> (Region)	<u>Executive/Steering Committee</u> : Young Architect Regional Director + Regional Associate Director + at-large director <u>Delegates (team of representatives from regional chapters)</u> : AIA Chicago, AIA Northeast, AIA Prairie, AIA Eastern, at-large #2, at-large #3, AIA Illinois Fellow, and AIA Illinois Student Director <u>Council of Advisors</u> : AIA Illinois Board of Directors, AIA Illinois Staff, AIA Chicago YAF, AIA chapter presidents, AIA Chicago association directors, and AIA Chicago student director (See Appendix: S-4 - Organization Chart)
<b>AIA CA AEP</b> (Region)	<u>Committee</u> : VP + Regional Associate Director + associate director north + associate director south, architect licensing adviser north + architect licensing adviser south + Young Architect Regional Director north + Young Architect Regional Director south + student director north + student director south + architect member at-large (See Appendix: S-5- Organization Chart)

## 2: Is there a leadership term limit? If so, how long?

<b>AIA VT EPN</b>	No: The term limit is not formal. Chair: Two-year term, typically
<b>AIA Honolulu EPC</b>	Yes. Chair: Two--year term
<b>AIA SF BAYA</b>	No: None of the term limits is formal. Chair: One-year term, typically <u>Other Committee Chairs</u> : Few years, typically. Chairs may maintain or rotate their position.
<b>AIA DC EAC</b>	Yes: It is one year per adviser term. The total length is a three-year term. <u>Vice Chair</u> : One-year term (transitions to chair) <u>Chair</u> : One-year term (transitions to past chair) <u>Past Chair</u> : One-year term
<b>BSA/AIA EPN<sup>et</sup></b>	Yes. Chair: Three-year term
<b>AIA NJ EPiC</b> (Region)	Yes: All positions are recommended to be held for a single term. As well, there must be a new position holder for an appointee to step down at the end of their term. <u>EPiC Chair, Vice Chair, At-large Directors, Section Directors</u> : One-year term <u>YARD, RAD, and Licensing Adviser</u> : Two-year terms
<b>AIA IL EPN</b> (Region)	Yes: This is determined by the term limits of the YARD and RAD. Their elections offset by a year. There will be at least one new leader of three, every year. <u>YARD</u> : Two-year term (can be re-elected) <u>RAD</u> : Two-year term (can be re-elected) <u>At-large Director</u> : Two-year term (can be re-elected)
<b>AIA CA AEP</b> (Region)	Yes: Two-year term

### 3: How do you address succession planning?

(i.e. nominations, selection committee, elections, etc.)

<b>AIA VT EPN</b>	The chair selects and nominates someone to take their position. This is generally someone from the core committee. The membership then votes. Then the EP chair sits as a board member.
<b>AIA Honolulu EPC</b>	The vice chair becomes chair, and the chair selects the vice chair.
<b>AIA SF BAYA</b>	The aim is for positions to be filled organically from volunteers/members.
<b>AIA DC EAC</b>	The selection is by the Executive Committee. Individuals can be nominated, and leaders are encouraged to rise within the committee.
<b>BSA/AIA EPNet</b>	There is no formal plan in place currently. Ideally, we would pull from consistent members who attend and assist in planning events.
<b>AIA NJ EPiC (Region)</b>	The intent is that involvement starts at the section director level, then at-large director, then vice chair, followed by RAD, YARD, or other local board or state/regional board positions. This is not a mandatory succession ladder. New committee members can engage at the at-large-director level.
<b>AIA IL EPN (Region)</b>	The third Executive Committee member is elected by the group; the YARD and RAD are elected by the board of AIA Illinois.
<b>AIA CA AEP (Region)</b>	Unknown

### 4: What does your election/nomination process look like?

(i.e. EP committee vote, selected by component board, etc.)

<b>AIA VT EPN</b>	The chair nominates a candidate. At the annual meeting, the board reviews application, and vote is held by the membership.
<b>AIA Honolulu EPC</b>	None in place
<b>AIA SF BAYA</b>	None in place
<b>AIA DC EAC</b>	The selection is by the Executive Committee. Individuals can be nominated, and leaders are encouraged to rise within the committee.
<b>BSA/AIA EPNet</b>	There is a general discussion between attendees. It is an organic process.
<b>AIA NJ EPiC (Region)</b>	A state/region-wide call for interest is emailed out. All are welcome to apply. The current chair and vice chair review the applications, and they select the candidates to fill the positions.
<b>AIA IL EPN (Region)</b>	The Executive Committee determines selection/nominations externally. The at-large positions are intended to be elected directors from multiple state chapters.
<b>AIA CA AEP (Region)</b>	The California board members vote in the annual meeting. We start recruiting candidates in early July. We elect new committee members in November.

## 5: Does your EP committee have subcommittees? If so, please list them with a one-line description.

<b>AIA VT EPN</b>	No: For specific events, we have people help volunteer.
<b>AIA Honolulu EPC</b>	Yes: YAF, ARE Prep, 5x5x5 Mentorship Program, Student Design Awards, and the UH/AIAS student liaison
<b>AIA SF BAYA</b>	No
<b>AIA DC EAC</b>	No: We have advisory roles. We also have planning teams for each event organized around those who wish to volunteer. The teams of volunteers are flexible and open.
<b>BSA/AIA EPNet</b>	No
<b>AIA NJ EPiC</b> (Region)	Yes: The at-large directors lead focus groups, and the section directors participate on those focus groups. This is a similar structure to the YAF. (See Appendix: S-2)
<b>AIA IL EPN</b> (Region)	No: We have workgroups for specific items/events. These tend to be temporary and topic focused (i.e. summit planning, EP Friendly Firm Award, and Firm-side Chats).
<b>AIA CA AEP</b> (Region)	No: We have liaisons. We do work with other committees on local chapter levels.

## 6: Does your EP committee have representation on the component board?

<b>AIA VT EPN</b>	Yes
<b>AIA Honolulu EPC</b>	Yes: The chapter associate director
<b>AIA SF BAYA</b>	No: Not directly. The associate director is a board member, but he/she may not always be a BAYA leader.
<b>AIA DC EAC</b>	Board liaison
<b>BSA/AIA EPNet</b>	No: Not officially. However, there are opportunities to be pulled in for specific conversations with the board.
<b>AIA NJ EPiC</b> (Region)	Yes: The YARD and RAD are voting members of the state/regional Executive Committee. Some of the local sections have amended their bylaws to include the EPiC section director as part of their local board of directors/Executive Committee. Also, EPiC leadership often holds dual positions within their local section.
<b>AIA IL EPN</b> (Region)	Yes: Our YARD and RAD sit on the AIA Illinois board, but they have no voting privileges. They attend as honorary invitees and as national delegates.
<b>AIA CA AEP</b> (Region)	Yes: Leaders on their second-year term serve as a voting board member at the statewide component, not the local level.







# Internal Communication

Effective EP committee organization and structure can often hinge on (and be complemented by) effective communication...

Effective EP committee organization and structure can often hinge on (and be complemented by) effective communication among committee leaders. This section looks at how various EP committees across the nation communicate internally with their EP committee leadership:

- Meeting frequency
- How committees meet
- Communication frequency
- Email management
- Travel distance barriers

**Meeting frequency:** The majority of EP committees find success in meeting monthly or quarterly.

**How committees meet:** EP committees tend to have a strong preference for in-person meetings with conference call access for those who cannot meet in person. It is not uncommon to have supplemental call-in meetings between in-person meetings.

**Communication frequency:** EP committees find that they communicate internally frequently, with an average of three to five touchpoints a month.

**Email management:** Most committees have a separate email account. Management of the account is often led by the chair(s), with staff assisting in some situations.

**Travel distance barriers:** Component EP committees in large metropolitan areas tend to have less challenging travel barriers, while those in smaller or more spread-out locations do see those challenges. Travel concerns are more common for regional EP committees. This encourages/increases the frequency of video/conference calls and non-traditional communication tools like Slack or Basecamp.

## I: How frequently do you meet as an EP committee?

<b>AIA VT EPN</b>	Quarterly: Overall planning As required: Events planning
<b>AIA Honolulu EPC</b>	Quarterly
<b>AIA SF BAYA</b>	Monthly: Leadership meetings (See Appendix: IC-1 – Sample Meeting Agenda)
<b>AIA DC EAC</b>	Monthly: Committee meetings on the second Wednesday of the month (See Appendix: IC-2 – Sample Meeting Agenda)
<b>BSA/AIA EPNet</b>	Monthly: At the least As needed: Event planning calls, typically held once per month
<b>AIA NJ EPiC (Region)</b>	Monthly: State teleconference Annually: EPiC Leadership Summit (in person) (See Appendix: IC-3 – Sample Meeting Agenda)
<b>AIA IL EPN (Region)</b>	Monthly: Full committee Monthly: Executive Committee (in between) (See Appendix: IC-4 – Sample Meeting Agenda)
<b>AIA CA AEP (Region)</b>	Monthly (See Appendix: IC-5 – Sample Meeting Agenda)

## 2: How do you meet as an EP committee?

(In person, conference call, video conference call, other?)

<b>AIA VT EPN</b>	In person: Quarterly meetings
<b>AIA Honolulu EPC</b>	In person
<b>AIA SF BAYA</b>	In person Social media: Facebook Messenger group (informal communication)
<b>AIA DC EAC</b>	In person: Committee meetings Conference calls: Occasionally for those who are not able to attend in person. This is provided in the meeting agenda.
<b>BSA/AIA EPNet</b>	In person
<b>AIA NJ EPiC (Region)</b>	Call: Monthly state teleconference In person: Annual EPiC Leadership Summit
<b>AIA IL EPN (Region)</b>	In person Conference calls: An option for some to connect remotely due to schedule conflicts/location
<b>AIA CA AEP (Region)</b>	In person: Three meetings per year Conference calls: Nine calls per year

### 3: How often do you communicate with EP committee members during the month?

<b>AIA VT EPN</b>	Quarterly More frequently: For specific events
<b>AIA Honolulu EPC</b>	Monthly
<b>AIA SF BAYA</b>	3 times per month: At least, for our monthly meetings/events
<b>AIA DC EAC</b>	3-5 times per month: Depending on the events that are being planned Events that are approaching within the next one to two months will have more communication regarding planning, graphics, etc.
<b>BSA/AIA EPNet</b>	Frequently: Leadership plus core group of EPs. Communicate a lot with leadership team (co-chairs). Quarterly: Leadership plus core group 2 times per month: General EP membership
<b>AIA NJ EPiC</b> (Region)	2-3 times per month: Via email, to prep for monthly meetings
<b>AIA IL EPN</b> (Region)	5-plus times per month: We utilize Slack communication platform (very active).
<b>AIA CA AEP</b> (Region)	Frequently: We utilize Basecamp (similar to Slack communication platform).

#### 4: Do you have a designated EP committee email? If so, who manages it?

<b>AIA VT EPN</b>	Yes Managed by EP chair: The account is passed along to different chairs for consistency. The account Google Drive is included.
<b>AIA Honolulu EPC</b>	Yes Managed by chairperson
<b>AIA SF BAYA</b>	Yes Managed by the chair and the marketing chair. All of us chairs have access to it. However, it is for our external means of communication.
<b>AIA DC EAC</b>	Yes Managed by the chair and vice chair. Note: This is used for outgoing mail, but not incoming. A “vacation response” gives the contact information of the current chair and vice chair. When emails are sent from the committee email that may require a response (such as meeting minutes with a direction to contact so-and-so), the email contact for that person is hyperlinked in the message.
<b>BSA/AIA EPNet</b>	Yes Managed by BSA staff member. EP chairs can also be reached directly via their work emails.
<b>AIA NJ EPiC (Region)</b>	Yes Managed by chair and vice chair. The full committee leadership has access to the EPiC email and SoMe accounts.
<b>AIA IL EPN (Region)</b>	Yes Managed by N/A: While we have an email address, it is not very active. It is utilized for drives and major announcements. We have an EP Slack.
<b>AIA CA AEP (Region)</b>	No We utilize a designation website, managed by AIA California Web master.

## 5: Would you consider travel distance a challenge for regular attendance to committee meetings/events? If so, how does your committee address this?

<b>AIA VT EPN</b>	<p>Yes</p> <p>This is one of the biggest participation challenges. In Vermont, there are a lot of different “hubs,” and most events happen in the Burlington area. In the past couple of years, we have tried to host events outside of Burlington to draw participation. For our design competition (the biggest EPN event) we had two goals this year:</p> <p>1) To increase participation from students entering the profession.</p> <p>2) To address the location challenges by hosting the event at two different locations, at the same time, at two different universities in the state.</p>
<b>AIA Honolulu EPC</b>	No
<b>AIA SF BAYA</b>	<p>No</p> <p>We have all our meetings and events in close proximity to public transit</p>
<b>AIA DC EAC</b>	<p>No</p> <p>Typically, the attendees work within the D.C. city limits. A conference call-in number is available for those who wish to attend remotely.</p>
<b>BSA/AIA EPN<sup>et</sup></b>	<p>No</p> <p>Travel is not typically an issue as we are mostly located in an urban environment. We do represent the entire eastern part of the state, however, and we feel we struggle to attract attendance or host specific events for EPs outside of our downtown and to accessible regions of Boston. BSA’s reach extends to Cape Cod, making it challenging to host events outside of the BSA space. We are also trying to connect with other MASS components.</p>
<b>AIA NJ EPiC (Region)</b>	<p>Yes</p> <p>Very much so. This is one reason why EPiC is structured the way it is and the purpose of monthly teleconference calls. Having local directors does alleviate the travel issue for events, but EPiC does host some statewide events where we need to strategically select a location. Sometimes we have concurrent events, where the same event will occur simultaneously in multiple sections to try and reduce the travel issue.</p>
<b>AIA IL EPN (Region)</b>	<p>Yes, for anyone who is not in Chicago — even the suburbs are too far to make it for an evening committee meeting in person.</p> <p>We utilize Slack and video conferencing for meetings and conversations, and we have an annual summit (that includes funding for travel expenses) that is in person. The summit typically has 25 attendees with representation from three out of four components.</p>
<b>AIA CA AEP (Region)</b>	<p>Yes</p> <p>Travel/funding can be a challenge. AIA California is trying to accommodate travel costs. There is roughly a \$250 budget per event with flexibility for adjustment if more is needed.</p>







## External Communication

External communication can be the most out-facing representation of who an EP committee is and how they convey their identity.

External communication can be the most out-facing representation of who an EP committee is and how they convey their identity. This section looks at the various means and methods an EP committee utilizes to reach their base:

- Mass communication means/methods/tools

- Mass communication management

- Frequency of regional communication

- Access to component/regional newsletters

**Mass communication means/methods/tools:** Most EP committees take advantage of emails, e-blasts, or a newsletter as a primary means to share information to their audience. In addition, social media plays an important role in reaching demographics outside of the committee's listservs, with Facebook and Instagram being the most popular tools. Websites and instant-messaging tools (i.e. Slack and Basecamp) are more common for regional EP committees.

**Mass communication management:** External communication tools are often managed by chairs and/or committee members. However, it is not uncommon for AIA staff to support the committee in this role.

**Frequency of regional communication:** Component EP committees find they engage with regional leadership less frequently. However, regional committees tend to touch base monthly, if not more.

**Access to component/regional newsletters:** Component EP committees are less likely to have access to or utilize component newsletters. But regionally, all had access to their component or state newsletters to share EP-related content.

## I: How do you communicate upcoming events and programs to the masses? (newsletter, social media, in person, at AIA events, other)

<b>AIA VT EPN</b>	Email (primary) Newsletter: Through AIA published announcements Website: AIA VT website via EP page Social media: EP Facebook page/group (See Appendix: EC-3 – Sample Advertisement)
<b>AIA Honolulu EPC</b>	Email E-blasts Fliers (See Appendix: EC-4 – Sample Advertisement)
<b>AIA SF BAYA</b>	Social media: Facebook, Instagram, MeetUp, and LinkedIn Email: AIA SF posts events Calendar: AIA SF posts events (See Appendix: EC-5 – Sample Advertisement)
<b>AIA DC EAC</b>	Newsletter: Monthly newsletter coordinated by the vice chair containing upcoming events, committee events, local events of interest (USGBC, DCBIA, etc.) via Mailchimp. Note: The listserv is made up of previous committee event attendees and is currently around 1,800 people. Social media: Instagram (takeovers and event promotion), Facebook (event posts), and Twitter (less active) (See Appendix: EC-1 – Sample Newsletter) (See Appendix: EC-6 – Sample Advertisement)
<b>BSA/AIA EPN<sub>et</sub></b>	Newsletter: Weekly BSA newsletter Calendar: BSA calendar Email: Specific to one event (See Appendix: EC-7 – Sample Advertisement)
<b>AIA NJ EPiC</b> (Region)	Social media Website E-blasts (See Appendix: EC-2 – Sample Newsletter) (See Appendix: EC-8 – Sample Advertisement)
<b>AIA IL EPN</b> (Region)	Instant messaging: Slack (primary) Social media: Facebook and Instagram (coming soon) Emails: AIA Illinois monthly emails with targeted email lists (See Appendix: EC-9 – Sample Advertisement)
<b>AIA CA AEP</b> (Region)	Instant messaging: Basecamp (Every member has access, and we utilize this for surveys.) Social media Website: AEP webpage In person: AEP Summit (See Appendix: EC-10 – Sample Advertisement)



