

To: BSA Foundation Trustees
From: Ted Touloukian AIA, Chair
Re: Meeting Agenda
Date: Thursday, February 27, 2020

Our next meeting begins at 12:00 pm to 2 pm on Wednesday, March 4 at BSA. Lunch will be provided at 12:00 pm.

AGENDA

- 12:00 PM Call to Order Ted
- Introduction of Board Members
 - Joint BSA/AIA and Foundation Board Minutes and December 2019 Meeting Minutes [VOTE]
- 12:05 PM Follow up from January Retreat Ted
- Board member fiduciary responsibilities
 - Board calendar for 2020
- 12:20 PM Goals & Task Force Conversation: *[Board Action – Active conversation]* Ted
BSA civic, policy and advocacy agenda
- BSA goals for 2020
 - Updates from staff (20 minutes)
 - Targets for 2020
 - Committee & Task Force assignments and expectations
- 1:35 PM Financial and Development reports
- 2019 Q4 Financial Report Eric K.
 - Development Report David S. & Victoria
- 1:45 pm Update on BSA/AIA – *[Board action – listen, comment]* Eric W.
- 1:50 pm Other Business
- Venice Biennale
 - Business updates
 - Staffing updates
- 2:00 PM Adjourn

ENCLOSURES

January Joint Meeting Minutes	p. 2
December Meeting Minutes	p. 4
Draft List of Committee Assignments	p. 6
Highlights of BSA / Foundation Scorecard	p. 7
Q4 2019 Financial Report	p. 9

ADDITIONAL MATERIALS

BSA/Foundation Scorecard
Web Analytics
Press

SUPPLEMENTAL MATERIALS

2020 BSA Foundation Trustees List
2020 BSA Foundation Board Meeting Dates
BSA Foundation Strategic Map
BSA/AIA Strategic Planning Map
BSA Staff – Faces of the BSA
BSA Organizational Chart
BSA Goals

January 31, 2020 Minutes of the BSA/AIA + BSA Foundation Joint Board Meeting

BSA Board Present: *Sam Batchelor AIA, Susan Blomquist AIA, Jean Carroon FAIA, Larry Chan FAIA, Natasha Espada AIA, Anda French AIA, Paul Hajian AIA, Brooke Helgerson AIA, Jacob Knowles, Andrea Love AIA, Tim Love, Greg Minott AIA, Diana Nicklaus AIA, Dan Perruzzi AIA, Anthony Piermarini AIA, George Proakis AICP, Mark Rukamathu AIA, Courtney Sharpe, Ellen Watts FAIA, Laura Wernick FAIA*

Foundation Board Present: *Greg Bialecki Esq., Meera Deean, Bennet Heart, Peter Kuttner FAIA, Patrick McCafferty PE, Bud Ris, David Silverman, Ted Touloukian AIA, Laura Wernick FAIA, Ken Willis*

Staff: *Polly Carpenter FAIA, Ben Cohen, Billy Craig, Michela Davola, Jenny Efron, Susan Green, Caitlin Hart, Pamela de Oliveira-Smith, Abby Lindauer, Victoria McKay, Wandy Pascoal, Ben Peterson, Erika Shea, Eric White*

Absent: *Rebecca Berry AIA, Jeffry Burchard AIA, Eric Krauss, Mary Anne Ocampo Assoc. AIA, Paul Pettigrew AIA, Richard Taylor*

Call to order Noting the presence of a quorum, President Espada and Chair Touloukian called the meeting to order at 8:42 am.

Board Votes BSA/AIA Board reviewed the audit process and schedule, voted to do an audit review for 2019. The Board VOTED to do an audit review for 2019;

Unanimous.

BSA Foundation Board to approve the nomination of Meera Deean to the BSA Foundation secretary position.

The Board VOTED to approve Meera Deean as BSA Foundation secretary.

Unanimous.

