

AIA Long Island Vision Statement
Candidacy for the Position of Executive Committee Secretary 2024-2026
Respectfully submitted
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NCARB, LEED AP,
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Being in the position of Director in AIALI for the past 2 years, I have had the opportunity to work with the members of the Executive Committee who are a team of like-minded people; those who collaborate, are authentic, support each other, share the same passions, and strive to achieve common goals.

The decision to take this step in seeking the position as Chapter Secretary will present me with many ways to continue to bring the best of what I am to AIALI. The formal duties of the secretary's position will be performed enthusiastically as well as efficiently and effectively.

To address the Responsibilities and Schedule of the secretary position in the way I will approach them, I offer the following:

- Attend chapter board and ExCom meetings:
    - Be present and prepared after having reviewed the previous chapter meeting notes and provide pro-active comments & feedback or advance communication as warranted.
- Attend chapter meetings and events:
    - Invite and promote these to members, colleagues, students, faculty via social media posts, preparing graphic poster boards for email distribution and posting at our firm members, calling through an automatic voice messaging system including reminder

messages.

- Serve as the membership committee chair:
    - I have taken on a role with the support of the ExCom, of fostering a closer and more collaborative relationship with the student chapter of AIA at NYIT, and H2M architects + engineers. We have organized an inaugural event which was successful. There will be smaller, more intimate info-sharing Q&A sessions that will maintain the continuity of the relationship. AIALI will be able to sustain the chapter as students transition from graduation to associate AIA members. We are committed to assisting the chapter in retaining these young future architects through several modes of engagement specifically targeting their talents and interests. Brainstorm other strategies for the tenured membership with other members of the committee and delegate those responsibilities yet remain as source of support to the committee members.
- Maintains the chapter calendar:
    - Use digital media, social media, and a shared drive to access simultaneous adds, deletes and modifications by the board. Implement a virtual pinup board and test to see if it is appropriate for membership participation in sharing information beyond the board members.
- Reviews Policy Statements for updates:
    - Develop a relationship with AIALI attorneys and connect through AIALI NYS Board Representative to stay up to date and on task for current policies, changes and required input. Participate in board discussions regarding these.
- Record minutes at board meetings, ExCom meetings, retreat and annual business meeting and distribute before the next board meeting:
    - The goal is to prepare within 24 hours and distribute electronically after 48 hours for comments & modifications and finalize withing 72 hours. All communications will be digital to save on the consumption of paper.
- Record changes to the minutes at the next meeting:
    - This will happen instantaneously, as the minutes will be taken, recorded, edited, saved and distributed electronically.
- Assemble final corrected minutes for the year with the Executive Director:
    - All minutes will be recorded and saved in accordance with the chapter rules and stored on an accessible shared drive with the ExCom and Executive Director. Assembly of the yearly minutes will be from digital files that will be shared on a shared drive and saved in the drive in a folder for that year.
- Monthly minutes of chapter board meetings, ExCom meeting, retreat, and annual business meeting:
    - Reports on the events will also be digitally generated, saved, distributed, maintained, and collated all in a shared drive so to be accessible to all on the ExCom.

Working within the Executive Committee for AIALI will offer me an opportunity to continue to support and advance The Chapter Development:

- Engage the membership during the monthly meetings and events.
- Collaborate with member firms to support The Chapter Development.
- Continue as liaison with the NYIT Student Chapter of AIA.
- Participate in AIA National Events and present ideas/summaries to The Executive Committee for consideration to implement.
- Mentor future women architects through the Women in Architecture AIALI Committee.
- Represent The Chapter as AXP Liaison with NCARB.
- Participate in decision-making with The Executive Committee as it relates to the wellbeing of The Chapter.

WHO AM I?

I am an architect, educator and advocate who is eager and committed to developing programs which will propel design professionals forward in new ways. I believe we can push the boundaries of thinking to create action plans which will begin to change inequities and preconceived notions about the world. My ability to connect with people and share my passion for the profession is one of my strongest characteristics.

WHAT MAKES ME A GOOD CANDIDATE?

Having success as a practicing architect, professor and advocate comes my strong motivation, organizational skills and ability to coordinate and multi-task. Working with teams of design professionals emphasizes my ability to connect people to their work and each other. This happens in the teaching realm and carries through to working with AIALI members in our chapter. All my experiences have brought me to a point where I can continue to uphold our values.

WHY AIALI?

I believe that my passion, experience, skills, and desire to inspire and be inspired are qualities that AIA would benefit from in continuing their mission. If given the opportunity, service will be focused on the mission vision and values of AIALI.

WHAT IS MY OBJECTIVE?

To work with an organization that is passionate about their role in making our world better through design. My experience is a woven fabric of three major experience threads:

- As a Professional: promote implementation of advancements in the built environments through innovative programs.
- As an Educator: promote continuous growth by creating programs which will aid in professional development.
- As an Advocate: promote and continue to create a more equitable world through development of special programs.