## 2: Who manages your external communication?

<b>AIA VT EPN</b>	<p>Chair: Manages all the content and shares it with the executive director to upload it to the website.</p> <p>Instagram: @aiavermont  Facebook: AIA Vermont Emerging Professionals Network: @aia.VT.ep  Website: <a href="https://www.aiavt.org/about/emerg-prof/">https://www.aiavt.org/about/emerg-prof/</a></p>
<b>AIA Honolulu EPC</b>	Chair or staff
<b>AIA SF BAYA</b>	<p>Chair and marketing chair: Manages our external communication as well as our AIA SF committee coordinator.</p> <p>Facebook: @BAYA   Bay Area Young Architects  Twitter: @BAYA_AIASF</p>
<b>AIA DC EAC</b>	<p>Chair, vice chair, and social media adviser: Manages communication. Typically, people will find the committee on the AIA DC website and reach out to the chair. New member/student adviser: Develops a New Members Guide for those who are interested in hearing more about the committee.</p> <p>Instagram: @aiadceac  Facebook: AIA DC Emerging Architects  Website: <a href="https://emergingarchitectsdc.wordpress.com/">https://emergingarchitectsdc.wordpress.com/</a></p>
<b>BSA/AIA EPN<sup>et</sup></b>	<p>Staff: BSA staff</p> <p>Instagram: @bsaaia  Website: Committee page (primary) <a href="https://www.architects.org/knowledge-communities/emerging-professionals-network">https://www.architects.org/knowledge-communities/emerging-professionals-network</a>  Website: Programs page <a href="https://www.architects.org/programs/emerging-professionals-network">https://www.architects.org/programs/emerging-professionals-network</a></p>
<b>AIA NJ EPiC</b> (Region)	<p>EPiC Committee: Manages communication for many statewide initiatives while also mentioning local events. Local sections communicate their events to their members as well. EPiC, AIA NJ, and local sections run and manage campaigns in conjunction with one another.</p> <p>Instagram: @aia_nj_epic  Facebook: @AIANJEPiC  Twitter: @AIANJEPiC  Website: <a href="https://aia-nj.org/epic/">https://aia-nj.org/epic/</a> (previous website was <a href="https://epic-aia-nj.weebly.com/">https://epic-aia-nj.weebly.com/</a>)</p>
<b>AIA IL EPN</b> (Region)	<p>Committee member: Currently our NAC, but this is not a requirement.</p> <p>Slack: <a href="https://illinoisepnetwork.slack.com">https://illinoisepnetwork.slack.com</a></p>
<b>AIA CA AEP</b> (Region)	<p>Staff: AIA California staff</p> <p>Website: <a href="http://aep.aiacalifornia.org">aep.aiacalifornia.org</a></p>

### 3: How often do you communicate with other EP committees in your region?

<b>AIA VT EPN</b>	Rarely: However, we do have quarterly calls, and we are looking to engage more. Also have been noticing a lot of the southern Vermont architects go to AIA Western Massachusetts events, so looking to partner with the Western Massachusetts component.
<b>AIA Honolulu EPC</b>	Rarely
<b>AIA SF BAYA</b>	A few times a year
<b>AIA DC EAC</b>	Not as often as we would like: We do collaborate with AIA DC committees (Design Excellence Committee, Equity Committee, LA.IDEA) for event planning. We promote events by AIA NOVA, like their annual ARE Boot Camp classes. The RAD and YARD are currently working on a Mid-Atlantic EP Summit to encourage communication across the region.
<b>BSA/AIA EPNet</b>	Quarterly
<b>AIA NJ EPiC</b> (Region)	Monthly: Typically, unless we need to advertise an event registration
<b>AIA IL EPN</b> (Region)	Monthly/quarterly: We communicate with other EPs in other chapters monthly or quarterly but hope to have them call in as part of our regular monthly meetings. We also stay in close touch with the YAF Chicago leaders.
<b>AIA CA AEP</b> (Region)	3 to 4 times a month

**4: Do you have access to other newsletters of components within your region?  
If so, please list them.**

<b>AIA VT EPN</b>	No: We currently aren't subscribed.
<b>AIA Honolulu EPC</b>	No
<b>AIA SF BAYA</b>	No
<b>AIA DC EAC</b>	Yes: The chair subscribes and receives the newsletters from nearby components like AIA Potomac Valley and AIA Northern Virginia to stay in the loop on their news and events. Any important EP items typically get distributed in the EAC monthly newsletter.
<b>BSA/AIA EPNet</b>	No
<b>AIA NJ EPiC (Region)</b>	Yes: EPiC can contribute to the bi-weekly AIA NJ e-newsletter.
<b>AIA IL EPN (Region)</b>	No: We utilize the state newsletter to share events and content.
<b>AIA CA AEP (Region)</b>	Yes: Aside from the state chapter, we utilize the newsletter of our local chapters. We also email letters to newly licensed members and include this in our newsletter.







## Funding

Funding an EP committee can often play an important role in what types of programming a committee pursues to support and engage their emerging professional members.

Funding an EP committee can often play an important role in what types of programming a committee pursues to support and engage their emerging professional members. This section will investigate some of the ways EP committees raise funds and will quantify how much may be appropriate to sustain a working committee:

- Component funding
- Regional funding
- Other fundraising methods
- Annual budgeting
- Committee budget reviews
- COF grant

**Component funding:** Funding for EP committees tends to be a mixed bag, with most receiving minimal to no funding from their components.

**Regional funding:** Regional funding is less likely for components; however, it is more common for regional committees.

**Other fundraising methods:** Most EP committees seek sponsorships as their primary means for fundraising.

**Annual budgeting:** Budgets can range from \$1,000 to \$10,000 and vary based on committee size, location, and component/regional support.

**Committee budget reviews:** EP committee budget reviews vary. They are most commonly reviewed annually and/or determined externally by their component boards.

**COF grant:** The College of Fellows grant has been applied for and successfully awarded for various committee sizes at the component and regional levels. Component EP committees found successful grant applications often involved student and professional engagement (often via competitions, exhibits, or awards). At the regional level, successful grant applications were utilized for an emerging professional summit.

## 1: Does your EP committee receive funding from your component?

<b>AIA VT EPN</b>	Yes: Approximately \$3,000
<b>AIA Honolulu EPC</b>	No
<b>AIA SF BAYA</b>	No
<b>AIA DC EAC</b>	Yes: \$250. Each AIA DC Committee starts the year with this amount. It is each committee's responsibility to obtain sponsorship
<b>BSA/AIA EPN<sub>et</sub></b>	Yes: Our budget is coordinated with BSA and covers most in-house events. For outside events (like Winter Warmer), we look for sponsorships and co-sponsored events (with SMPS). We then open it up to other AEC groups.
<b>AIA NJ EPiC</b> (Region)	Yes: This varies by local section.
<b>AIA IL EPN</b> (Region)	Yes: Our component and region are one and the same, so see below.
<b>AIA CA AEP</b> (Region)	Yes: Statewide

## 2: Does your EP committee receive funding from your region?

<b>AIA VT EPN</b>	No
<b>AIA Honolulu EPC</b>	No
<b>AIA SF BAYA</b>	No
<b>AIA DC EAC</b>	No
<b>BSA/AIA EPN<sub>et</sub></b>	No
<b>AIA NJ EPiC</b> (Region)	Yes
<b>AIA IL EPN</b> (Region)	Yes: But the amount is unclear. We have \$12,000 earmarked for all statewide emerging professional activities, but that includes other programming outside of the EP Network umbrella and funding for the YARD and RAD to attend Grassroots Conference, and Large States. Much of our direct funding goes to our summit.

### 3: What other ways does your EP committee receive funding? (sponsorships, fundraising, etc.)

<b>AIA VT EPN</b>	Sponsorship: Utilized for our design competition
<b>AIA Honolulu EPC</b>	Sponsorships
<b>AIA SF BAYA</b>	Sponsorships: We receive funding from host firms, and we utilize free locations. (See Appendix: F-4 – Sample Sponsorship Letter)
<b>AIA DC EAC</b>	Sponsorships (See Appendix: F-5 – Sample Sponsorship Letter)
<b>BSA/AIA EPNet</b>	Sponsorships Co-sponsoring: Collaboration with other industry organizations (See Appendix: F-6 – Sample Sponsorship Letter)
<b>AIA NJ EPiC (Region)</b>	Sponsors: We have limited funding from the region. Most funding comes from sponsors. There is typically an event fee that could range from \$5 to \$25 per attendee. The small fee helps to keep attendees accountable. (See Appendix: F-7 – Sample Sponsorship Letter)
<b>AIA IL EPN (Region)</b>	Grant: We received a College of Fellows grant in 2018. (See Appendix: F-8 – Sample Sponsorship Letter)

### 4: What is your total annual budget?

<b>AIA VT EPN</b>	Approximately \$9,000
<b>AIA Honolulu EPC</b>	Unknown
<b>AIA SF BAYA</b>	Approximately \$2,000: We strive to be revenue neutral. Some events are free; some cost \$5 for non-AIA members. We accept donations.
<b>AIA DC EAC</b>	Approximately \$10,000 (varies): This depends on the year and what events we have planned. This year, we are aiming to raise \$10,000 in sponsorship to cover our events. (See Appendix: F-1 – Sample Budget)
<b>BSA/AIA EPNet</b>	Approximately \$500 to \$1,000 (See Appendix: F-2 – Sample Budget)
<b>AIA NJ EPiC (Region)</b>	Approximately \$15,000
<b>AIA IL EPN (Region)</b>	Approximately \$12,000 (See Appendix: F-3 – Sample Budget)
<b>AIA CA AEP (Region)</b>	Varies: This depends on the role and term of a member. Grassroots is our biggest expense. Per member: \$2,000 to \$2,500 for a Grassroots year and \$500 to \$700 for a non-Grassroots year.

## 5: How often does your EP committee establish/review the budget?

<b>AIA VT EPN</b>	Varies: This is a board decision.
<b>AIA Honolulu EPC</b>	Annually
<b>AIA SF BAYA</b>	N/A
<b>AIA DC EAC</b>	Annually: The Executive Committee will review the budget at the end of the year and prepare for the upcoming year. We receive quarterly updates from the chapter since all sponsorships and funding go through them.
<b>BSA/AIA EPN<sup>et</sup></b>	Unknown: The decisions are made by the board, but we do receive more funding than other committees based on our activeness.
<b>AIA NJ EPiC</b> (Region)	Annually
<b>AIA IL EPN</b> (Region)	Seasonally: At this time, we establish/review the budget around summit planning.
<b>AIA CA AEP</b> (Region)	Bi-annually



**6: Has your EP committee ever applied for the COF EP grant? If so, what for, and was the grant received?**

<b>AIA VT EPN</b>	Yes: We were awarded \$3,500 for our design competition. This helped expand the event to multiple locations as well as our audience. We found it very successful. In the past, we had approximately 20 people involved, and this year, we had approximately 30 to 40 people per location.
<b>AIA Honolulu EPC</b>	Yes: We were awarded \$5,000 for our Student Design Awards in 2019. We applied for our Mentorship Program in 2018, but we did not receive the grant.
<b>AIA SF BAYA</b>	No
<b>AIA DC EAC</b>	Yes: We were awarded for an exhibit at the District Architecture Center in 2018. The exhibit showcased recent student thesis work from the past few years of our annual Thesis Showcase event.
<b>BSA/AIA EPN<sub>et</sub></b>	No
<b>AIA NJ EPiC</b> (Region)	No
<b>AIA IL EPN</b> (Region)	Yes: We received \$2,500 in 2018 for our EP Summit.
<b>AIA CA AEP</b> (Region)	No





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# Programming and Event Planning

Programming and event planning are often the largest lifts for an EP committee, and they often address the unique needs and demographics of their audience/committee.

Programming and event planning are often the largest lifts for an EP committee, and they often address the unique needs and demographics of their audience/committee. However, there are some strong similarities among committees related to successful planning and execution of any given program/event:

- Frequency of EP-related events
- Event planning lead(s)
- AIA staff support
- Common successful programs
- Methods to increase engagement
- Frequency of event partnerships with local component committees
- Frequency of event partnerships with regional committees
- Common lessons learned

**Frequency of EP-related events:** It is common to see component EP committee events occur one to three times a month. Regional EP committees are more likely to have two to three events annually. However, this can vary significantly based on committee size and location. The trend is that the larger the committee, the more frequent the events, and vice versa.

**Event planning lead(s):** EP committees tend to tap their various human resources for leading an event. This can range from committee chairs, task forces, or designated committee leaders.

**AIA staff support:** Although it is less common for an EP committee to have dedicated EP AIA staff, committees do have access to AIA staff. Staff tend to support the committees as needed for planning and programming.

**Common successful programs:** The three most common events and programs among EP committees include mentorship programs, design awards/competition events, and networking/happy hour programs.

**Methods to increase engagement:** EP committees tend to strategically locate events where they can easily engage with their members/audience. They often offer food and beverages to encourage attendance.

## 1: How often do you have an EP event?

<b>AIA VT EPN</b>	2 larger events per year: A lecture and a design competition Quarterly meetups: Averaging one event every two months
<b>AIA Honolulu EPC</b>	1-2 events per month
<b>AIA SF BAYA</b>	2-3 events per month
<b>AIA DC EAC</b>	4-5 events per month: Summer months are typically lighter.
<b>BSA/AIA EPNet</b>	1 event per month
<b>AIA NJ EPiC (Region)</b>	We target monthly events regionally. 2-3 events per year minimum: Local components
<b>AIA IL EPN (Region)</b>	2-3 events per year: Working on having monthly events
<b>AIA CA AEP (Region)</b>	2-3 events statewide

## 2: How do you determine who leads event planning?

<b>AIA VT EPN</b>	Chair (primary): This is with the support of the executive director. We call on others to be involved as needed.
<b>AIA Honolulu EPC</b>	Chair or subcommittee chairs
<b>AIA SF BAYA</b>	Varies: It depends on the event and interest. All our leaders are encouraged to lead a few events over the course of the year.
<b>AIA DC EAC</b>	Planning teams: These are comprised of all volunteers. Volunteering is always welcomed at any stage of planning.
<b>BSA/AIA EPNet</b>	Co-chairs (primary): They plan most events. Ideas are solicited from the broader audience for our annual planning.
<b>AIA NJ EPiC (Region)</b>	Committee leaders: Every position holder is responsible for leading their event planning. The committee is available to support each person when needed.
<b>AIA IL EPN (Region)</b>	Workgroups: Workgroups and those who raise their hand lead the planning.
<b>AIA CA AEP (Region)</b>	Varies: This is determined in monthly meetings

### 3: If you have AIA staff, do you have a dedicated staff member for EP-related support? What is their role? (i.e. coordination, liaison, marketing, etc.)

<b>AIA VT EPN</b>	EP dedicated staff: No AIA staff: Yes, our executive director assists with the planning.
<b>AIA Honolulu EPC</b>	EP dedicated staff: No AIA staff: Yes, all staff support all programming and committees.
<b>AIA SF BAYA</b>	EP dedicated staff: No AIA staff: Yes, we have a committee liaison who answers questions, offers support, and helps to get our events advertised on the AIA SF platforms. We may also use their space.
<b>AIA DC EAC</b>	EP dedicated staff: No AIA staff: Yes, AIA staff's role is N/A.
<b>BSA/AIA EPN</b>	EP dedicated staff: Yes BSA staff: Yes
<b>AIA NJ EPiC</b> (Region)	EP dedicated staff: No BSA staff: No
<b>AIA IL EPN</b> (Region)	EP dedicated staff: No AIA staff: Yes, AIA staff reach out for specific action items.
<b>AIA CA AEP</b> (Region)	EP dedicated staff: No AIA staff: Yes, we have AIA staff in the committee. The staff member manages our documents, schedules, meetings, budget, expenses, and sometimes travel (i.e. flights).



**4: Please list your top three annual programs/events with a brief description.**  
(i.e. one to two sentences)

<b>AIA VT EPN</b>	<p><u>1. Design Competition</u> – We target 60 to 80 people at two locations. We break out into teams of two to respond to the same design prompt, followed by a presentation with a catered reception. The same jury visits both locations, and winners in different categories (student, EP, and professional) are awarded monetary prizes. The winners also receive tickets to the AIA VT annual awards dinner.</p> <p><u>2. Lecture</u> – We focus on one topic a year. This year was a two-part series on rendering in BIM techniques.</p> <p><u>3. Social Event</u> – We host a casual meetup at a brewery or bowling. The first drink is covered by the budget to incentivize participation.</p> <p><u>4. RE Prep/Study Session Series</u> – We have small breakout discussions on ARE topics.</p>
<b>AIA Honolulu EPC</b>	<p><u>1. YAF Happy Hours</u> – Each month, the YAF puts on a happy hour, site tour visit, lecture, or hosted event at a company office.</p> <p><u>2. Annual Student Design Awards</u> – This is a part of the AIA Honolulu Annual Design Awards Program, which started in 2016. We solicit project entries from architecture students in Hawaii.</p> <p><u>3. Emerging Professionals Party</u> – This event occurred in 2018. We had 100 attendees in conjunction with the regional conference.</p>
<b>AIA SF BAYA</b>	<p><u>1. Firm Tours</u> – We gather after work at a local firm (architecture or another AEC industry practice) for a brief tour and presentation. This is an opportunity to learn more about a firm that you cannot get from scrolling through their website. There is plenty of time for questions and mingling. (15-30 attendees)</p> <p><u>2. Happy Hours</u> – We meet up after work once a month to grab a drink and chat with our peers. This is an informal and free event. A great opportunity to meet other designers and learn about BAYA. (5-15 attendees)</p> <p><u>3. Panel Discussions</u> – This is planned by BAYA and features leaders in the industry associated with a specific topic. This year, we did a portfolio review/hiring panel, a housing-crisis discussion, and an entrepreneurship panel discussion. We provide plenty of time for questions and member involvement. (About 50 attendees)</p>
<b>AIA DC EAC</b>	<p><u>1. Summer Networking Bash</u> – This is a networking event focused on emerging professionals in the building industry. We reach out to allied industries with an invitation. Ideal location is a rooftop in D.C. Location changes each year.</p> <p><u>2. Architecture Uncensored</u> – This is a series typically occurring in the fall each year. The series is three evenings, spread out a few weeks apart from each other. We focus on tough/taboo topics that don't necessarily get talked about in the office (i.e. work-life balance, knowing your worth, value of licensure, etc.). The setup is a panel discussion and tends to be quite lively and interactive.</p> <p><u>3. Mentoring Workshops</u> – This series typically occurs at the beginning of the year and involves three events. One of them is a partner event with NCARB to give an overview of the AXP/ARE process. The other two workshop topics are dependent upon "hot" topics that year. For 2020, our three sessions are: NCARB, soft skills, and finance.</p>

**4: Please list your top three annual programs/events with a brief description.**  
(i.e. one to two sentences)

<b>BSA/AIA EPN</b>	<p><u>1. Mentorship: Feedback</u> – This is a five-month-long mentorship program. Each mentee gets five mentors, and the suggested program format is to meet one mentor a month. It is the responsibility of the mentee to reach out to the mentor. We hold a kickoff event, and we allow organic relationships to form.</p> <p><u>2. Knowledge: Individual Program Events</u> – 1) We partner with SMPS to talk about how EPs can get involved in business development. 2) We partner with CSI. 3) In the spring “boot camp” series, we take one broad topic and break it into three or four smaller digestible events.</p> <p><u>3. Networking: Winter Warmer</u> – We connect 20 AEC committees together in the area. We meet at a bar and provide food.</p>
<b>AIA NJ EPiC</b> (Region)	<p><u>1. EPiC Annual Parti</u> – This is EPiC’s main event, which celebrates EP successes and achievements throughout the year, at both a personal level and organizational level (i.e. individual licensure through starting a new initiative).</p> <p><u>2. EPiC ARE Prep Webinars</u> – We organized Web-based mock exams for those sitting for the AREs.</p> <p><u>3. Open Studio Series</u> – EPiC organized open houses at N.J. firms. We hold a networking session and a firm project presentation.</p>
<b>AIA IL EPN</b> (Region)	<p><u>1. AIASpire</u> – This is a student leadership development annual conference.</p> <p><u>2. EP Summit</u> – This is an open annual event for EPs statewide to gather.</p> <p><u>3. Firm-side Chats (in development)</u> – Monthly live-streamed/recorded chats at a firm between an emerging professional and someone in leadership/ownership.</p>
<b>AIA CA AEP</b> (Region)	<p><u>1. Academy of Emerging Professionals Summit</u> – This is a statewide event.</p> <p><u>2. Road Show</u> – We visit local chapters, mostly in remote areas.</p> <p><u>3. AEP Awards and Reception</u> – This is at our Monterey Design Conference.</p>

**5: How have you managed to increase engagement with past events?** (location, providing food and beverage, specific content, giveaways, etc.)