BSA Agenda The BSA staff reported on past work and 2020 goals:

- K-12 Education with Polly Carpenter FAIA
- Community Design with Ben Peterson
- Design & Building Excellence with Billy Craig & Susan Green
- Professional Excellence with Billy Craig & Caitlin Hart
- Policy and Civic with Jenny Efron & Wandy Pascoal

Boston the Design City John Barros, Chief of Economic Development, spoke with the Boards about equity and the future of Boston. Mr. Barros articulated some of the challenges that continue to face the city, including:

- Racial and gender inequity
- Wealth and social opportunities gap
- Building stronger community
- Development in underserved neighborhoods, amongst other issues
- Focus on Upham's Corner and a challenge to the BSA to assist in visioning this area.

Working Groups

The Boards split up into six groups (Housing, Design Education, Urban Planning, Community Design Resources, Climate & Environment, Professional Advancement) to discuss: How can Boston be a Design City? How can the BSA activate Boston becoming a Design city?

BSA Environmental And Climate Agenda

Andrea Love AIA moderated a panel with Amy Longsworth of the Boston Green Ribbon Commission and Alison Brizius, the Boston Director of Climate and Environmental Planning. Major points included:

- Boston is falling behind in reaching its goals toward net zero, and urgent efforts are need to be elevated and intensified
- 85% of Boston's use of energy is by its 86,000+ existing buildings, most of which are at least 70 years old, and the largest 2200 buildings account for one-third of that use
- Unresolved methods of implementing, funding, and encouraging owners to update their buildings to meet the City's net zero energy-targeted goals
- Challenge to the BSA is to assist identifying models and provide assistance with creating design retrofit solutions.

Our Philanthropic Approach

Panel moderated by Kellen Epstein (Leadership Giving Officer at MIT and President of Women in Development of Greater Boston) with Faith Parker, co-founder of Parker Family Foundation, and Ellie Starr, Senior VP for Advancement at the Museum of Science. Their discussion included:

- Key criteria that a donor looks for and wants to know about why he or she would provide a monetary gift
- How to pitch an “ask”
- Activities and events that help to gather and entice potential donors to contribute

Working Groups

The Boards split up into groups to discuss: Who are potential partners; what do they need; how can we best fund and support the development of the projects?

Wrap up

President Espada and Chair Touloukian brought the Boards back together to discuss next steps.

The Boards VOTED to adjourn the meeting at 5:09 pm;

Unanimous.

Respectfully submitted,

Diana Nicklaus AIA
BSA/AIA Secretary

Abby Lindauer
Acting Secretary

Meera Deean
BSA Foundation Secretary

Minutes from the December 4 Meeting of the Board of Trustees

Present: *Trustees:* Meera Deean, Rick Dimino, Bennet Heart, Eric Krauss, Peter Kuttner FAIA, Anne-Marie Lubenau FAIA, Patrick McCafferty PE, Kelly Sherman, David Silverman AIA, Ted Touloukian AIA, Laura Wernick FAIA, Ken Willis

Staff: Polly Carpenter FAIA, Ben Cohen, Billy Craig, Michela Davola, Jenny Effron, Abby Lindauer, Victoria McKay, Eric White

Absent: Rickie Golden, Haril Pandya FAIA, Richard Taylor,

Call to order: Noting the presence of the quorum, Chair Touloukian called the meeting to order at 12:14 pm and welcomed the Board.

Minutes of prior meeting: Motion to approve minutes of the October board meeting.
Motion by Secretary Sherman, Vice Chair Heart seconded;

Unanimous.

End of Year White presented the 2019 accomplishments and 2020 goals within policy, community design, design education, exhibitions, and grants.

Institutional Advancement Report McKay updated the Board on development progress:
- Foundation Breakfast was successful with 2/3 presences despite the snow storm.
- The raised revenue goal of \$500,000 is roughly \$65,000 short; please follow up with your tables if you were a table host
- All Trustees are asked to make their annual contribution to the Foundation by the end of the year.

Draft Business Plan: White requests to have any comments/edits/questions regarding the draft business plan be sent in by Monday, December 16th. Hoping to discuss and present final draft at the joint retreat in January.

