

BAA – Billings Architectural Association

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At-Large

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Board Meeting Minutes

12:00pm – 1:00 pm, July 11, 2024 – Rockets

- I. ATTENDEES:
- II. APPROVAL OF MINUTES:
- III. TREASURER’S REPORT - John to Eric (slow hand-off)
 - a. Responsibilities & Transition
 - b. Current Account Balances
 - i. PayPal \$ 2,000.00
 - ii. Western Security \$19,834.20
 - iii. Total \$21,834.20
 - c. 2024 Budget – Could be tight this year.
 - i. Need to work on the new budget.
 - ii. Secretary of State filing is required every 3 years. The accountant recommends filing every year.
 - d. Need to remove Mallory and Nicole from accounts (Western Security and Facebook). Making the Western Security account changes immediately after the next meeting.
 - e. Should have two people with cards. Possibly President and Treasurer (Eric).
 - f. Storage unit paid until approximately the end of November.
 - g. The PO Box is paid yearly.
- IV. 2024 MitM – Recap
 - a. Attendee list to vendors.
 - b. Vendor Questionnaire. MJ to breakout list and assign vendors to each member to call.
 - i. How do they feel the conference went this year?
 - ii. Share attendee list.
 - iii. Ask if they wish to sign-up for MiTM 2025?
 - c. Have CEU’s been finalized.
- V. 2025 MiTM – 4/3 & 4/4
 - a. Theme name: Small Urban Infill (WIP)
 - b. Northern Hotel Coordination:
 - i. Need to get contract.
 - ii. Communicate date with AIA MT and AIA WY.

- iii. Maybe spread out additional standing food tables throughout the area for more convenient eating at lunch.
 - iv. Review the types of seating available for the awards dinner.
 - v. Review the schedule for the “happy hour” time, for if/when speaker finishes early.
 - c. Speakers – more diverse in all manners
 - i. TBD ideas. Chere Leclair
 - ii. TBD ideas.
 - iii. TBD ideas.
 - iv. Make sure appearance at past president’s dinner and “happy hour” is in contract.
 - d. Graphics
 - i. MiTM Poster
 - 1. Reuse graphics once again. Add “AIA promoter.”
 - ii. Nametags
 - 1. Stick with having attendees write them in?
 - iii. Maybe get nametags for board members.
 - iv. Past President’s Dinner Invites
 - 1. TBD
 - 2. Should send to AIA-MT, MSU-SOA, and BAA membership by 2/4.
 - e. Past President’s Dinner – Robby
 - i. TBD.
 - ii. Try to hone in on number better on RSVPs to not waste spots.
 - iii. At TEN it counts towards our minimum amount.
 - iv. Reduce number of lunches.
 - f. Vendor Interface
 - i. Open website to reserve booths for MiTM 2025.
 - ii. Pipe & Drape – Robby
 - 1. Will coordinate as MiTM gets closer.
 - iii. Vendor Packet – Robby
 - 1. Will coordinate as MiTM gets closer.
 - g. CEU lineup for 4/3 – John
 - i. List to date. Spots to fill? Align with MiTM theme.
 - ii. CEU day sign-up sheet.
 - 1. Confirm who, when, where.
 - h. Board Elections at MiTM 2025
 - i. How many positions to fill?
 - 1. Second Chair.
 - 2. Third Chair.
 - 3. Fourth Chair.
 - 4. At-Large Position.

VI. BAA Design Awards Program

- a. Push to post 2025 event.

VII. 2024 CELEBRATE ARCHITECTURE

- a. Competition.
 - i. Theme: Pending. Single-Access Housing Units / Mixed-Use Infill.
 - ii. Clarify the board is not part of the judging process.
 - iii. Make sure judging is in contract for speakers.
- b. Communication with MSU is difficult.
 - i. Sheree was the person to make things happen.
 - ii. Robby to work with Mina on email to MSU professors.

VIII. WEBSITE UPDATE: Eric & John (work together)

- a. Everything running OK.
 - i. Positions updated.
 - ii. Emails updated for contact people.

- b. Update – plan for bids.
- c. Contact Us spam emails.
- d. Mass email - List is cleaned up.
 - i. Still have issues getting through firewalls.

IX. SCHOLARSHIPS

- a. Have a contact Sheree LeClair, need to organize with her to try and coordinate the Celebrate Architecture Competition with MSU and get more Student attendance.
- b. If student attendance is large enough, organize a firm tour day.

X. OLD BUSINESS:

- a. AIA National Trip
 - i. Mallory to invoice BAA.
- b. Do we need to change the board transition timeline. Easier if it occurs before April 15th for taxes.
- c. MJ to pick up mail once a month. Could be before each monthly meeting.
- d. MJ, Robby, and Mina to contact MSU.

XI. NEW BUSINESS:

- a. Possibly set up a mid-year casual event.
 - i. Sketching session.
 - ii. “Can Architecture” – can good sculptures. Related to fall food drive?
 - iii. Community engagement.
 - iv. Art Walks
 - 1. Architectural display at Gallery.
 - 2. Downtown Billings Alliance.
 - 3. Celebration of Architecture Exhibit.
- b. Review the BAA mission statement.
- c. Develop a list of roles/duties for the MiTM event.
- d. It appears that the BAA is not an official AIA local chapter.
 - i. BAA to remove AIA logos and reference only to being a supporter of AIA.
 - ii. Review other options to get MiTM guest speakers accredited for CEUs.
 - 1. Possibly do 10 vendor CEU sessions and not have speakers as accredited CEUs.

XII. CORRESPONDENCE SINCE LAST MEETING

- a. Contact has been made and interest shown. Need a follow up meeting coordinated with MJ to discuss.
- b. Ultra Graphics postage invoice has been paid.

XIII. NEXT MEETING:

- a. Date:
- b. Location: Somewhere on the West end of the city