<b>AIA VT EPN</b>	We offer food and drinks at bigger events. Giveaways and cash bars are also provided.
<b>AIA Honolulu EPC</b>	All of the examples listed in the question.
<b>AIA SF BAYA</b>	We offer our members unique opportunities that are in line with their interests and needs. However, this is one of our challenges.
<b>AIA DC EAC</b>	The event locations vary to allow people from different locations to attend. We found food and beverage always helps. We found success in following up with people after an event and forming connections.
<b>BSA/AIA EPN<sup>et</sup></b>	We encourage people to attend and share events with their networks and invite others. We always offer food and drink. We have open call sessions where people come together to offer ideas, and we found new ideas are generated, such as a mid-career program.
<b>AIA NJ EPiC</b> (Region)	All of the examples listed in the question. We strive to increase event appeal. For example, we bring events to large firms, and this allows for their employees to attend with minimal effort.
<b>AIA IL EPN</b> (Region)	We offer food and beverages. We also locate events in Chicago, and we take advantage of cross marketing (across the state, across chapters, to students, etc.).
<b>AIA CA AEP</b> (Region)	We carefully look at the hosting venues, and we provide early communication. We also have a design competition and an AEP Summit that attracts 50 people (leaders and students).

## 6: How often does your EP committee partner with other component committees for events?

<b>AIA VT EPN</b>	None
<b>AIA Honolulu EPC</b>	None
<b>AIA SF BAYA</b>	A few times a year: We did approximately four events throughout the year in partnership with other groups.
<b>AIA DC EAC</b>	A few times a year: We did approximately five events throughout the year in collaboration with another committee. This year, we're aiming to have more collaboration beyond other AIA DC Committees (i.e. other allied professional committees or groups like the National Building Museum).
<b>BSA/AIA EPNet</b>	Varies: In the past, we have partnered with SMPS and CSI. We are trying to connect with sponsors from the Winter Warmer event.
<b>AIA NJ EPiC (Region)</b>	Very frequently: It is up to the section directors of each component to coordinate these collaborations. However, joint component/EP programming occurs multiple times a year in each section.
<b>AIA IL EPN (Region)</b>	We work with YAF Chicago and communicate with the four chapters within AIA Illinois.
<b>AIA CA AEP (Region)</b>	Varies: We appoint regional liaisons.



## 7: How often does your EP committee partner with neighboring/regional EP committees for events?

<b>AIA VT EPN</b>	Varies: We are looking to partner with AIA Western Mass and New Hampshire.
<b>AIA Honolulu EPC</b>	None
<b>AIA SF BAYA</b>	1-2 times a year: We partner mainly with AIA East Bay.
<b>AIA DC EAC</b>	Less frequently: This year, there is planning by the RAD and YARD for a Mid-Atlantic EP Summit.
<b>BSA/AIA EPNet</b>	None
<b>AIA NJ EPiC (Region)</b>	Varies: There has been coordination efforts for EP events at YAF, NAC, Tri-States Conference, National Conference, and Large States. EPiC would like to coordinate more multi-regional events in the future.
<b>AIA IL EPN (Region)</b>	None
<b>AIA CA AEP (Region)</b>	Unknown

## 8: Please share any lessons learned or recommendations for event/programming?

<b>AIA VT EPN</b>	We found incentives go a long way to get people to attend events. It also helps when there are experts or well-known people in attendance/involved to draw more traffic in from the community. We recommend having a good network.
<b>AIA Honolulu EPC</b>	We found attendees usually come to events if they know someone going. We encourage participation from many people to get them to bring others. We found food and adult beverages are a plus. (See Appendix: P-1 – Sample Program Planning)
<b>AIA SF BAYA</b>	We found success in keeping it simple, consistent, and making sure it is engaging. (See Appendix: P-2 – Sample Program Planning)
<b>AIA DC EAC</b>	We found it really depends on the event. Each event is powered by a team of volunteers. Overall thought: It's best to not have one person plan an event by themselves. We found it is not sustainable for future event planning. We try to partner with local organizations or other AIA committees. (See Appendix: P-3 – Sample Program Planning)
<b>BSA/AIA EPNet</b>	We found pooling ideas from membership helps. When we host panel events, we have people submit questions at the time of registration. We work to be attentive to the feedback from our membership.
<b>AIA NJ EPiC</b> (Region)	We found success in starting early! We do our best to consider what is most convenient for the average EP (i.e. date, time, cost, location). (See Appendix: P-4 – Sample Program Planning)
<b>AIA IL EPN</b> (Region)	Our annual summit has been very effective in generating attendance, interest, ideas, and energy, while being relatively low cost (about \$3,000 for 25 attendees for multiple days, including travel expenses and food) and being medium effort through the year.
<b>AIA CA AEP</b> (Region)	N/A





## Talking Point

Activity – 5 minutes

Please share with your  
teammate about a  
customer experience  
that is inspiring  
you.



# Community Engagement

EP committees at times seek ways to increase engagement beyond their traditional membership groups.

EP committees at times seek ways to increase engagement beyond their traditional membership groups. This may come in the form of collaboration with allied or related industry organizations. This section looks at how EP committees currently address:

- AIAS collaborations

- AIAS liaisons

- Allied/nonprofit organization collaborations

**AIAS collaborations:** Most EP committees actively collaborate with their local AIAS committees in some form. Engagement can range from portfolio reviews to firm crawls.

**AIAS liaisons:** Regionally, it is very common to have student or AIAS liaisons who are represented on the committee's leadership team. At component EP committees, this can vary a bit, but it is not uncommon to see representation as well.

**Allied/nonprofit organization collaborations:** Component EP committees are actively seeking and collaborating with external organizations. It is very common for component EP committees to partner with numerous external committees each year. However, this may be less common regionally, with some committees finding more success than others.



## 1: If applicable, does your EP committee communicate with your local AIAS chapter(s)?

<b>AIA VT EPN</b>	Yes: We are trying to work with AIAS chapters at three different universities in Vermont. We have only one accredited program in Vermont. The chair has gone out to AIAS chapter meetings to establish a better relationship and talk about licensure at non-accredited schools.
<b>AIA Honolulu EPC</b>	Yes: They are invited to our EP events.
<b>AIA SF BAYA</b>	Yes: We do portfolio review. We have three schools in San Francisco we work with.
<b>AIA DC EAC</b>	Yes: We have had occasional events with local AIAS chapters, but nothing consistent. Examples of events in the past are firm crawls and mentoring dinners.
<b>BSA/AIA EPN<sup>et</sup></b>	No: Have not traditionally worked with students, but we are looking to host a graduation event soon to welcome students into the AIA.
<b>AIA NJ EPiC</b> (Region)	Yes: We have AIAS liaisons for each local school of architecture. They call in to the monthly committee calls.
<b>AIA IL EPN</b> (Region)	Yes: The three student directors in Chicagoland are invited to our monthly calls, and we communicate regularly with one to two of them.
<b>AIA CA AEP</b> (Region)	Yes: We have student liaisons. They provide monthly feedback/reports.

## 2: If applicable, are there any AIAS liaisons/members on the EP committee?

<b>AIA VT EPN</b>	Yes: AIAS presidents help plan the design competition at each of the host locations/universities. AIAS representatives act as our person on the ground.
<b>AIA Honolulu EPC</b>	Yes
<b>AIA SF BAYA</b>	No
<b>AIA DC EAC</b>	No: We occasionally have students from local universities attend the meetings, but there isn't an official AIAS liaison. We communicate with the AIAS advisers, who are staff members at each university. They help to distribute information to the students.
<b>BSA/AIA EPN<sup>et</sup></b>	No
<b>AIA NJ EPiC</b> (Region)	Yes
<b>AIA IL EPN</b> (Region)	Yes: Former AIAS leaders and current leaders act as liaisons. However, we found challenges in getting them all involved because of their busy schedules.
<b>AIA CA AEP</b> (Region)	Yes

### 3: Do you collaborate with allied organizations or nonprofits within your community? If so, how?

<b>AIA VT EPN</b>	Yes: Not as often as we would like to. Have partnered with Burlington City Arts in the past. We have also partnered with Pella Doors for the design competition.
<b>AIA Honolulu EPC</b>	Yes: We are forming a new group called YEAH (Young Engineers and Architects of Hawaii). This group will be a collaborative with ASLA, ASCE, SEAHO, and ASHRAE to bring together young architects and engineers.
<b>AIA SF BAYA</b>	Yes: We have joint events with landscape architects, NOMA, Society of Mechanical and Structural Engineers, etc.
<b>AIA DC EAC</b>	Yes: Every summer, we organize a Summer Networking Bash with allied organizations and professionals. This ends up being a big hit, and we usually have around 150 people attend. We partner with SEA-MW and AIA NOVA for a sports outing (baseball: Nationals; or soccer: D.C. United) in the summer/fall. We recently have formed a connection with the National Building Museum, and we have a community outreach adviser who looks for new connections and maintains current connections.
<b>BSA/AIA EPNet</b>	Yes: We have over 20 groups. IES-EP, BSLA EPs, CSI Boston, SMPS, SEA MASS Young Members, ARCHIMEDIA, BSA Women in Design (WID), ACE Mentorship Program, CENTRIA, ULI Young Leaders Group, USGBC EPs, etc.
<b>AIA NJ EPiC</b> (Region)	Yes: EPiC partners with organizations to volunteer for preorganized events. These events help spread the importance of design to the public.
<b>AIA IL EPN</b> (Region)	No: We would like to, and we are looking at I-NOMA and Arquitectos for starters. We connected them mostly to the summit coordination with the existing event and to avoid scheduling conflicts. -Arquitectos: The Society of Hispanic Professional Architects -NOMA: National Organization of Minority Architects
<b>AIA CA AEP</b> (Region)	No: As a part of the AIA California chapter, we are teaming with other professional associations for political campaigning (i.e. advocacy teams with non-architects like political experts).



# MOSCOW

## Must Have

- Public Profiles
- Google API
- Forgot Password Link
- Referral Link

## Should Have

- Cancel Acc't (Automatic)
- Edit Profile
- Assign Admins
- Reset Password
- Provide Mobile app

## Could Have

- Choose Avatar (API)
- Feedback API
- Change Security (API)

## Want to Have

- Export Data
- Disable Account Conversion
- Print

# Customer Journey

Today  
Frustrated  
Not enough options  
No time

OPT-IN  
-Emails  
-Calls  
-Webinars

Avatar  
-Parent  
-Works F/T  
-Has Facebook  
-Smartphone

OPT-out

Choose competitor Survey/Feedback

Become A Customer

<Complete Profile>  
\*Photo\* \*Bio\*

<Assigns Backup>  
\*Up level\*

<Connects API>  
-Social  
-Backup

<Reward>

<Repeat Cycle>

<Feature Customer Story>

<Connects to ready friends>

<Connects to ready friends>

## Lessons Learned

As EP committees are becoming more dynamic organisms that require unique planning to allow them to thrive, committees have offered some lessons learned...

As EP committees are becoming more dynamic organisms that require unique planning to allow them to thrive, committees have offered some lessons learned and insights into what they found helpful when starting out or growing their own committees.

## I: What are your EP committee's biggest challenges with growing your component?

<b>AIA VT EPN</b>	We found people are involved during internships, but it is a challenge to keep up with the changing membership to verify active members.
<b>AIA Honolulu EPC</b>	We found growth may not necessarily be a goal, given our location and demographics.
<b>AIA SF BAYA</b>	We found getting the word out that we are here, what we are all about, and what we offer is a challenge. Also, we found letting people know that there isn't anything special they need to do to be a BAYA "member" and that anyone can just register and show up was a challenge!
<b>AIA DC EAC</b>	We found our focus should be on quality engagement rather than quantity. We're a dense community with a lot of passionate emerging professionals. There's often quite a lot of interest in what the committee does, but our new members don't always stick around. One of our goals we would like to encourage is to create seats at the table (no matter how big or small) and to create a sense of belonging for everyone in the room.
<b>BSA/AIA EPNet</b>	We found no real challenges because we feel really supported. AIA staff is generally open to our EP Committee ideas because they align with BSA's mission. Being in an urban area, lots of members have access to BSA, but it is a challenge for people who must drive in outside of the city. Also, our committee has had challenges getting people to locations outside of the city that require driving.
<b>AIA NJ EPiC (Region)</b>	We found challenges in finding members interested in long-term involvement within the community.
<b>AIA IL EPN (Region)</b>	We found challenges with communicating with people. This can be seen in finding EPs, getting connected to them, and getting them engaged. Another challenge is communicating who we are and what value we provide (i.e. why they should get involved). Finally, we found communicating and engaging statewide to be a challenge. Our state is large, and our population/education center is at a geographic extremity. We are finding progress with Slack. We started with 10 members, and we now have quadrupled. Engagement there has been high, albeit among a group of limited size.
<b>AIA CA AEP (Region)</b>	We found freeing up time for members to get more involvement for leadership is a challenge. When the current economy is extremely hot in California, it makes it hard for members to take leadership roles with extended work hours (40+). We also found recruiting student mentors to be challenging. Traffic can be a hindrance for some to attend events.



## 2: What are your EP committee's biggest challenges with general engagement/attendance?

<b>AIA VT EPN</b>	We found our first challenge is, people are remote, and our second challenge is getting people to read emails. We found that the chair needs to reach out individually to extend an invite, but once we engage in social media chats and personal emails, the participation increases.
<b>AIA Honolulu EPC</b>	We found challenges in getting others to be engaged and involved/aware of what's happening outside.
<b>AIA SF BAYA</b>	We found challenges in converting our first-time members into long-term members. We found this to be a challenge with people who are new to the area. They may attend one or two times.
<b>AIA DC EAC</b>	Our component has recently pushed to have event registration be free. This is a great way to get non-AIA members to come to events without being charged the high non-member rate. We found that many people sign up for events, and not all of them show up. We had a recent event where 50 people registered, but only 20 people attended.
<b>BSA/AIA EPNet</b>	See response to #1.
<b>AIA NJ EPiC (Region)</b>	We found the travel distance between our members and events proves to limit attendance. There are few locations in the state that can conveniently encompass the majority of our membership.
<b>AIA IL EPN (Region)</b>	Geographic distance, communication, general interest, awareness, time available
<b>AIA CA AEP (Region)</b>	See response to #1.

**3: Please feel free to share any additional lessons learned, comments, suggestions, etc., as you see fit.**

<b>AIA VT EPN</b>	We found that when expanding an EP group, having overlap with the previous chair is important to gain consistency in running programs and making them stronger. Currently, a few chairs have emerged from the same firm because people bounce off ideas to each other in the office.
<b>AIA Honolulu EPC</b>	We found the AIA Honolulu EPC serves as a training ground for new leadership and is also a sounding board for all EP-related programming. It is our go-to group for engaging young members and soliciting interest in programming and events. We believe without it, the fabric of the EP community would disintegrate.
<b>AIA SF BAYA</b>	N/A
<b>AIA DC EAC</b>	N/A
<b>BSA/AIA EPN<sup>et</sup></b>	We found that we need to rely on our network, and we aren't afraid to reach out and create new relationships. We also recommend listening to your membership.
<b>AIA NJ EPiC</b> (Region)	We found EPs are extremely passionate and willing to volunteer their time if they believe they could make a change for the better. As leaders within the AIA, we believe we need to enable EPs with the resources they need to make our community a better place, through pursuit of their vision.
<b>AIA IL EPN</b> (Region)	N/A
<b>AIA CA AEP</b> (Region)	N/A







# III.

# Appendix

# S-1

## YOU CAN LEAD BAYA!

Applications due by EOD Monday 11/06/2017 TO [baya@aiasf.org](mailto:baya@aiasf.org)

### APPLICATION INSTRUCTIONS

Page 1: Your name & position or positions you are interested in running for, ranked in order of interest. Any candidate who runs for a position & is not elected is eligible to run for a subsequent position.

Page 2: Resume

Page 3: Maximum 15 sentence write up on why you are interested in serving as a chair of BAYA. This may be general or specific to the position(s) you are interested in and should include why you should be elected to serve as a chair

Page 4: Maximum 15 sentence write up on your past experiences with BAYA. This should mention some specific events and your thoughts on them. This may include ideas or suggestions for future events.

Page 5: Those running for chair will be required to submit a letter of support from their work supervisor\* \*solely for chair

FOR MORE INFORMATION ON THE ELECTION PROCESS &  
COMPLETE RULES PLEASE VISIT THE BAYA FACEBOOK PAGE

## CHAIR

2017 Chair : Patrycja Dragan

### LEADERSHIP

Provide leadership, planning, and execution of 2017 Work Plan & Budget as outlined by the 2016 BAYA committee.

### AIASF BOARD OF DIRECTORS & LIAISON

Serves as Associate Chair Designate on the AIASF Board of Directors & must attend Board Meetings at AIASF.\* Works directly with AIASF Membership Coordinator & AIASF Committees to develop programs & events.