Budget: The requested edits have been made to the budget plan. In the future, edits will be highlighted and contain a brief explanation of the conversation. The board will further discuss budget in executive session.

Governance:

-The Board gave a heartfelt thank you to the members stepping off the board: Rick Dimino, Rickie Golden, Haril Pandya FAIA, and Kelly Sherman. Thank you all for your participation and contribution to the board!

-Vice Chair Heart discussed the new candidates: Rebecca Berry, Greg Bialecki, and Bud Ris

Lubenau motioned to approve the slate of new Trustees , seconded by Krauss;

Unanimous.

Wernick motioned to approve the re-election of Chair Touloukian, Vice Chair Heart, and Treasurer Krauss, seconded by McCafferty;

Unanimous.

The Board is asked to consider fulfilling the open positions of Secretary and Liaison. Currently Laura Wernick is interested in liaison and David Silverman is interested in secretary.

The Board went into executive session at 1:09 pm;

Respectfully submitted,

Abby Lindauer
(on behalf of Kelly Sherman, Secretary)

Highlights of BSA Scorecard for Foundation Goals January – February 20, 2019

Goal 1 **Design Education**

Activities: Multiple youth education programs took place to leverage the skills of design professionals as experts who solve real world problems. One of these events include Cambridge kindergarten classroom visits which involved 2 Harvard GSD students and 60 kindergarten students.

Results: January- February 200 students, ages 4-18 engaged directly in BSA programs.

Impact: The majority of these students and programs come from under-resourced and underserved communities.

Goal 2 **Community Design**

Activities: Currently developing a mission and description for the community design program, this process includes analyzing different models for project development and the cultivation an advisory committee. Also taking on projects including the Mission Grammar Playground.

Impact: The creation of a community design program will spread the reach of the BSA and our projects.

Goal 3 **Policy**

Activities: Housing Fellow hosted first community pilot on 2/12 at Egleston Library, had 20-30 participants. Electric Futures Forum on 2/4 looks at energy future in Brookline. Patio Café pilot in permitting to kickoff in February.

Impact: Fellowship is helping rethink the next iteration of small-scale affordable housing and planning for Undesign the Redline exhibit and professional education. Forum educate members on Brookline's new gas ban and plans for electric grid design for multiple building types. Patio Café project will assist 3 businesses in Hyde Square activate the public realm.

Exhibitions

Activities: Newest exhibit, Durables, is currently being installed throughout the gallery. Opening reception is being held on February 27th. WID opening reception will be held on March 5th.

Impact: Engages audiences for deeper interaction with the exhibition content. exhibitions.

Development/Fundraising

Activity: Hired new Development Coordinator, Karolina Hac, to start March 9th. Rising Philanthropists up to 7 members, totaling \$4,000. Major Gifts has 3 new individual donors totaling \$20,000.

Impact: Additional funding provides the opportunities to create more events and programming.

2020 BSA Board Representatives to Committees & Task Forces

DRAFT

JOINT BSA/BSA FOUNDATION STRATEGIC COMMITTEES

Joint BSA/BSA Foundation Strategic Cte

Both Executive Committees:

Eric White – Chair	Jean Carroon FAIA
Meera Deean	Natasha Espada AIA
Bennet Heart	Eric Krauss
Gregory Minott AIA	Diana Nicklaus AIA
Dan Perruzzi AIA	Ted Touloukian AIA
Laura Wernick FAIA	

BSA/AIA BUSINESS COMMITTEES

BSA/AIA Investment Committee

George Metzger AIA, Chair	
Dan Peruzzi AIA	Deborah Fennick AIA

BSA/AIA Audit Committee

Dan Peruzzi AIA	John Cinkala
Dave Sullivan	MaryBeth Celorior

BSA FOUNDATION BUSINESS COMMITTEES

Foundation Finance Committee

Eric Krauss – Chair	Ted Touloukian AIA
Kenneth Willis	Laura Wernick FAIA
Bud Ris	Greg Bialecki