### NETWORK

Develop & utilize existing relationships in the A&D industry to provide resources & venues for BAYA events.

.....

## ARCHITECT CHAIR

2017 Architect Chair : Tay Othman

### ENCOURAGE LICENSURE

Provide, share & communicate resources & experiences to young professionals seeking licensure.

### CONNECT

Foster & develop relationships with organizations & programs that promote licensure, including but not limited to:

*California Architects Board, Young Architects Forum, AIASF Mentorship Committee, AIASF*

## ACADEMIC CHAIR

2017 Academic Chair : Miko Mendoza

### ARCHITECTURE SCHOOLS

Foster & develop relationships with local architecture schools & develop 2 events with student participation.

### AIAS

Work with AIAS chapters to stay current & involved with studio visits, critiques, portfolio reviews & lectures.

### CONNECT

Connect students & young professionals with resources & mentors to advance their career development.

## FINANCE & MEMBERSHIP CHAIR

2017 Finance & Membership Chair : Henry Gao

### WORK PLAN & BUDGET

Work alongside Chair to execute the 2017 Work Plan & Budget.

### SPONSORSHIP & MARKETING

Work alongside Chair to develop & utilize relationships in the A&D industry to provide resources & venues for BAYA events.

### MEMBERSHIP

Maintain understanding of existing & prospective membership base to plan future events & marketing materials.

.....

## COMMUNICATIONS CHAIR

2017 Communications Chair : Sara Ibanez

### SOCIAL MEDIA

Work directly with AIASF Marketing & Communications manager to maintain all social media accounts associated with BAYA.

### MARKETING STRATEGIES & COLLATERAL

Develop marketing strategies & collateral to maximize exposure & attendance at BAYA events.

### EVENT DOCUMENTATION

Lead strategy to photograph, document & post BAYA events on social media platforms.

## S-2A



### 2019 AIA | DC EAC EXECUTIVE COMMITTEE

#### CHAIR



**Alison Pavilonis**  
AIA, LEED AP BD+C  
alison\_pavilonis@gensler.com

LEADERSHIP

#### PAST CHAIR



**Douglas Crawford**  
AIA, LEED AP BD+C  
kdouglascrawford@gmail.com

#### VICE CHAIR



**Betsy Petrusic**  
AIA, LEED AP BD+C  
petrusic@fentressarchitects.com

### 2019 AIA | DC EAC ADVISORY COMMITTEE

#### COMMUNICATIONS



**Katie Selis**  
AIA, LEED AP BD+C  
kselis@studio27arch.com

#### NEW MEMBER OUTREACH



**Sarah Wahlgren Wingo**  
AIA, LEED AP BD+C, WELL AP  
smwahlgren@gmail.com

#### COMMUNITY OUTREACH



**Eric Hofmann**  
Assoc. AIA, LEED AP BD+C,  
LFA, Fitwell Ambassador  
erichofmann90@gmail.com

### 2019 AIA | DC EAC CKLDP COMMITTEE

#### 2017-2018 CHAIR



**Kate Renner**  
AIA, LEED AP BD+C  
k.floersheimer@gmail.com

#### 2018-2019 CHAIR



**Teri Coates**  
AIA  
tcoates@thisiscanvas.us

#### 2019-2020 CHAIR

TBD

## S-2B

### ADVOCATE

#### AIA VOCABULARY AND RESOURCES

##### EMERGING PROFESSIONALS

Emerging Professionals is a term defined by AIA as anyone from recent graduates to architects within their first 10 years of licensure. This encompasses those represented by both the NAC and the YAF. The EAC represents all emerging professionals in DC.

##### NAC - NATIONAL ASSOCIATES COMMITTEE

The National Associates Committee is a committee of AIA National and serves associate members -- AIA members that are not licensed.

##### YAF - YOUNG ARCHITECTS FORUM

The Young Architects Forum is a committee of AIA National defined by architects within their first 10 years of licensure.

##### RAD - REGIONAL ASSOCIATE DIRECTOR

The regional representative for the National Associates Committee. Washington, DC is represented by the Mid-Atlantic Regional Associate Director -- Eric Hofmann.

##### YARD - YOUNG ARCHITECT REGIONAL DIRECTOR

The regional representative for the Young Architects Forum. Washington, DC is represented by the Mid-Atlantic Regional Associate Director -- Beresford Pratt.

##### ALA - ARCHITECT LICENSING ADVISOR

Architect Licensing Advisors serve as information resources regarding all aspects of licensure -- including AXP, AREs and local jurisdictional requirements. Kimberly Tuttle is the ALA for DC.

##### AIA | DC BOARD LIAISON

The AIA | DC Board Liaison acts as the primary contact for the EAC to the local AIA | DC chapter board of directors. Douglas Crawford is an At-Large Director on the AIA | DC Board and serves as the liaison for the EAC.



**Eric Hofmann**

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**Beresford Pratt**

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**Kimberly Tuttle**

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**BEN**  
BEN LEE, AIA  
PRESIDENT




**JOE**  
JOSEPH SIMONETTA, CAE  
EXECUTIVE DIRECTOR




**BRUCE**  
BRUCE TURNER, AIA  
REGIONAL REPRESENTATIVE




**JESS**  
JESSICA O'DONNELL, AIA  
YOUNG ARCHITECT  
REGIONAL DIRECTOR




**BRANDON**  
BRANDON WARSHOFSKY,  
ASSOC. AIA  
REGIONAL ASSOCIATE DIRECTOR




**JESS**  
JESSICA O'DONNELL, AIA  
EPIC CHAIR




**MATT**  
MATT FINK, AIA  
EPIC VICE-CHAIR




**GRACE**  
GRACE FRIEDHOFF, ASSOC. AIA  
SERVICE DIRECTOR




**MARK**  
MARK BARONE, AIA  
EDUCATION DIRECTOR




**MEGAN**  
MEGAN PITTS, ASSOC. AIA  
ADVOCACY DIRECTOR




**BANAFSHEH**  
BANAFSHEH SOLTANI,  
ASSOC. AIA  
SECTION DIRECTOR




**ANTHONY**  
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ASSOC. AIA  
SECTION DIRECTOR




**CHARLES**  
CHARLES RABONESE,  
ASSOC. AIA  
SECTION DIRECTOR




**MATT**  
MATT FINK, AIA  
SECTION DIRECTOR




**CHRIS**  
CHRIS MCINTOSH,  
ASSOC. AIA  
SECTION DIRECTOR



**MATT**  
MATT PULTORAK,  
ASSOC. AIA  
SECTION DIRECTOR

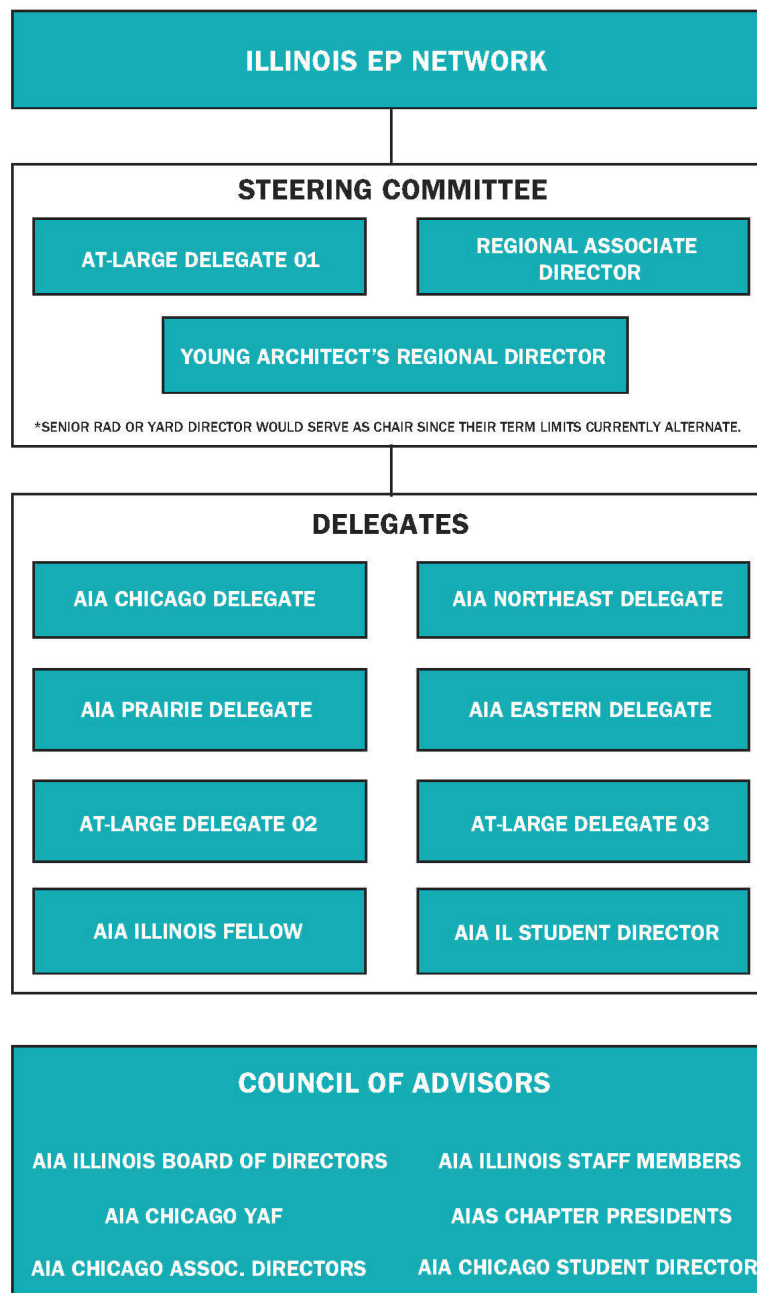


**MIKE**  
MIKE CHIAPPA  
AIAS LIAISON



**SEAN**  
SEAN BOUND  
AIAS LIAISON

S-4





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<http://aep.aiaa.org>

WELCOME TO THE ACADEMY!

<https://twitter.com/aiaac>  
<https://facebook.com/AIACC>  
<https://instagram.com/aiaac>

# IC-1

## Meeting Minutes

<b>Date</b>	07-10-19
<b>Location</b>	Gould Evans
<b>Time</b>	6:30 PM - 7:30 PM
<b>Attendance</b>	

## Agenda:

1. **Past Events**
2. **Happy hours**
3. **Other upcoming events**

<b>Past Events</b>	<p><b>Walking tour</b></p> <ul style="list-style-type: none"> <li>• Planned well with great content, overall 1hr - 1.5hr</li> <li>• Might want to make it later in the day</li> <li>• 1 person attended.</li> <li>• Let's plan another walking tour. Clair to plan for an early August</li> </ul> <p><b>Happy Hour</b></p> <ul style="list-style-type: none"> <li>• Lets get names tags for next event it was difficult for people to identify us</li> <li>• Not a lot of people showed up</li> </ul> <p><b>Firm Tour</b></p> <ul style="list-style-type: none"> <li>• Great firm tour</li> </ul> <p>Feedback loop.</p> <ul style="list-style-type: none"> <li>• Sent email after event for suggestions or future events to hear what people want to do.</li> <li>• Clair to draft up email to send after events to the mailing list</li> </ul> <p><b>Upcoming firm tours:</b></p> <ul style="list-style-type: none"> <li>• <b>July:</b> Mithun - Anesu</li> <li>• <b>August:</b> Pyatok - Kevin</li> <li>• <b>October:</b> David Baker - Katie</li> <li>• <b>November:</b> SmithGroup - Clair</li> </ul>
<b>Happy hours</b>	<p><b>August Happy Hour in Oakland date TBD</b></p> <ul style="list-style-type: none"> <li>• Kevin to email emerging architects group in east bay</li> <li>• Maybe Oeste for Happy Hour</li> </ul> <p><b>October/September Happy Hour</b></p> <ul style="list-style-type: none"> <li>• Joint Happy Hour with NOMA</li> </ul>
<b>Events</b>	<p><b>Housing Even July 23th:</b></p> <ul style="list-style-type: none"> <li>• Anesu to sign people in and set up</li> </ul> <p><b>December Christmas Party:</b></p> <ul style="list-style-type: none"> <li>• Everyone to reach out to vendors</li> <li>• Katie and Anesu to split vendor contact list</li> </ul>

## IC-2A

### AIA | DC EAC FEBRUARY 2020 MEETING AGENDA



#### ACTIVITY

##### What are your questions about finance (both professional and personal)?

- While getting settled and waiting for the meeting to officially start, grab a few post-its and write your questions about finance on the wall! We have two categories: Professional + Personal
- We'll add some more and discuss them when we get to Mentoring Workshop #3!

#### INTRODUCTIONS, ANNOUNCEMENTS, UPDATES, SUCCESSES, & LESSONS LEARNED

##### 2020 Event Planning Sign-up Sheet

- Sign up to help plan an upcoming event or drop new ideas into the spreadsheet!
  - <https://docs.google.com/spreadsheets/d/19tq5AbAiB1DPbCQvSGoa8NgrDjHUGdN1NfXocE0B7-c/edit?usp=sharing>
  - Volunteering to plan is ALWAYS open - don't feel you need to jump in at the beginning of an event being planned. Help is always needed!

#### DEBRIEF ON RECENT EVENTS

##### ARE Study Session

- Planning Team: **Ian**
- January 22nd, 6:30-8:00 PM
  - Turnout? Updates?

##### Winter Happy Hour

- Planning Team: **Frank**
- February 6th, 6:30-8:00 PM
  - Turnout? Takeaways?

##### ARE Trivia

- Planning Team: **Ian, Sarah**
- February 11, 6:30-8:00PM
  - Turnout? Takeaways?

#### CURRENTLY STUDYING FOR THE A.R.E.?

Check out our new dedicated blog page on [ARE resources!](#)

##### ARE Library Study Sessions

- Planning Team: **Ian**
- Wednesday February 26th, 6:30-8:00 PM at West End Library
  - Study Materials: update from Ian?



## IC-2B

### PLANNING & UPCOMING EVENTS

#### Mentoring Series 2020

- **Mentoring Workshop #1: Soft Skills**
  - Registration is LIVE! <https://www.aiadc.com/event/mentoring-workshop-1-soft-skills>
  - Planning Team: **EB, Diane, Pelin, Betsy**
  - Date: February 18, 2020 6:30-8:00PM
  - Location: District Architecture Center
  - Speakers: Brandon Tobias and Sandy Tkacz
  - Three-Part Session
    - Intro to Soft Skills // What are they?
    - Assessment // What soft skills do I have?
    - Wrap up // How can I improve my soft skills?
  - Updates:
    - Need to order food and drinks (**Pelin**)
- **Mentoring Workshop #2: NCARB**
  - Planning Team: **Alex, Fadi, Betsy**
  - Date: March 30, 2020 6:30-8:00PM (*confirmed date change!*)
  - Location: NCARB 1401 H Street NW, Suite 500, Washington, DC 20005
  - Speakers: Harry Falconer, Jr., Martin Smith, Nick Respecki (all: tentatively confirmed)
  - Updates
    - Submitted to the chapter on 2/11!
    - Need post on social media (**Katie**)
- **Mentoring Workshop #3: Finance/Business**
  - Planning Team: **Eftalia**
  - Date: April 28, 2020 6:30-8:00PM
  - Location: ??
  - Speakers: ??
  - **POST-IT NOTES:** What are your questions about finance?
    - Professional
    - Personal
  - Updates:
    - Do we want this event to focus on professional or personal questions about finance?
    - We need volunteers for the planning team!
    - Thoughts from previous meeting:
      - Teri and Douglas could be involved if this is based on entrepreneurship / finance for starting your own firm
      - EB has a connection if we need a lawyer who does contract negotiation
      - Could be a two-part workshop: 1. "How to save and earn money" vs. 2. "How to start/ finance a firm"

#### Portfolio & Resume Workshop

- Registration is LIVE! <https://www.aiadc.com/event/portfolio-and-resume-workshop>
- Planning Team: **Fadi, Lincoln, Betsy**
- March 3, 6:30-8:00pm
- Location: District Architecture Center
- Speakers: Rob Holzbach
- Updates:

## IC-2C

### Licensure Celebration

- Planning Team: **Abi, Carla, Ian**
- April 20, 2020, 6:00-8:00pm (changed to be during Architecture Month!)
- Location: District Architecture Center
- Updates:
  - We have 22 newly licensed architects (received initial licensure in 2019)!
  - Catering estimate from Gepetto's - around \$3,000
  - **Abi** will reach out to see if Grunley will sponsor us again this year
  - Invitations will be sent in mid/late-March

### Construction Tour

- Date: TBD
- Does anyone have a project under construction?
- Potential collaboration with the Building Enclosure Committee (**Sarah**)
- From Previous Meeting:
  - **Alison** in Tysons!
  - **Ian** for restaurants
  - **Frank** for Convene
  - **Alison** -- Shalom Baranes for Fannie Mae
  - **Sarah** for Midtown Center tours

### Study Tour: Glenstone Museum

- Planning Team: **Frank, Betsy**
- Date: June 6th, 2020 10:00AM - ??
- Event Outline
  - Bus to Glenstone (time depends on meeting location)
    - Meeting Location: Union Station or somewhere in Bethesda?
  - Tour Time 10:00-12:30 AM
  - Anything after the tour?
  - Cost: ??
  - Max: 30 people

## DISCUSSION

### Collaboration + Community Involvement

- Volunteering with My Girlfriend's House (May 9)
- Small Firm Showcase (May 12): *collaboration with Design Excellence Committee*
- National Building Museum
- LA.IDEA
- Equity Committee by WIELD

### OTHER BUSINESS

- Follow us @AIAdCEAC on Twitter, Facebook and Instagram!
- Want to get involved in planning a program with the EAC? We'd love it! Reach out to Betsy ([Petrusic@fentressarchitects.com](mailto:Petrusic@fentressarchitects.com)) or Sarah ([wingo@grizform.com](mailto:wingo@grizform.com))

## IC-3A



# AIA NJ EPiC

### NJ Emerging Professionals Community - Committee Meeting

February 25, 2019  
6:00 - 7:00 pm EST  
Teleconference

#### EPiC Teleconference 2019

Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/691158061>

You can also dial in using your phone.  
United States: **+1 (408) 650-3123**

Access Code: 691-158-061

First GoToMeeting? Let's do a quick system check:  
<https://link.gotomeeting.com/system-check>

#### Antitrust Statement:

*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. Compliance with the letter and spirit of the antitrust laws is an important goal of the AIA, and is essential to maintaining the Institute's reputation for the highest standards of ethical conduct.*

*IF YOU HAVE SOMETHING TO ADD MID-CALL OR ARE HAVING TROUBLE VOICING AN OPINION OR THOUGHT, TEXT MATT PULTORAK AND HE WILL MAKE SURE YOU ARE HEARD → (732) 642-8986*

#### Agenda:

##### 6:00 Call to Order / Roll Call

- Chair- **Matthew Pultorak**
- Past Chair- **Matthew Fink**
- Past Yard- **Jessica O'Donnell**
- Advisory Members:
  - AIA NJ Licensing Advisor (LA): **Abby Benjamin**
  - YARD: **Vin Minkler**
  - RAD: **Megan Pritts**
- At-Large Director(s):
  - Education: *Sal Forgione- Excused*
  - Service: **Ahmed Emara**
  - Advocacy: *Brandon Warshofsky*
- Section Director(s):
  - ALNNJ:
    - *Daniel Chung*
    - **John Debrito**
  - NS: *Vina Soliman*
  - CJ: *Courtney Lowry*
    - *Mark Litwinko*

## IC-3B



# AIA NJ EPiC

- JS: *Vacant*
- WJ: *Lauren Harris*
  - *Seyi Audu*
- SJ: *Vacant* cc: *Joyce & Christina*
- EPiC Liason(s)
  - Kean University
    - *Maura & Ashley*
  - *NJIT, Brookdale, Mercer - TBD*

### 6:05 General

- New Member Introductions\_ John, Maura, Ashley
- Reports
  - Due by 12pm Friday before the Teleconference
- Subcommittees
  - Please email Matt with subcommittee selection
  - Education - Advocacy - Service - Mentorship
- EPiC Social Media Postings
- EPiC Leadership Retreat
  - April 6th from 2:00-4:00pm
    - Location?
      - **Princeton/ Somerville/ New Brunswick/ Red Bank/ Asbury Park**
- EPiC Parti
  - Potential Date- Doodle Poll!
  - Potential Location?
- WIA & EPiC Joint Event
  - Stacey Randall- *Generating Business Referrals Without Asking*
    - *Location: Kean University, Michael Graves College/ Time: Approx. 6pm TBD*

### 6:25 ARE Resource Update

- ARE Prep Webinars:
  - Content: Designer Hacks
    - <https://designerhacks.com/pcm/>
  - Launch date: Tuesday, March 12th
- Resources Library
  - Potential Expansion
    - Other Resources
- AIA National new ARE software: ArchiPrep

### 6:40 Recaps

- YARD - RAD - LA
- At-Large Directors
- Sections Directors

### 7:00 Adjourn

- **Next Committee Meeting is March 25, 2018 at 6:00 PM**
  - Please submit reports by noon the Friday Prior
- Grassroots, March 6-8th, Washington D.C.
- WIA & EPiC Joint Event: Stacey Randall, March 29th 6pm @ Kean Univ.
- EPiC Leadership Retreat, April 6th 2-4pm, location TBD

## IC-4A



### **AIA** **Illinois** **Emerging Professionals** **Network**

**Meeting Date:** 24 September - 6:00 PM

**Meeting Location:** Google Hangout

Video: <https://meet.google.com/eyw-usnp-foe>

Call In: 1-970-716-0367

Pin: 542967145

**Prepared By:** Jeremy Gentile, Assoc. AIA

**Attendees:** Molly, Ryan,

---

#### **Old Business**

- A. Large States Report Out - Jeremy

#### **Discussion**

- A. Summit Takeaways

- a. How to go about beginning to engage interested attendees?
  - i. Awareness - Probably want to begin to have a social media presence
    - 1. Instagram was brought up multiple times
      - a. Most energy is going to go to content curation, but weighing benefit of that interface existing is a good method
        - i. Promotes content and activity
        - ii. Profiles
        - iii. Takeovers
  - ii. Before we launch something else that we have to manage, we have to be more intentional about what our next touch points are with folks
    - 1. Digital Firm Tours -
    - 2. Lunch and Learn Package -
  - iii. Begin to get an event going
    - 1. Stacey mentioned Service Day on MLK Day
      - a. Way to engage people from more areas
      - b. Get people into tasks
  - iv. What are the groups?
    - 1. Committees v. Task Forces
      - a. Start with Advocacy Committee, EP Firm Task Force, Firmwide Chat Task Force
    - 2. May need to further define these individual items
  - v.

- B. Summit Survey

- a. Jeremy to copy AIAspire and put to Steering Committee for review and comment



## IC-4B

- iii. What they would like to see this group explore in the future?
- C. Next Steps + Priorities
  - a. Need to find a way to engage other local chapters
    - i. Sit down with Stacey and come up with plan
  - b. Try to plan an event and get 1-2 folks to attend
    - i. Maybe in conjunction with "Firmside" Chats
    - ii. Help to get a foot in the door
    - iii. Maybe part of a once or twice a year day trip to some of the Great Places?
      - 1. Maybe midsummer next year
  - c. Due Diligence on where EP Network Budget sits - could be able to pull off this year
  - d. Set up a lunch with Stacey to talk about future of the Network
- D. Schedule
  - a. Tuesday's look to be becoming a conflict - proposal of new day?
    - i. Jeremy to start a poll in Slack
  - b. Proposal
    - i. Monthly Steering Committee Calls
      - 1. Encourage in person attendance here
    - ii. Monthly All Calls
      - 1. Encourage in person or video attendance

### **New Business**

- A. Leadership
  - a. Need to go about filling the positions
    - i. Molly, Jeremy, and Carl to offline about
    - ii. Transparent process for folks to expressed interest in being considered

Adjourn:

---

### **End of Record**

Minutes Prepared By: Jeremy Gentile, Assoc. AIA

Next Meeting: October 7th, 8th, or 9th

## IC-5A



### AEP Monthly Conference Call

September 17, 2019 | 12:00pm – 1:00pm

Dial-in #: (917) 942-7141 | Participant PIN: 105-900-324-75 |  
Moderator PIN: 105-102-262-76

12:00 pm	Call to Order   <i>Megan Dougherty, AIA</i>
12:05 pm	<p>AEP Member Reports</p> <ul style="list-style-type: none"><li>• VP of AEP   <i>Megan Dougherty, AIA</i></li><li>• YARD   <i>Leanna Libourel, AIA &amp; Tay Othman, AIA</i> <i>AIACA Advocacy EP event in SF, BAYA is helping to find a quiet venue for presentation and connections with local EPS.</i> <i>AIASF Architecture and the City Festival</i></li><li>• RAD   <i>David Garcia, Assoc. AIA</i> <i>-Jeanne DeFede who I wanted to run for the RAD position, has informed me that her job doesn't support her if she's gone so much and want her to focus on Licensure plus she wants to keep her EP Director position</i></li><li>• Associate Directors   <i>Lydia Peros, Assoc. AIA &amp; David T Phung, Assoc. AIA</i> <i>AIAS chapter presidents were documented from North and south California is to establish relationship on a local level so students can join local EP events.</i></li><li>• Student Directors   <i>Krish Patel, AIAS &amp; Liam Hanlon, AIAS</i> <i>-AIAS chapter presidents were documented from North and south California is to establish relationship on a local level so students can join local EP events.</i> <i>-Liam is talking to 2 possible candidates for student director north.</i></li><li>• Architect Licensing Advisor   <i>Nathan Dea, Assoc. AIA &amp; Matt Harris, AIA</i> <i>See below notes for CAB meetings.</i></li><li>• Architect Member-at-Large   <i>Paul W. Welch, Jr., Hon. AIA</i> <i>Thoughts about 1. Big States gave them 45 minutes to talk about emerging professionals, 2. conversations with CAB for the licensure renewal.</i></li></ul>
12:15 pm	CAB Meeting Recap

## IC-5B

*\_Meeting with new CAB Eds, shared agenda with Us. Everything was received with open mind. Nothing was rejected, discussed renewal period, communications with candidates and suggested regulatory changes.  
\_Helping CAB getting information and publishing information out to all candidates, AEP is helping this information out to members. We collected few useful links from them to post on our website under useful resource.*

*\_AEP discussed renewal issues with new licensees, suggesting renewal for new licensees that required regulatory change. In addition to the hardship of Continuing education requirement.  
\_We didn't get enough time to discuss the title for no license architect. There are many items that are not fixed yet, but it is a continuous process for us to include in every meeting.  
\_The Board is planning to toughen the requirement on CE programs since some of them are not up to the standard.  
\_Upcoming conversations to include 10-12 Learning units about structural issues.  
\_More Details to come from Hilary on Basecamp.*

12:35 pm Strategize to Recruit: Identifying our Next AEP Leaders

- AEP COA 2020 Open Positions
  - VP of AEP
  - 2 for sure running
  - RAD
  - Rachel Martinelli, Gena
  - YARD South
  - Mandi Freeman
  - Assoc. North
  - Kevin Riley.. interested from BAYA
  - Student Director North
  - Two people who are 50/50

12:50 pm Licensure Update & Encouragement

12:55 pm New Business  
AEP winners will be announced on Monterey design conference.

12:00 pm Adjourn

### 2019 Goals:

- Develop cross-generational connections and mentorship
- Initiate transformative discussions
- Make EP leadership opportunities and recognition more accessible

### Upcoming Events:

- October 3, 2019 | [Healthcare Facilities Forum](#) | Los Angeles, CA
- October 25-27, 2019 | [Monterey Design Conference](#) | Pacific Grove, CA
- November 15, 2019 | AIA CA Board of Directors Meeting / Leadership

## EC-1A

### #AIAAdcEAC

[View this email in your browser](#)



### Upcoming EAC Events:

#### **DC ARE Study Series: Session #8**

**Wednesday, October 23 6:30 PM - 8:00 PM**

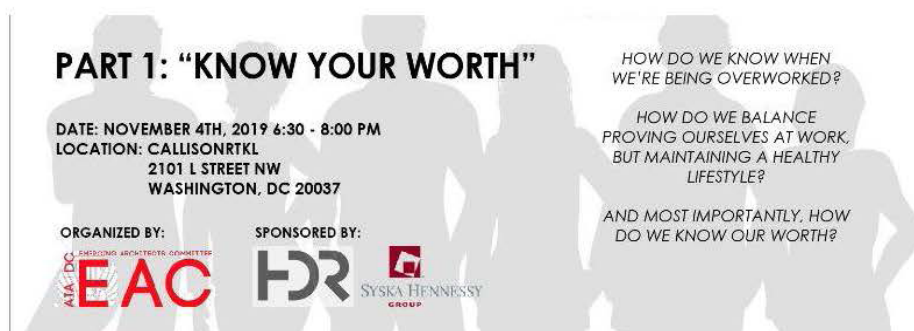
Making time to study is hard and making time to get to the library is even harder. Join the AIA|DC Emerging Architects Committee as study together! Bring your questions, answers, and study material as we connect others on the path to licensure. We will be meeting on the fourth Wednesday of every month so be sure to stop by DC's ARE Study Group.

Location: **West End Library** 2301 L St NW, Washington, DC 20037

For more details and to register, [click here!](#)

**ARCHITECTURE** **UNCENSORED**

## EC-1B



### **Architecture Uncensored Part 1: Know Your Worth** **Monday, November 4 6:30 PM - 8:00 PM**

Architecture Uncensored is an annual event we plan to encourage conversations about topics we often see as challenging to discuss in our offices. The format is an interactive and lively panel discussion. Bring your questions, thoughts, and ideas to talk about how to "know your worth!"

Location: CallisonRTKL 2101 L St NW, Washington, DC 20037  
*The registration link will be up on AIA|DC's calendar soon!*

#### **Our Next Committee Meeting:**

**EAC Monthly Planning Meeting**  
Wednesday October 9th, 2019 6:30-8:00 PM  
Gensler 2020 K St NW, Washington, DC 20006

#### **The EAC Blog:**

Check out our [BLOG](#) for a recap of our latest events!  
(and make sure to check out our ARE resources!)



## EC-1C



### More Local Events:

**\*\*TOMORROW\*\* Young Architect : How to Pass the ARE in 2019**

Tuesday October 8, 2019 6:00 PM - 8:00 PM

[Details...](#)

**\*\*TOMORROW\*\* AIA DC : Leadership for the Next Generation**

Tuesday October 8, 2019 6:30 PM - 8:00 PM

[Details...](#)

**AIA DC : Renewal of an American Icon - the NASM National Mall Building**

Tuesday October 22, 2019 6:30 PM - 8:00 PM

[Details...](#)

**AIA DC : Sketch & Tour - Explore the Eastern Market Neighborhood**

Saturday October 26, 2019 9:30 AM - 12:30 PM

[Details...](#)

**AIA DC : Renovation of the Lincoln Memorial Roof**

Tuesday October 29, 2019 6:00 PM - 7:30 PM

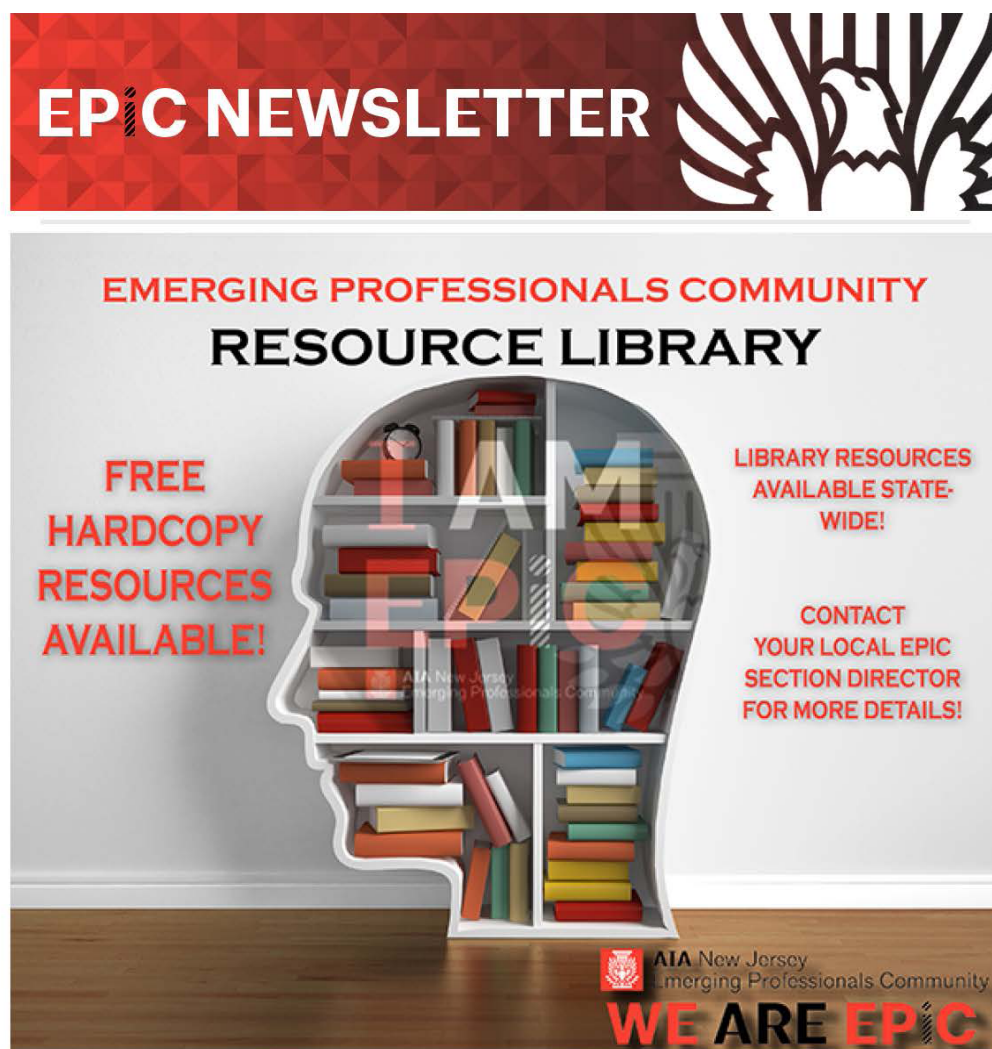
[Details...](#)

**AIA DC WIELD : Fall WIELD Event**

Monday November 11, 2019 5:30 PM - 8:00 PM

[Details...](#)

## EC-2A



### Who to Contact...

Architects League - Matthew Fink - [matt.fink8@gmail.com](mailto:matt.fink8@gmail.com)  
Newark & Suburban - Ronald Weston - [rweston@westonarchitecture.com](mailto:rweston@westonarchitecture.com)  
Central Jersey - Courtney Lowry - [lowry.courtney@gmail.com](mailto:lowry.courtney@gmail.com)  
Jersey Shore - Matthew Pultorak - [MatthewPult@gmail.com](mailto:MatthewPult@gmail.com)  
West Jersey - Lauren Harris - [lm229@njit.edu](mailto:lm229@njit.edu)  
South Jersey - Christina Amey - [cla.aiasj@gmail.com](mailto:cla.aiasj@gmail.com)

## EC-2B

### Referrals...Without Asking



**Stacey Brown Randall**

She is a three-time entrepreneur, author of *Generating Business Referrals...Without Asking*, and host of the *Roadmap To Grow Your Business* podcast.

**JOIN US FOR A NIGHT OF NETWORKING, LIGHT REFRESHMENTS AND A DISCUSSION ON HOW TO GENERATE REFERRALS WITHOUT ASKING.**

**Kean University**  
Green Lane Building 617

**Friday, March 29, 2019**  
6:00 – 9:00 PM

**RSVP by Monday, March 25, 2019**

AIA Members: \$10 / Assoc. AIA: \$5  
Non-AIA Members: \$15  
Students: Free

Tickets can be purchased at:  
[aia-west-jersey.ticketleap.com/  
epic-women-in-architecture-stacey-  
brown-lecture/](http://aia-west-jersey.ticketleap.com/epic-women-in-architecture-stacey-brown-lecture/)

There are many ways to generate leads or prospects to fill your pipeline. From traditional business development tactics like cold calling, networking events, leads groups to newer techniques like social selling, social media ads and thought leadership. While many of the traditional methods and new techniques work, one method is consistently overlooked.

Referrals.

The reason generating referrals from clients and COIs (Centers of Influence) is typically overlooked is because of old-school advice we have believed for years. Either we have been taught referrals are random, sporadic, something you cannot control or we have been taught the only way to control them is to ask for them.