Foundation Governance Committee

Bennet Heart – Chair	Ted Touloukian
Meera Deean	Rebecca Berry AIA

Institutional Advancement Committee

Peter Kuttner FAIA	Ted Touloukian AIA
Laura Wernick FAIA	Patrick McCafferty PE
Richard Taylor	David Silverman AIA

BSA/AIA ELECTED COMMITTEES + REPS

Membership Committee

Bethany Garver AIA	Heather Miller AIA
Diana Fernandez ASLA	Kate Burbriski AIA
Jennifer Hardy AIA	Danielle McDonough AIA
Laura Rushfeldt AIA	Amanda Forde
Winnie Stopps AIA	

BSA/AIA Nominating Committee

Josiah Stevenson FAIA Chair	
Jean Carroon FAIA	Jay Wickersham FAIA
Gregory Minott AIA	Kelly Haigh AIA
Jonathan Garland Assoc. AIA	Jess Garnitz AIA
Stephanie Herring Assoc. AIA	Killion Mokwete

BSA Reps to AIA Massachusetts Board

Carolyn Day AIA	Russel Feldman AIA
Larry Spang AIA	

BSA/AIA Ethics Committee

Lynne Deninger AIA, Chair	
Ben Peterson	Todd Pollack AIA

BSA/AIA Honors & Awards Committee

Katherine Faulkner AIA, Co-chair	
Eric Howeler AIA, Co-chair	
Racquel Davey AIA	Mimi Love
Elizabeth Stifel AIA	Regan Shields Ives AIA

Fellows Nominating Committee

Peter Kuttner FAIA	Larry Chan FAIA
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ArchitectureBoston Editorial Board

Sam Batchelor AIA	Alice Brown
Mark Careaga AIA	Ben Carlson
Elizabeth Christoforetti	Meera Deean
Deborah Fennick AIA	Jason Forney AIA
Dave Hampton	Bryan Irwin AIA
Kaki Martin ASLA	Alan Mountjoy AIA
David Nagahiro AIA	Gretchen Rabinkin AIA
Rose Mary Su	Alice Tseng

BSA STRATEGIC TASK FORCES & ADVISORY

Search Advisory Committee (COO/COS)

Susan Blomquist AIA	Diana Nicklaus AIA
Ted Touloukian AIA	Laura Wernick FAIA

Communications Task Force (inc. web)

David Silverman AIA	Peter Kuttner FAIA
Amy Korte AIA	Gabriela Baierle AIA
Chris Moyer Assoc. AIA	Susan Blomquist AIA

Strategy Task Force (also Business Plan TF?)

Ted Touloukian AIA	Natasha Espada AIA
Laura Wernick FAIA	Ellen Watts FAIA
Sam Batchelor AIA	

Education Programs Advisory Committee

Kelly Sherman + Polly Carpenter FAIA - Chairs
Patrick McCafferty PE David Silverman AIA
Peter Kuttner FAIA

Community Resources Advisory Committee

To be set up with:
Ben Peterson - Chair
Meera Deean – interested
Kenneth Willis - interested

BSA Space Exhibitions Advisory Committee

Ted Touloukian AIA Laura Wernick FAIA
Robert Kiihne Meghan Melvin
Laura Sesody Rob Trombour AIA
Ken Turino

Foundation Grants Advisory Committee

Kenneth Willis Peter Kuttner FAIA
Polly Carpenter FAIA Jenny Effron
Ben Peterson

Equity, Diversity & Inclusion Task Force

Natasha Espada AIA Anda French AIA
Gregory Minott AIA
(+ large subset of working groups)

EDI Committee

Dan Ricardelli- Co-Chair
Rachel Zsembery- Co-Chair
Courtney Sharpe

Design City Task Force

Natasha Espada AIA – Chair
Sam Batchelor AIA Christine Dunn AIA
Anda French AIA David Hacin FAIA
Tamara Roy AIA Richard Taylor
Aisha Densmore-Bey AIA Katie Faulkner AIA
Vinicius Gorgati AIA Tim Love FAIA
Gail Sullivan AIA