But what if there was another way? What if you didn't have to ask? Join Stacey Brown Randall for a discussion on how to generate referrals without asking.



**AIA New Jersey**  
Emerging Professionals Community

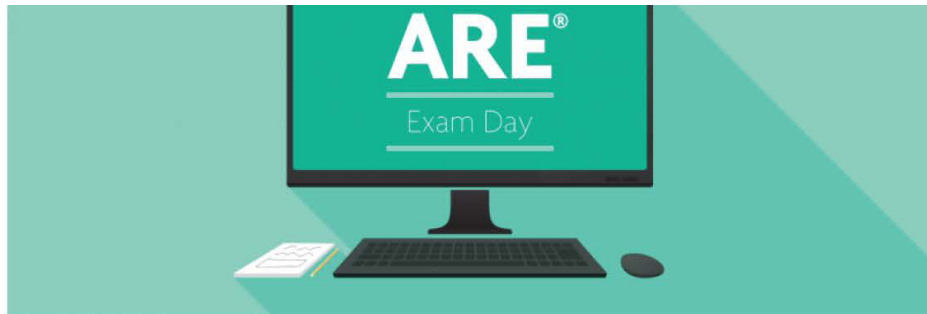
**WE ARE EPIC**

### **Stacey Brown Randall Lecture – Getting Referrals**

*hosted by WIA-NJ and EPIC-NJ*

Friday, March 29<sup>th</sup> at 6pm at Keane University

## EC-2C



The Emerging Professionals Community would like to help you advance your career to the next level!

Contact us at [EPiC@aia-nj.com](mailto:EPiC@aia-nj.com) for more information on your local success teams and ARE Prep resources.

### EPICs ARE 5.0 Webinar series is back!

#### **Spring Schedule:**

Session 1: Practice Management - Tuesday, March 26 at 5pm

Session 2: Project Management - Tuesday, April 2 at 6pm

Session 3: Programming & Analysis - Monday, April 8 at 7pm

Session 4: Project Planning & Design - Tuesday, April 16 at 5pm

Session 5: Project Development & Documentation - Tuesday, April 23 at 6pm

Session 6: Construction & Evaluation - Tuesday, April 30 at 7pm

**RSVP for the Webinars!**

#### **Webinar Call-in info**

Please join my meeting from your computer, tablet or smartphone.


<https://global.gotomeeting.com/join/220322853>

You can also dial in using your phone.

United States: +1 (408) 650-3123 Access Code: 220-322-853




## EC-3



# Spring '19 Meetup

THURSDAY  
**April 18, 2019 | 5:30pm**

Let's meet up for food, drinks, games, and conversation about architecture, AXP, AREs, and all that good stuff. All emerging design professionals welcome! Snacks and libations provided by the AIAVT Emerging Professionals Network!



**THE GARAGE | 30 Main St, Burlington, VT**  
@ The corner of Main & Battery (Free parking in the garage behind The Garage!)



## EC-4A



The poster features a grey background with large, abstract, overlapping brushstrokes in shades of pink and red. At the top center is the AIA Honolulu logo, which includes a red square with a white classical building facade icon, followed by the text "AIA Honolulu" in a bold sans-serif font and "presents" in a smaller, italicized sans-serif font below it.

Below the logo, a white rectangular box with a thin border contains the main event title "EMERGING PROFESSIONALS PARTY" in large, bold, white, all-caps sans-serif font. Underneath the title, within the same box, is the subtitle "a night of celebration for emerging professionals and their supporters in the architectural + design + construction industry" in a smaller, italicized, white sans-serif font.

Below the white box, the event details are listed in white sans-serif font: "WED, NOV. 14, 2018", "6:00PM-9:00PM", and "Tchin Tchin Bar".

Further down, the ticket prices are shown: "\$20 Early Bird (Sept. 15 to Oct. 15)" and "\$35 Regular", both in white sans-serif font. Below the prices, it says "Includes pupus and drinks" and "Limited to first 100 attendees / No walk-ins" in a smaller white sans-serif font.

At the bottom of the central text area, it says "Register online at [aiahonolulu.org](http://aiahonolulu.org)" and "Questions? Email Jacy Youn" followed by "Jacy@aiahonolulu.org" in white sans-serif font.

Below this, a line of text reads "Mahalo to our sponsors!" in white italicized sans-serif font, flanked by horizontal lines.

At the very bottom, there are four sponsor logos in white: "RMA ARCHITECTS INC." with a stylized 'RMA' logo, "WhiteSpace ARCHITECTS" with a stylized 'W' logo, "ADMOR HVAC PRODUCTS, INC. HAWAII'S HVAC SUPERSTORE" with a stylized 'A' logo, and "ALLIED BUILDERS SYSTEM" with a stylized 'A' logo.

## EC-4B

CALL FOR ENTRIES!

# 2018 STUDENT DESIGN AWARDS

*A prestigious award to celebrate student design excellence as part of the 2018 AIA Honolulu Design Awards Program.*

*Award winners will be honored at the 2018 Design Awards Gala and featured in the design community through AIA Honolulu.*

*Entries accepted starting April 30, 2018*

### STUDENT AWARDS

- Undergraduate Award of Excellence, and Award of Merit
- Graduate Award of Excellence, and Award of Merit
- Honorable Mentions

### ELIGIBILITY

- 2nd - 4th Year (Undergraduate)
- 5th - 6th Year (Graduate)
- Design studio projects completed not more than one year from submission deadline
- 2nd year studio minimum

### SUBMISSION DEADLINE

Wednesday, June 13, 2018  
5PM (HST)

### ENTER TODAY!

For more information and to submit visit:  
[www.aiahonolulu.org/page/DesignAwards2018](http://www.aiahonolulu.org/page/DesignAwards2018)

### ENTRY FEE

TBD

### 2018 AIA Honolulu Design Awards Gala

Thursday, November 15, 2018

Bishop Museum  
1525 Bernice Street  
Honolulu, HI 96817



**AIA**  
Honolulu

For questions email Juliann Chen at [juliann@ferrarochoi.com](mailto:juliann@ferrarochoi.com)

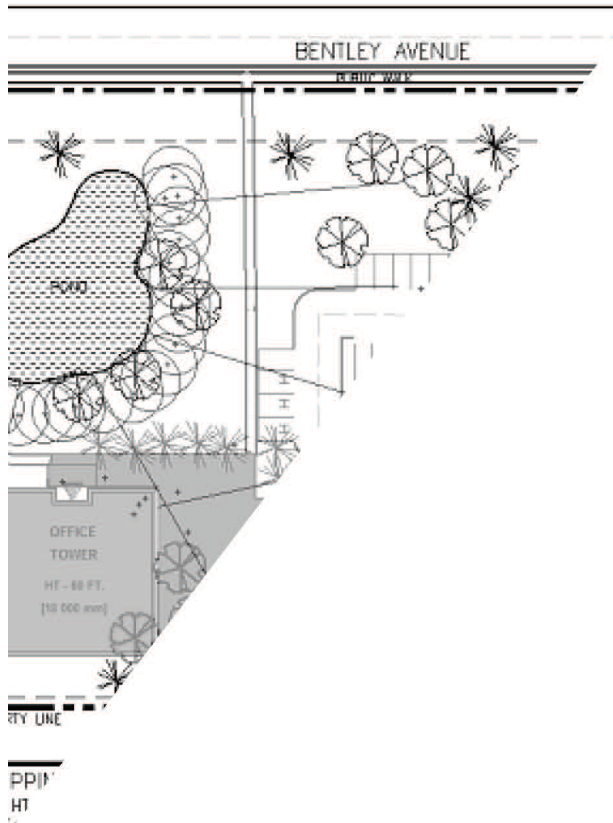
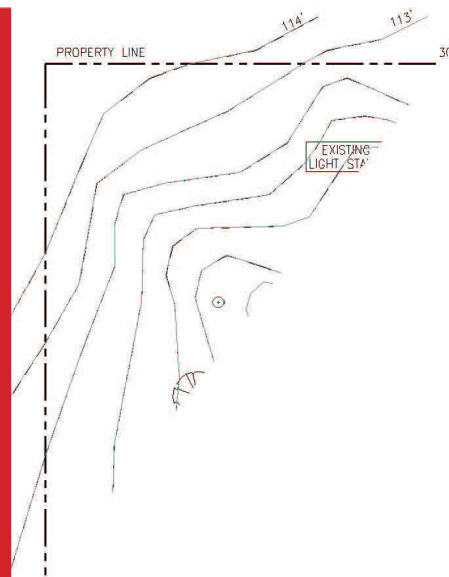
## EC-4C

2016 ARE PREP SERIES PRESENTS...

# SITE PLANNING AND DESIGN

A review of the Site Planning and Design ARE 4.0 Exam

ARE Vignette Strategies - Jason Takeuchi, Assoc. AIA, LEED GA  
SPD Multiple Choice - Elyse Takashige, AIA, LEED AP  
SPD Vignette - Chretien Macutay, D.Arch, AIA



Tuesday, February 23, 2016  
5:30 - 7:30 PM

Center For Architecture  
828 Fort Street Mall, Suite 100

\$10 / AIA/AIA Associate (\$15 at door)  
\$20 / Non-Member (\$25 at door)

Register online at [aiahonolulu.org](http://aiahonolulu.org)

Questions? Email Camilla Nicholas  
[camilla@aiahonolulu.org](mailto:camilla@aiahonolulu.org)



**AIA**  
Honolulu

## EC-5A

# BAYA

BAY AREA YOUNG ARCHITECTS

# AIA SF

### BAY AREA YOUNG ARCHITECTS JANUARY - MARCH 2017

Get involved with BAYA!  
There is so much happening

#### NEW OFFICERS 2017



**PATRYCJA DRAGAN**  
Chair  
General BAYA ques-  
tions & potential firm  
tours/events



**HENRY GAO**  
Membership & Finance  
Chair  
Involvement in networking  
mixers & events, Budget



**SARA IBANEZ**  
Communication Chair  
Social media & BAYA commu-  
nications



**MIKO MENDOZA**  
Academic Chair  
Academic  
outreach/events



**TAY OTHMAN**  
Architect Chair  
Licensure( ARE & AXP), pro-  
fessional development, men-  
torship

#### OFFICE TOURS



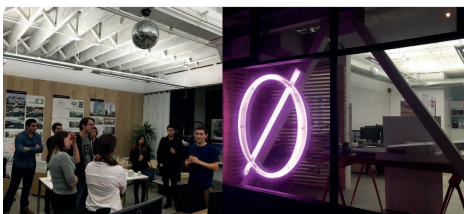
**SNOHETTA**  
January Office Tour



**SMITH GROUP**  
February Office Tour



**TAYLOR DESIGN**  
March Office Tour





# EC-5B

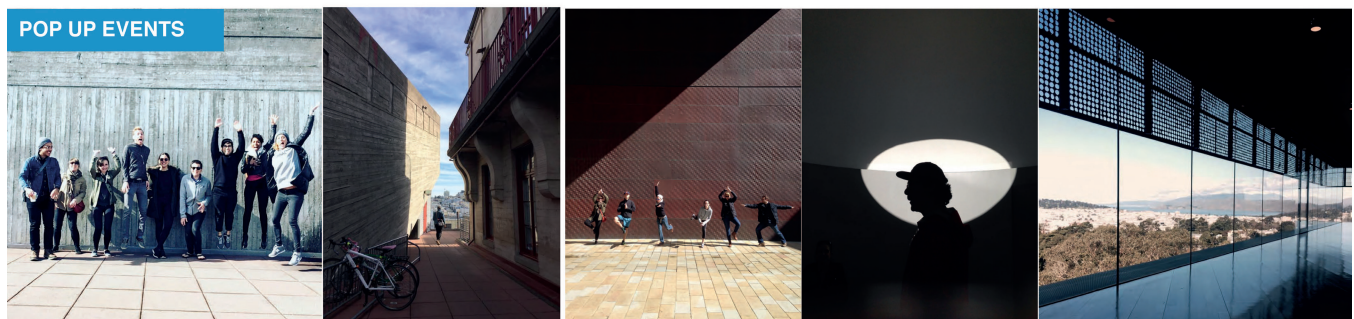


## HAPPY HOUR

**JANUARY**  
Hopwater distribution

**FEBRUARY**  
Bar Fluxus

**FEBRUARY**  
Bar Novela



## POP UP EVENTS

**JANUARY**  
San Francisco Art Institute (SFAI)  
Marina Neighborhood  
Crissy Field  
Fort Point under the Golden Gate

**FEBRUARY**  
Rooftop of the Cal Academy  
James Turrell Skyspace at DeYoung's Sculpture Garden



## FUTURE EVENTS

**DES ARCHITECTS + ENGINEERS**  
April Office Tour

**JENSEN ARCHITECTS**  
May Office Tour

**TEF DESIGN**  
June Office Tour

## STAY IN TOUCH



BAY AREA YOUNG  
ARCHITECTS

@BAYA\_AIASF

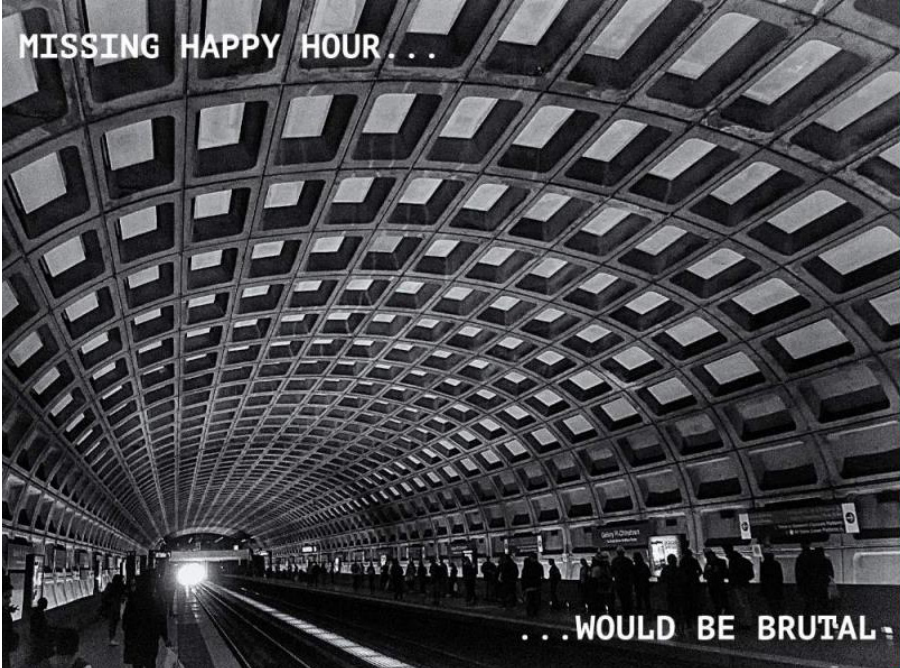
@BAYA\_AIASF

BAYA  
BAY AREA YOUNG  
ARCHITECTS

SAN FRANCISCO  
BAY AREA YOUNG  
ARCHITECTS  
BAYA



## EC-6A



MISSING HAPPY HOUR...

...WOULD BE BRUTAL.

winter happy hour

february 6th  
6:30-8:00 p.m.

blackfinn ameripub  
1620 Eye Street NW  
Washington, DC 20006

extended happy hour

AIA DC EMERGING ARCHITECTS COMMITTEE  
**EAC**



ORGANIZED BY: AIA DC EMERGING ARCHITECTS COMMITTEE  
**EAC**

**MENTORING WORKSHOP #1: SOFT SKILLS**

**WHEN:** February 18, 2020 6:30-8:00 PM  
**WHERE:** District Architecture Center  
421 7th Street NW

## EC-6B

# ARCHITECTURE

**UNCENSORED**

## PART 1: "KNOW YOUR WORTH"

DATE: NOVEMBER 4TH, 2019 6:30 - 8:00 PM  
LOCATION: CALLISONRTKL  
2101 L STREET NW  
WASHINGTON, DC 20037

ORGANIZED BY:



SPONSORED BY:



HOW DO WE KNOW WHEN  
WE'RE BEING OVERWORKED?

HOW DO WE BALANCE  
PROVING OURSELVES AT WORK,  
BUT MAINTAINING A HEALTHY  
LIFESTYLE?

AND MOST IMPORTANTLY, HOW  
DO WE KNOW OUR WORTH?

# ARCHITECTURE

**UNCENSORED**

## PART 2: "IT'S JUST THE WAY WE DO THINGS "

DATE: DECEMBER 4TH, 2019 6:30 - 8:00 PM  
LOCATION: CALLISONRTKL  
2101 L STREET NW  
WASHINGTON, DC 20037

ORGANIZED BY:



SPONSORED BY:



AS DIFFERENT GENERATIONS FILTER INTO  
THE PROFESSION, HOW DO WE NAVIGATE  
GENERATIONAL STEREOTYPES, LEARN NEW  
TECHNOLOGIES, AND IMPROVE  
WORKFLOW WHILE ADJUSTING TO A NEW  
WAY OF WORKING?



## EC-7A



### Emerging Professionals Winter Warmer 2019

THURSDAY

**February 28, 2019 | 6:00–9:00 PM**

Scholars American Bistro and  
Cocktail Lounge  
25 School Street  
Boston, MA

#### RSVP

Free and open to all

**The Emerging Professionals Winter Warmer returns in 2019 for an evening of interdisciplinary merrymaking!**

The Boston Society of Architects/AIA (BSA) **Emerging Professionals Network (EPNet)** invites their friends and colleagues to this always popular annual get-together for emerging professionals across the AEC and design fields. Make connections, meet future collaborators, and learn more about professional programming for 2019!

Complimentary light snacks will be served. Drink tickets are limited; they will be given to those who register and arrive early.

[Go to event page.](#)

This program is sponsored by **CSI Boston**, **SMPS Boston**, **CENTRIA**, **Boston Society of Landscape Architects (BSLA)**, **BSA Women in Design (WiD)**, and **ACE Mentor Program of Greater Boston**.

## EC-7B

### Apply to FeedBack: An EPNet Mentorship Program

APPLICATION DEADLINE  
**March 29, 2019 | 11:59 PM**  
BSA Space  
290 Congress Street  
Boston, MA

[Apply now](#)

Free; spots are limited

[Add to calendar](#)

The Emerging Professionals Network (EPNet) seeks both mentors and mentees to pilot a new mentorship program this year.

This program aims to:

- Provide the structure for meaningful mentorship relationships to take shape
- Support the growth of emerging professionals
- Encourage design professionals at all stages of their careers to exchange ideas with people at different levels
- Empower emerging professionals to be active participants in the act of mentoring

The program connects each mentee with five mentors. Throughout the five-month program, each mentor-mentee match will meet once. At the end of five months, you will have begun a relationship with one, a few, or all of the people you've met.

[Learn more.](#)

This is a program of the [Emerging Professionals Network](#).

## EC-8A

**EPiC EVENT**



### EPiC's Open Studio Series: **- Gensler -**



AIA New Jersey  
Emerging Professionals Community  
**WE ARE EPiC**

**Gensler**

***The AIA New Jersey Emerging Professionals Community [EPiC] invites  
AIA Members, Emerging Professionals, AIA Student Members and  
Architecture Students to an evening with Gensler for network, education  
and light fare.***

***Date:***

Wed, December 11, 2019

***Time:***

6:00 PM – 7:30 PM EDT

***Location:***

Gensler



## EC-8B

### Topic:

#### **Adaptive Reuse- New Lives for Old Buildings**

A look at various case studies

*Limited spacing is available – Sign-up today!*

### **1 HSW Available (1 AXP Hour Available)**

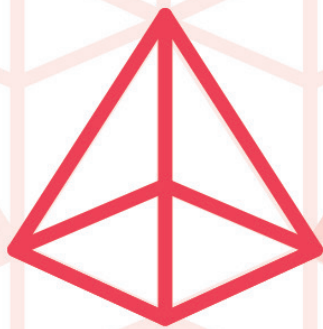
The 'Open Studio Series' of events sponsored by the AIANJ offer a great opportunity to network with industry peers and focus on the practice of architecture through storytelling. The focus of the evening will be considerations in adaptive reuse and how to breath life back into dated buildings. The event will be comprised of a welcome reception which includes light refreshments followed by a presentation.

***Sign-up today for December's Open Studio Series!***

**RSVP Here!**



## EC-9



AIA Illinois  
**Emerging Professionals  
Summit**  
September 7th–8th, 2019  
Chicago, Illinois

## EC-10

PAUL W. WELCH JR.

### ARE SCHOLARSHIP

In recognition of Paul Welch Jr.'s distinguished and lengthy career of service to architects and the architectural profession, this scholarship recognizes the significant contributions of California interns at early stages in their careers and encourages them to complete the licensure process by covering all associated costs.



#### Scholarship recipients will receive:

- 1 year subscription to online study materials
- Reimbursement of the cost of passing each division of the Architect Registration Examination (ARE) (\$1,260-\$1,470) and the CA Supplemental Exam (\$100). Proof of passing must be submitted along with a request for reimbursement. Funds can be applied to previously passed divisions
- Reimbursement of NCARB (\$100) and CAB (\$100) fees to establish records

#### Eligibility:

- California resident and a member in good standing
- NCARB and CAB record holder in good standing
- Applicants may have passed one or more divisions of the ARE but cannot have passed all divisions
- AEP Council of Advisors members are eligible

#### For more information, please visit:

<http://cfsite.aiaacc.org/>

#### Questions?

Call Lauryn Evdokimov  
(916) 642-1712 or  
[levdokimov@aiaocalifornia.org](mailto:levdokimov@aiaocalifornia.org)

## F-1A

## AIA|DC EAC BUDGET

DATE (see calendar for specific dates)	EVENT	TOTAL SPONSORSHIP	TOTAL REVENUE	EAC SPONSORSHIP	EAC REVENUE	EAC EXPENSES	COMMENTS
	AIA  DC Starting Budget	250		250			100% kept by EAC
	Corinthian Sponsor: TBD	2500		2000			Official annual sponsor; 80% kept by EAC (typical for all sponsorships)
	Corinthian Sponsor: TBD	2500		2000			
	Corinthian Sponsor: TBD	2500		2000			
<b>JANUARY</b>							
	Committee Meeting	0	0	0	0	80	Pizza
	Mentoring Workshop 1	0	0	0	0	50	Sponsored in-kind by host venue
	ARE Trivia	0	0	0	0	100	Prizes for winning team
<b>FEBRUARY</b>							
	Committee Meeting	0	0	0	0	80	Pizza
	Resume & Portfolio Workshop	0	0	0	0	200	Coffee and bagels
	Mentoring Workshop 2	0	0	0	0	50	Sponsored in-kind by host venue
<b>MARCH</b>							
	Event Sponsor: Licensure Celebration	4000		3200			
	Licensure Celebration	0	0	0	0	3200	Find sponsor to cover in full
	Committee Meeting	0	0	0	0	80	Pizza
	Mentoring Workshop 3	0	0	0	0	50	Sponsored in-kind by host venue
	Joint Technical Tour with SEAMW-YMG	0	200	0	160	0	
<b>APRIL</b>							
	Committee Meeting	0	0	0	0	80	Pizza
	University Outreach	0	0	0	0	60	Refreshments
	ARE Study Session	0	0	0	0	0	No-cost event
	ARE Trivia	0	0	0	0	100	Prizes for winning team
<b>MAY</b>							
	Committee Meeting	0	0	0	0	80	Pizza
	Community Outreach Event	0	0	0	0	150	Refreshments
<b>JUNE</b>							
	Scholarships for National Conference					500	
	Committee Meeting	0	0	0	0	80	Pizza
	Small Firm Happy Hour	0	0	0	0	50	Appetizers



# F-1B

## JULY

Committee Meeting	0	0	0	0	80	Pizza
ARE Trivia Night	0	0	0	0	100	Prizes for winning team
Social Media Promotion	0	0	0	0	50	Facebook Fee

## AUGUST

Committee Meeting	0	0	0	0	80	Pizza
Joint Nationals Game	0	0	0	0	0	Registration handled by AIA NOVA
Joint Networking Event	0	5000	0	4000	4500	Refreshments

## SEPTEMBER

Committee Meeting	0	0	0	0	80	Pizza
Thesis Showcase	0	0	0	0	250	Refreshments
Architecture Uncensored 1	0	0	0	0	0	Sponsored in kind by CRTKL

UPDATED: 12.02.2019

26	K-12 Initiative (John Fallon/Joe David)									
26.1	Kids Design Day Events(6)	2,383	0	(2,383)	6,010	0	(6,010)	5,000	2,000	(3,000)
26.2	2020 Afterschool Program				3,000	0	(3,000)	0	0	0
26.3	Supplies and Shake Table				300	0	(300)	0	0	0
26.4	2020 Statewide Competition	0		0	2,500	0	(2,500)	0	0	0
	Subtotal K-12	2,383	0	(2,383)	11,810	0	(11,810)	5,000	2,000	(3,000)
27	Equity/ Diversity/ Inclusion (Stacey Kliesch)									
27.1	Programs and Initiatives		0	0	2,000	1,000	(1,000)	1,000	0	(1,000)
	Subtotal E/D/I	0	0	0	2,000	1,000	(1,000)	1,000	0	(1,000)
28	Women In Architecture (Lauren Harris)									
28.1	Operation/ Events	1,793	960	(833)	6,350	0	(6,350)	4,000	1,000	3,000
28.2	Registrations	0	0	0	0	2,000	2,000	0	0	0
28.3	Sponsorships	0	0	0	0	2,150	2,150	0	0	0
28.4	Donations	0	0	0	0	1,200	1,200	0	0	0
	Subtotal WIA	1,793	960	(833)	6,350	5,350	(11,000)	4,000	1,000	3,000
29	Small Firm Exch. & CRAN (Brian Penschow)									
29.1	Events (6)		0	0	7,600	0	(7,600)	10,000	0	(10,000)
29.2	Registration	0	0	0	0	1,800	1,800	0	3,000	3,000
29.3	Sponsorship	0	0	0	0	4,800	4,800	0	3,000	3,000
	Subtotal SFX & CRAN	0	0	0	7,600	6,600	(11,000)	10,000	6,000	(4,000)
31	Committee of the Environment (COTE) (JK)									
31.1	East Coast Green (ECG) (65 Attendees)		7,227	7,227	0	7,200	0	13,860	27,500	13,640
31.2	Webinar Series			0	0	0	0			0
31.3	Committee Operations			0	0	0	0	960	0	(960)
31.4	Conference Participation			0	0	0	0	3,700	0	(3,700)
31.5	Member Resources			0	0	0	0	2,000	0	(2,000)
	Subtotal COTE	0	7,227	7,227	0	7,200	0	20,520	27,500	6,980
	Subtotal Professional Practice	4,176	8,187	4,011	30,760	20,150	(10,610)	43,520	36,500	(7,020)
	Emerging Professionals Community (EPIC)									
34	EPIC Chair (Matthew Pultorak)									
34.1	Grassroots		0	0	2,000	0	(2,000)	0	0	0
34.2	Inaugural Gala	150		(150)	150	0	(150)	150		(150)
34.3	Epic Annual Award				150	0	(150)			
34.2	EPIC Party	4,692	0	(4,692)	0	0	0	2,000	0	(2,000)
	Subtotal Chair	4,842	0	(4,842)	2,300	0	(2,300)	2,150	0	(2,150)
35	General Committee (Matthew Pultorak)									
35.1	Licensee Event (EPIC Part)	0		0	3,000	4,000	1,000	1,000	2,000	1,000
35.2	Reserved	0	0	0	0	0	0	0	0	0
35.3	Annual Leadership Summit	697		(697)	1,000	500	(500)			
35.4	Leadership Training	0	0	0	1,500	750	(750)			
35.5	Advocacy Workshop	0	0	0	500	0	(500)			
35.6	Service and Outreach Session	0	0	0	750	0	(750)			
35.7	Family Focused Event	0	0	0	2,500	4,000	1,500	750	0	(750)
	Subtotal Committee	697	0	(697)	9,250	9,250	0	1,750	2,000	250

[illegible]

# F-3

## AIASpire

### 2018 AIA Illinois Student Leadership Conference

January 26, 2018

Item	Budget	Notes
Travel	\$ 3,815	Approx. 7,000 total car travel miles at \$0.545.
Lodging	\$ 3,000	1 night per participant at \$120, students 2/room. 24 total room nights
Meals	\$ 1,500	2 lunches and 1 breakfast, \$15 per meal. 96 meals
Dinner	\$ 1,050	30 attendees at \$35
Meeting Room	\$ 2,000	Approx. 8-10 hours, incl AV, etc
Thomas House Tour	\$ 1,800	Assume 18 attendees at \$10
Materials	\$ 1,000	Misc material cost and take-away (40 t-shirts?)
Contingency	\$ 1,500	Unplanned
Total	\$ 15,665	
2017 Budget Item	\$ 14,000	
Difference	\$ 1,665	
<i>Sponsorship Target</i>	\$ 2,350	<i>Recommend minimum sponsorship goal of 15%</i>

***Recommendation - Include \$14,000 in 2018 budget for planning of a Student Leadership Institute***

#### General Notes/Assumptions

1. 24 students, 12 presenter/facilitators and 2 staff.
2. Hotel = State House Inn, Springfield
3. Assumed all travel by car, 1 car per school.



## F-4A

**[CHANGE THIS TO THE SPONSOR'S ADDRESS OR DELETE IT]**

Bay Area Young Architects  
130 Sutter Street, suite 600  
San Francisco, CA 94104

January 21, 2015

**CHANGE ALL HIGHLIGHTED TEXT & delete this :)**

Save a copy of this letter for each sponsor as a PDF, add it to the  
2015 Sponsor Correspondence folder

Dear **SPONSOR,**

The Bay Area Young Architects (BAYA) would like to extend the opportunity to join us in promoting the well-being and growth of our emerging architecture and design professionals. Through the generosity of our community, BAYA has grown to more than 1,000 members. Our non-profit organization continues to succeed today with generous businesses and individuals combining their talent and resources. Attached you will find a brochure highlighting BAYA's mission and what we contribute to the AEC community.

Throughout the year, we host a series of events, including a monthly interactive AEC firm tour, to help our members develop professionally to better serve the community. This year we are expanding our efforts by partnering with allied AEC organizations and further reaching out to students in higher education with informative seminars connecting them with our profession, as well as related ones. We are also planning on hosting activities that engage the community creatively as whole.

With your support, we will feature your logo or name on our AIASF webpage and in a presentation at every event, as well as our social media pages such as Facebook, LinkedIn, and Twitter in appreciation of your generosity. Depending on your contribution level, you will also be invited to showcase your firm, products, and services at our annual Oktoberfest event, co-hosted by the Structural Engineers Association of Northern California (SEAONC) and the American Society of Civil Engineers (ASCE). Lastly, we would like to extend an invite for your company's presence at our annual BAYA Holiday + Appreciation Party in December. You are also welcome to contribute products or branded items to these two annual events' raffles to further engage our members.

If you would like to be a part of furthering the profession of architecture and building relationships with the industry's future leaders by investing in our emerging professionals, please make your check payable to AIASF, BAYA and send it the following address:

Bay Area Young Architects  
130 Sutter Street, suite 600  
San Francisco, CA 94104

*Should you wish to use a W-9 form, one has been included with this letter. Our tax identification number is 94-0896340.*

Thank you for your time and consideration.

Sincerely,  
Catherine Nguyen, Marketing Co-Chair  
Matthew Gaul, Chair

## F-4B

[CHANGE THIS TO THE SPONSOR'S ADDRESS OR DELETE IT]

Bay Area Young Architects

130 Sutter Street, suite 600

San Francisco, CA 94104

January 21, 2015

CHANGE ALL HIGHLIGHTED TEXT & delete this :)

Save a copy of this letter for each sponsor as a PDF, add it to the

2015 Sponsor Correspondence folder

Dear SPONSOR,

### **BAYA Sponsorship**

Let me begin by thanking you for your sponsorship of Bay Area Young Architects and our Oktoberfest social. The event will be held on October 9<sup>th</sup>, 2015 from 6:30pm until 10:30pm. We are looking forward to your participation and will be in contact regarding setting up Zum3D table and what you will bring.

The budget for this event is \$9,000. This covers appetizers, beer, and service for three hundred people throughout the night. We will also have a DJ and a raffle of items from sponsors. If you would like to donate something to the raffle, such as branded items, products, or anything else young architects would love to have, please let us know.

Please make your check payable to AIASF, BAYA Oktoberfest and send it the following address:

Bay Area Young Architects

130 Sutter Street, suite 600

San Francisco, CA 94104

Should you wish to use a W-9 form, one has been included with this letter. Our tax identification number is 94-0896340.

Please reply with a copy of your logo, so that it can be included in advertising of this event.

Sincerely,

Matthew Gaul

Bay Area Young Architects

F-5



January 27, 2020

Dear Smithgroup Team,

The AIA|DC Emerging Architects Committee (EAC) has the **power to change lives**. Every year, this amazing group within our profession makes an everlasting impact on the career development of **hundreds of emerging leaders**. Thanks to our generous sponsors, the EAC is able to host **frequent programming that connects people** on a local, regional, and national level -- giving emerging leaders the tools necessary to **take ownership** of their careers and **give back** to the profession.

Your sponsorship of the EAC supports a thriving architecture and design profession.

The EAC engages AIA|DC professionals through a myriad of programs that embody our four core goals:

1. **PROVOKE** current professional practice
2. **ADVOCATE** for emerging architects
3. **OUTREACH** to other AIA members, associated disciplines, and the community
4. **MENTOR** the next generation of architects

Many of our events are **open to the public**. The past few years, we have been excited about high (and growing!) participation from our local membership as well as **allied organizations**. We look forward to additional growth in 2019 and beyond. Some of the groups we collaborate with include the National Council of Architectural Registration Boards (NCARB), AIA National, Washington Architectural Foundation, Young Architect's Forum (YAF), National Associates Committee (NAC), and the Structural Engineers Association of Metropolitan Washington.

Our committee is fortunate to have a dedicated group of volunteer leaders who are spearheading these events, but we need your help to **sustain our committee's initiatives** and **support our core goals**.

By supporting the AIA|DC EAC, there is potential to **reach our dedicated core members**, as well as our contacts and affiliates as well. Our publications, blog, and social media reaches over **2,000 AIA|DC members** and our e-newsletters go out to over **500 recipients every month**. Depending on the level of sponsorship you choose, you will be recognized at our events, in our literature, on our committee blog, and throughout our social media platforms.

I truly hope that you join us in this wonderful opportunity to **support the emerging architects and design professionals** in the nation's capital. All proceeds are directly allocated to offset the expenses of our yearly programs. In the following pages, we detail a tiered support program and a pledge form for your consideration.

Thank you for your time and I hope to hear from you soon!

Sincerely,

Sarah Wahlgren Wingo, AIA  
Vice Chair, AIA|DC Emerging Architects Committee



---

## Emerging Professionals Network

---

Dear Friends,

All sponsors will receive prominent placement in the event program. We are offering the following sponsor levels:

☐ **Platinum Sponsorship - \$500+:**

Includes logo recognition on the BSA event page separate from other sponsors, logo on the sponsorship board at the event and 1 full display board for your organization.

☐ **Gold Sponsor - \$250-\$500:**

Includes your organization listed on the BSA event page, logo on the sponsorship board at the event and 1 full display board for your organization.

☐ **Silver Sponsor - \$100-\$200:**

Includes your organization listed on the BSA event page, name on the sponsorship board at the event.

☐ **Partner – up to \$100:**

Includes your organization listed on the BSA event page

☐ **other sponsorships - \$\_\_\_\_\_**

Contributes to the general mission of this event, as agreed upon with committee leadership.

The Boston Society of Architects/AIA (BSA) will not distribute names or contact information of event attendees to protect registrant privacy. Individual sign up lists and marketing materials for partner organizations are welcome at the event; please coordinate with EPNet if you need additional space (i.e. tables, easels, etc.).

Sponsorships will be accepted throughout the year. Your continued support in whatever form you are able is greatly appreciated. If you have any questions or would like more information, please contact Caitlin Hart at 617-391-4000 or via email at [chart@architects.org](mailto:chart@architects.org).