Design Excellence Task Force (*continue?*)

Josiah Stevenson FAIA Jim Collins FAIA
Carol Burns FAIA David Eisen FAIA
Mark Pasnik AIA Shauna Gillies-Smith ASLA

Boutique Conference Task Force

Anda French AIA Elizabeth Christoforetti
Brad Prestbo FAIA Patricia Gruits
Chris Grimley
(+ informal group of advisors)

Embodied Carbon Task Force

Jean Caroon FAIA Andrea Love AIA
Jason Forney AIA Jeremy Gregory
Lori Ferriss AIA
+ large subset of working groups with:
Roadmap working group led by Jeremy Gregory
Project timeline working group led by Rachelle
Ain AIA and Amelia Thrall AIA
Case studies working group led by Lori Ferriss
AIA, Jonathan Ellowitz PE, and Kai Starn.

POSSIBLE NEW TASK FORCES

Future of Professional Education Task Force
Alphabet Summit
BSA/AIA & Foundation Governance
Engaging Design Schools & Students
Public Policy Advisory Committee
Environment & Climate Task Force
Housing Task Force

BSA Foundation	FY 2019			FY2018	
	2019 Actual	2019 Budget	Variance	Year-End Actual	2020 Budget
STATEMENT OF ACTIVITY					
Income Statement					
Revenues					
Fundraising	408,205	475,000	(66,795)	891,209	508,500 includes Gingerbread, Annual Appeal, Art Auction
Capital Draw	135,000	135,000	0	95,000	140,000
BSA Support	427,935	427,935	0	427,935	427,935
Exhibitions	21,233	50,500	(29,267)	32,479	60,500
Programs	55,147	97,000	(41,853)	43,952	190,000
Grants	\$51,000	\$60,000	(9,000)	11,500	110,000
Other Income	-	-	0	-	-
Total Revenues	1,098,520	1,245,435	(146,915)	1,502,075	1,436,935
Expenses					
Fundraising	130,066	134,000	3,934	75,550	109,000
Communications	1,298	20,000	18,702	263,148	30,000
Exhibitions	143,851	125,000	(18,851)	102,822	125,000
Programs	56,038	90,000	33,962	34,359	143,000 includes grants given out by Foundation
Compensation & Benefits	499,965	545,772	45,807	462,149	685,411
Grants Expense	15,186	0	(15,186)	-	- 1/2 annual pmt for Housing Fellow (City of Boston); Graham Grant travel Exp.
Other Expenses	65,701	63,330	(2,371)	92,439	63,430
Total Expenses	912,106	978,102	65,996	1,030,467	1,155,841
Operating Surplus/Deficit Total	186,414	267,333	(80,919)	471,607	281,094
Depreciation	975	0	(975)	813	0
Operating Surplus/Deficit Total after Depr.	185,439	267,333	(79,944)	470,795	281,094
Investment Income	451,174			(135,530)	

STATEMENT OF FINANCIAL POSITION

	2018 YTD	2019 YTD
ASSETS		
Cash	42,504	45,337
Investments	2,162,969	2,572,954
Pledges & Accounts Receivable	875,490	978,440
Inventory & Prepaid Expenses/Other Current Assets	(17,801)	(3,589)
Fixed Assets-Net	2,163	1,188
Total ASSETS	3,065,324	3,594,329
LIABILITIES		
Account Payable	31,889	41,443
Accrued Expenses	-	18,979.18
Deferred Income/Deposits	-	11,500.00
Other Current Liabilities	26,692	13,078
Total LIABILITIES	58,581	85,000
NET ASSETS		
Unrestricted	2,174,761	2,677,348
Restricted	831,982	831,982
Total NET ASSETS	3,006,743	3,509,330
Total Liabilities and Net Assets	3,065,324	3,594,329