---

Sponsor Name	Primary Contact Name	Email
--------------	----------------------	-------

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☐ Check (*payable to The Boston Society of Architects*)      Credit card type:   ☐ Visa      ☐ MasterCard      ☐ American Express

---

Card number	Sec. #	Expiration date
-------------	--------	-----------------

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Name of cardholder	Signature
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**AIA**  
**New Jersey**

The New Jersey Society of Architects  
*A Chapter and Region of the American Institute of Architects*

October 2, 2019

Emerging Professionals Community (EPiC)  
The New Jersey Chapter of the American Institute of Architects

Dear Michael McDowell and William Griffin:

Our annual EPiC Parti, to celebrate new architects from throughout the state licensed within the past year, will be held on Friday November 1st, 2019 at Harvest Moon Brewery in New Brunswick. Our theme this year is Beaux Arts for Halloween and we are looking to raise funds not only to host the event but also to create a memorable experience to celebrate licensed architects and those pursuing licensure. Please see our suggested donation levels on the following pages.

**AIA New Jersey**  
414 River View Plaza  
Trenton, N J, 08611  
P: (609) 393-5690

[www.aia-nj.org](http://www.aia-nj.org)

We can't meet our goal without the help from companies like yours.

We are writing to you to consider making a donation to sponsor our event. By giving to EPiC for this Parti, you will have the opportunity to network with young architectural professionals in NJ ranging from students to licensed architects as well as advertise your products and/or services to our community. Please see the sponsorship levels on the following pages for different offerings and incentives.

We hope that we can count on you to make this year's event our best one yet!

Please feel free to reach out with any questions or interest in contributions. We thank you for your consideration in sponsorship and hope to see you at our EPiC Parti!

Sincerely,

*Megan Pritts*

Matt Pultorak, AIA, AIA NJ EPiC Chair

Megan Pritts, Associate AIA, AIA NJ Regional Associates Director

Vin Minkler, AIA, AIA NJ Young Architects Regional Director

Lauren Harris, Associate AIA, AIA NJ Women in Architecture Chair



## F-8

June 8, 2018

College of Fellows  
American Institute of Architects  
1735 New York Ave. NW  
Washington, DC 20006

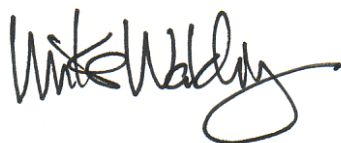
Distinguished Fellows,

I am delighted to write this letter in support of an emerging professionals grant request. The Illinois EP Network has great potential and our full support. A diverse group of younger members took it upon themselves to investigate the challenges facing knowledge transfer and personal connection across our single state region. This was not a task anyone else charged them with or directed. They self-identified a problem and self-organized around a potential solution.

We are proud of the initiative shown and look forward to the results that will come from the next stage. To advance, they will need to bring in a larger group of stakeholders and a professional facilitator. I'm confident whatever comes of that will be well received and enthusiastically supported based on the caliber of leaders involved and their track record of selfless service.

AIA Illinois looks forward to supporting this endeavor and we hope the College of Fellows does too. Your endorsement would be a strong vote of confidence in them from a group the entire profession looks up to.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Waddy", with a stylized flourish at the end.



**AIA**  
Honolulu

## **5x5x5 MENTORSHIP PROGRAM**

### **MISSION**

The aim of the 5x5x5 group mentorship program is to provide partnership and develop productive dialogue across all members of the architectural community. Adding value to AIA Membership, the 5x5x5 program creates a peer network of engaged professionals and stimulates intergenerational and interdisciplinary dialogue. Participation in this program adds value to personal career and leadership development for the rising generation in the architecture profession and fosters continual learning to promote the Hawaii architectural community at large.

### **GOALS**

1. Establish a continuum of professional relations and learning amongst young practitioners and industry leaders
2. Allow participants to understand and utilize the wide range of services and benefits that the AIA Honolulu and AIA National can provide
3. Provide mentors a unique opportunity to positively influence an upcoming generation of future leaders through their perspective and experience
4. Increase membership value for AIA Honolulu members

### **PROGRAM FORMAT – 5x5x5**

**FIVE MENTORS** – Industry leaders involved in promoting the built environment through their work, research, writing, etc. Each Mentor is chosen for their expertise and ability to engage emerging architects and AIA members. Mentors provide a unique outlook on the field of architecture and bring to the table a specific set of interests and experience. The Mentors range from non-traditional architects, community leaders, academics, industry-related business leaders, and architectural practitioners.

**FIVE LEARNING GROUPS** – Each learning group consists of 5 mentees and 1 group coordinator. The learning groups are open to all levels of the professional practice: unlicensed emerging professionals to licensed seasoned professionals. A Team Coordinator will be assigned to each learning group. The Team Coordinator serves as the point of contact between the group and the mentors, helping to coordinate group sessions logistically as well as facilitate discussion during their meetings. Groups are divided equally based on experience, gender and career goals in order to provide a variety of perspectives and interests in each group

**FIVE MEETINGS/YEAR** – All learning groups will agree on their own meeting schedule (once every two months) throughout the year. Each mentor will rotate throughout the groups until they have met all five groups.

**PROGRAM COST** – \$50. Price includes five mentorship sessions throughout one calendar year.

## P-2A

### BAYA FIRM TOUR OUTLINE

#### AGENDA

**Start Time: 6:30 pm**

Food and drink, networking

**Program: 6:45 pm**

BAYA Presentation of Upcoming Events/ Firm Introduction + House Rules  
[10 minutes]

Tour of the Firm [10 minutes] - *may also occur after Q+A*

Firm Presentation [30-40 minutes]

Q+A Session [10-15 minutes]

Wrap Up

**Networking: 8:15 pm**

**End Time: est. 8:30 pm**

At this time we encourage our members and members of the firm to meet at a designated nearby bar to continue socializing and networking, while allowing the firm to close it's doors.

#### SPACE LIMIT

In consideration for the physical capacity of your firm and the extent to which you would like to provide refreshments, we would like to know what you would like to set the maximum attendance at. We will set up an online registration and check people in at the door. Previous firm tours have hosted as many as sixty and as few as twenty five.

#### FOOD AND DRINK

As a way of starting an event after hours we make time for networking and refreshments. Typically host firms provide something from snacks to heavy hors d'oeuvres, as well as beer, wine, and soft drinks. In the past a few firms have been unable to provide this for one reason or another. If this is something you will not be providing, please let your BAYA contact know right away so that BAYA can make arrangements to provide this.

#### PRESENTATION: CONTENT

##### Content

Our goal is to broaden and deepen our knowledge of architecture and our architecture community. For this reason, please share whatever it may be that makes your firm unique! We're excited to visit because want to know all about your firm and your work. Your projects are great, but the unique, interesting stories behind them, the stories that don't get written about on the blogs, offer real insights. Like your projects, your firm is also likely different from other firms in culture, work method, history, or some other way. We are happy to discuss the focus of your presentation if you would like a little direction or help deciding just what to share. The BAYA officer who chose to contact you probably has a good idea or two.

## P-2B

### **Presenters**

We would like to get to know and hear from a cross section of your firm. We value the experience and wisdom of your principals, the lessons learned and stories of your project managers, and the directly relatable perspective of your junior designers. Please have a diverse group of staff present.

### **MARKETING**

For our calendar (The AIASF calendar) and the online registration page we would like to ask you for some graphics and a description.

### **GRAPHICS**

Please include firm's logo, images of your office, and projects. This selection of 3-4 images should reflect what you will present. High resolution images are requested

### **DESCRIPTION OF THE TOUR**

For our calendar and the registration page, we would like to ask you for a two paragraph description. The format and length are flexible and we will be happy to help you write it.

**First paragraph** : Describe the event - what topics/projects you will be presenting. You may also want to specifically name who will be speaking.

**Second paragraph** : A short description of your firm.

### **An example from a previous tour at Walker Warner:**

#### ***firm tour:***

*Walker Warner Architects welcomes members of BAYA to our office to enjoy some refreshments and small bites. We'll do a lap around our studio and then speak a little about our recently completed projects and provide a sneak peak of what we currently have on the boards. We'll describe our process and the roles of project team members during the different phases of a typical project. The size of our studio is somewhat limited, so we ask that you sign up via the [link on Eventbrite](#). (BAYA will set up the Eventbrite)*

#### ***A little about us:***

*Walker Warner Architects is a 38-person firm that has completed many residential, winery and hospitality projects in California, Hawaii, Idaho and Montana over 25+ years. Our work is tailored to the uniqueness and diversity of each client and place, maintaining a consistent focus on design excellence, thorough project management and superior service. You may preview our work and read more about our philosophy, office and staff at our website: [www.walker-warner.com](http://www.walker-warner.com).*

*We look forward to seeing you here!*

## P-2C

### EXAMPLE EMAIL

Laura,

Good morning. Could you post our next event on the calendar?

**Event Name** BAYA Firm tour, TEF Design

**Event Date:** Thursday, October 12, 2017

**Event Time:** 6:30 PM - 8:30 PM

**Promotional Graphics** (web 3mb, 72 ppi)

PLEASE No Headshots and No Text as the main graphic

Homepage thumbnail – 200 x 260 square/portrait

Newsletter graphic – 1024 px wide max. landscape orientation

**+ Photo Credit**

opt: Sponsor Logo – approx. 250 pixels wide

**Event Location**

1420 Sutter Street,

San Francisco, CA 94109

**Description**

*TEF Design is excited to welcome members of BAYA to their office for a glimpse into what makes TEF tick. In addition to refreshments and snacks, TEF will start with a quick tour of our office followed by a presentation that will touch on some of our firm's biggest milestone projects as they celebrate their 20th anniversary, as well as some of their latest work and projects they have on the boards. The discussion will be led by a variety of their team members including principals, project managers, junior designers and our marketing team.*

**About TEF:**

*TEF design believes that extraordinary results are achieved through authentic collaboration with their clients. Established in 1997, this year marks their 20th anniversary as an architecture and interior design firm located in San Francisco. Their staff of over 30 is distinguished by the convergence of "large firm" experience delivered through the culture and care of a small practice. They combine these skills with a deep commitment to craftsmanship, value, and responsibility to create memorable places where people come together to share ideas and build community.*



## P-2D

Pricing: \$5

**Max/Capacity:** 35 no. Registrants

\* remember to attach any attachments!

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### DAY - OF EVENT

- 1) email Renee (or other contact @ AIASF) for the **sign-up and wait lists** by 4pm  
(b/c they leave the office by 5pm)
- 2) officers arrive at venue by 15 min prior to event = 6:15pm
- 3) announce the event / introduce the firm & BAYA
- 4) help clean up after the event

## P-2D

### **Planning:**

1. Decide what firm to visit - is there a personal connection? A good story? Excellent work? Different firm focus (maybe it's not an architecture firm at all!) -- We're looking for variety and interest. This is the core program of BAYA and should enrich our members and further their professional development.
  2. Contact the firm, personally if possible - in person / phone call, then start emailing. Be sure to discuss focus of the firm tour - get the most out of the reason BAYA members should visit (compelling story, lessons, particular work, etc.)
  3. Email the information from 'Contact' below to communicate expectations and general schedule of a firm tour.
  4. Write up a description of the firm tour - including focus on the reason we're visiting.
  5. Plan out a few questions for Q&A - share with other officers so that Q&A really happens - or seems to happen
1. Setup Facebook Event
  2. Set up Eventbrite through AIASF & get event on AIASF calendar
  3. Post event to LinkedIn and Twitter -- Possibly on our email list (if we have that)

### **Contact / Script:**

1. Schedule of a firm tour: (reception of food, nametags, etc?)>(BAYA meeting and announcements / stumping by the chair / topics of interest, something from a member)>(turnover to the firm for their presentation)>(Q&A)>(tours)>(off-site mixer/social?)
2. Food & Drink
3. Do we need to limit the number of people attending?
4. Give a little history/examples of what other firm tours have been like

### **At Event:**

1. Show up early - by at least 15 minutes
  2. Meet the presenters/principals etc
  3. Help set up, recruit others to help & recruit others to help with the eventual clean up. ALWAYS OFFER!
1. BAYA meeting
  2. Firm presentation
  3. Tours / networking / socializing
  4. help clean up

### **After:**

1. Send a thank you note & insist that they attend our Holiday / Thank you party in December

## P-3A

### AIA | DC EAC 2019-2020 SCHEDULE OF EVENTS

\*Denotes programs by others with EAC participation and support

#### JANUARY

- January 8, 6:30-8pm: Committee Meeting
- January 10, 12-5pm: CKLDP\*
- January 22, 6:30-8pm: ARE Study Session
- January 24: Committee Education Bootcamp\*

#### FEBRUARY

- February 6, 6:30-8pm: Winter Happy Hour
- February 7, 12-5pm: CKLDP\*
- February 11, 6:30-8pm: ARE Trivia
- February 12, 6:30-8pm: Committee Meeting
- February 18, 6:30-8pm: Mentoring Workshop #1: Soft Skills
- February 26, 6:30-8pm: ARE Study Session

#### MARCH

- March 3: Portfolio and Resume Workshop
- March 6, 12-5pm: CKLDP\*
- March 11, 6:30-8pm: Committee Meeting
- March 25, 6:30-8pm: ARE Study Session
- March 30, 6:30-8pm: Mentoring Workshop #2: NCARB
- March TBD: Construction Tour

#### APRIL

- April, All month: AIA | DC Architecture Month\*
- April 3, 12-5pm: CKLDP\*
- April 8, 6:30-8pm: Committee Meeting
- April 14, 6:30-8pm: ARE Trivia
- April 20, 6:00-8pm: Licensure Celebration
- April 22, 6:30-8pm: ARE Study Session
- April 28, 6:30-8pm: Mentoring Workshop #3: Finance and Business
- April 30, 6:30-8pm: Spring Happy Hour
- April TBD: University Outreach Event
- April TBD: Small Firm Showcase

#### MAY

- May 1, 5:00-7pm: CKLDP 2017-2018 Closing Reception, by invitation\*
- May 9, 1:00-4:00pm: Volunteer with My Girlfriend's House, Inc.
- May 12, 6:30-8pm: Small Firm Showcase (collaboration with Design Excellence Committee)
- May 13, 6:30-8pm: Committee Meeting
- May 14-16: AIA National Conference in Los Angeles\*
- May 27, 6:30-8pm: ARE Study Session

#### JUNE

- June 6, TIME TBD: Study Tour - Glenstone Museum
- June 10, 6:30-8pm: Committee Meeting
- June 24, 6:30-8pm: ARE Study Session
- June TBD: Construction Tour

## P-3B

### JULY

- July 8, 6:30-8pm: Committee Meeting
- July 14, 6:30-8pm: ARE Trivia
- July 22, 6:30-8pm: ARE Study Session
- July 30, 6:30-8pm: Summer Networking Bash
- July TBD: AIAS Grassroots Networking BBQ\*
- July TBD: AIA SpeakUp Advocacy Conference\*

### AUGUST

- August 12, 6:30-8pm: Committee Meeting
- August 26, 6:30-8pm: ARE Study Session
- August TBD: Joint Sporting Event w/ SEAMW-YMG & AIA NOVA YAF\*

### SEPTEMBER

- September 1, 6:30-8pm: Thesis Showcase
- September 9, 6:30-8pm: Committee Meeting: Planning for 2021
- September 14, 6:30-8pm: Architecture Uncensored #1
- September 23, 6:30-8pm: ARE Study Session
- September TBD: Study Tour
- September TBD: Annual AIA | DC Chapter Meeting\*
- September TBD: CKLDP 2018-2019 Bootcamp, for those in the program\*

### OCTOBER

- October 1, 6:30-8pm: Archtoberfest / Fall Happy Hour
- October 6, 6:30-8pm: ARE Trivia
- October 14, 6:30-8pm: Committee Meeting
- October 19, 6:30-8pm: Architecture Uncensored #2
- October 28, 6:30-8pm: ARE Study Session
- October TBD: DesignDC\*

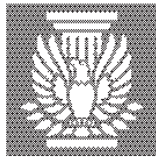
### NOVEMBER

- November 11, 6:30-8pm: Committee Meeting
- November 16, 6:30-8pm: Architecture Uncensored #3
- November 18, 6:30-8pm: ARE Study Session
- November TBD: Community Service
- November TBD: EAC Committee Leadership Retreat
- November TBD: University Outreach

### DECEMBER

- December 9, 6:30-8pm: Committee Meeting
- December 16, 6:30-8pm: ARE Study Session

P-4A



# AIA NJ EPiC

## NJ Emerging Professionals Community - Committee Meeting

### Tentative Event Calendar:

#### *Spring/ Summer Calendar*

##### April

- ARE 5.0 Webinars: Round 1\_ April 2- May 7 (Tues.)
- EPiC Leadership Retreat\_ Saturday, April 6th
- EPiC Monthly Teleconference\_ Monday, April 29th

##### May

- Speed Mentoring Event! \_ Date TBD
- Ocean Fun Days\_ May 18th & 19th
- EPiC Monthly Teleconference\_ Monday, May 20th
- AIA NJ Board Meeting\_ Tues. May 21st

##### June

- EPiC Jersey Shore (Open Event) Sail NYC\_ June 1st
- A'19 Conference\_ Las Vegas\_ June 6-8
- ARE 5.0 Webinars: Round 2\_ June 18- July 23 (Tues.)
  - Launch of ARE Success Teams 2019!
- EPiC Monthly Teleconference\_ Monday, June 24th

##### July

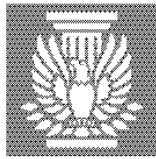
- Paper Meeting\_ Please post by June 22nd

##### August

- EPiC Monthly Teleconference\_ Monday, August 26st



## P-4B



# AIA NJ EPiC

### ***Fall/ Winter Calendar***

#### **September**

- “Day at the Races” EPiC & JS Family Fun Day!\_ Sun. September 8th
- ARE 5.0 Webinars: Round 3\_ September 12 - October 17 (Thurs.)
- EPiC Monthly Teleconference\_ Monday, September 23

#### **October (Emerging Professionals Month)**

- Pumpkin Carving Contest\_ Date and Location TBD
- EPiC Monthly Teleconference\_ Monday, October 28th

#### **November**

- EPiC Annual Parti - Friday, November 1st
  - Theme: Beaux-Arts Ball -or- Other Halloween Theme
- EPiC Monthly Teleconference\_ Monday, November 25th

#### **December**

- EPiC Monthly Teleconference\_ Monday, December 16th

#### **Event Ideas:**

- Lego Event (Family Friendly) - Vin
- Brewery Tours
- Hatchet Throwing
- EP Meet & Greet Events
- ARE Trivia



# Young Architects Forum

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an **AIA** member group



**The American  
Institute  
of Architects**