

2012  
2017

# A Strategic Plan for the American Institute of Architects Orange County Chapter

A Five Year Strategic Plan

AIAOC Strategic Planning Committee  
DRAFT – September 2011  
Revised October 2011



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American Institute of Architects  
Orange County Chapter

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October 2011

Mark Singer, AIA  
President  
American Institute of Architects  
Orange County Chapter

RE: Draft of 2012 – 2017 Strategic Plan

Dear Mr. Singer,

On behalf of the AIAOC Strategic Planning Committee, we present to the Chapter the 2012 - 2017 Strategic Plan for AIAOC.

The committee met monthly to discuss potential topics and issues. The resultant concepts for the strategic plan were developed with several updates to the Board initiated during Executive Committee and Board Meetings. Once the information was further developed, the committee used the AIA National strategic plan toolbox, the Weave Matrix to help organize the effort. There are many recommendations in the plan including adopting a new mission statement, changing the goals and objectives, and adding multiple initiatives that range from standard membership support services to increasing member value and in defining our commitment to community outreach to changing the social infrastructure of Chapter.

I give great thanks to the following committee members who served selflessly and have provided great insight to the history of the Chapter and have provided the frame work to a great future.

Brian Dougherty, FAIA  
Roberta Jorgensen, FAIA  
Ron Yeo, FAIA  
Brian Pratt, AIA  
Larry Maes, Hon AIACC, CSS

Sincerely,

Henry Pittner, AIA  
Chair, Strategic Planning Committee

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## **Introduction**

The need for a strategic plan for the AIAOC Chapter was identified by 2010 AIAOC President Michael Porter, AIA with the appointment of the Strategic Planning Committee late in the 4<sup>th</sup> quarter of 2010. The strategic plan builds on the Chapters rich history of core programs and services to membership, and proposes new initiatives in the areas of chapter leadership, affiliates program, monthly meetings and programs, community outreach, and a social program.

The Board of Directors and Strategic Planning Committee developed this strategic plan for the American Institute of Architects Orange County Chapter with a five-year roadmap for support, services and organization development. The Board of Directors will review progress annually during the new board retreat and will review and update the plan annually as needed.

The Strategic Planning Committee included four chapter members and one affiliate member and included several past presidents of the board. The committee met monthly to reflect on the mission, vision, core operating values and assumptions underlying the Chapter's approach to its work. These meetings set the stage for developing a framework to the strategic plan.

The committee developed and distributed a survey asking membership to assess the organization, describe what works and does not work, and offer potential concepts for the future. Unfortunately the response was poor; only 70 members completed the survey. The resultant information was not a large enough sample to incorporate the findings into the strategic plan. The committee also researched other chapters' strategic plans throughout the country and the recently adopted National AIA strategic plan 2010-2015 as part of the due diligence.

The strategic plan is organized by topic and includes appendices that describe the new initiatives in detail.

## **Background and History**

AIAOC began in 1952 as new chapter of the National American Institute of Architects. Today the organization has over 800 members and provides support and services to the membership. Each year AIAOC:

- Provides local continuing education seminars to help architects maintain their licensure
- Provides local Architectural Review Exam preparation sessions
- Sells contract documents used in the design and construction industry
- Promotes design excellence and outstanding professional achievement through an awards program(s)
- Promotes local college student education through a student design award program

Our core business in membership services includes infrastructure and communications goals and objectives. Infrastructure activities include:

- Processing new member applications
- Maintain and update membership database and contact lists
- Administrative tasks to run a non-profit organization, manage chapter affairs
- Governance, Board + committee support
- Board agendas, minutes, reports

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- Financial management, accounting, budgeting, banking, taxes, financial statements
  - Supervise employees
  - Fundraising
  - Invoicing
  - Computer/tech upkeep. repair + support
  - Contract sales
  - Maintain and provide content for website and Facebook
  - General office administration

SG&A - Selling, General & Administrative Expenses includes:

- Staff Salaries, taxes
- Office Suite, utilities
- General Expenses including accounting, legal, D&O and Liability Insurance

Programs and initiatives that are part of the core business of AIAOC include:

- Student Design Competition
- A.R.E. Program
- Continuing Education Seminars
- Re-Emerging Professionals Program
- Board Retreat
- California Council Attendance
- National Convention Attendance
- Partnership with Southern California Edison
- Advocacy Programs with AIACC and AIA National
- Committee of the Environment (COTE)
- Membership Services
- Sponsorship Administration

Programs and initiatives that need to be self funding include:

- Art Walk
- Residential Design Awards
- Architectural Design Awards

AIAOC represents membership's interests on all levels of the AIA and is the conduit to bring information and tools from the larger organization back to the membership.

- AIAOC sends representatives to the AIACC Board
- AIAOC send the Chapter leadership to AIA Grassroots and the National Convention
- AIAOC actively participates in the "AIA Big Sibling Chapters" committee
- AIAOC actively interfaces with other local AIA Chapters, especially AIALA and AIA San Diego regarding matters of shared importance
- AIAOC actively promotes leader participation in the AIA Knowledge Communities and AIACC Committees
- AIAOC supports the participation of the Executive Director in the CACE organization and in other exchange opportunities for staff-to-staff chapter communication

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## **Direction and Results**

The strategic direction and goals included in this plan are the AIAOC's response to its understanding of what its members value most about the organization, and with a fresh perspective on its mission, understanding what it does well, and the environment in which it operates.

AIAOC will pursue the following strategic direction:

*Professional Practice.* Lead in professional practice. Be a leader in the design and construction industry and an effective advocate for the profession.

*Education.* Promote architectural education and build connections among design educators and learners of all ages. Participate in the ongoing dialogue about the future of design education, and encourage and support life-long learning and mentorship.

*Community Service.* Promote positive social change and raising public awareness of important issues.

*Communications and Public Relations.* Promote the value of architects and the organization to the membership and to the broader community, and effectively communicate with current and future members as well as the general public.

*Membership.* Networking of AIAOC and allied professionals in service to the community. Produce and provide membership programs and services.

New AIAOC initiatives in the strategic plan include:

- Sponsor a new CIDP program
- Develop an bi-annual community outreach program
- Develop a Student Scholarship program at Orange County Colleges (check with IRS how to do this, other chapters are doing this)
- Develop a Re-Emerging Professionals program
- Develop a Fellows Initiative
- Develop an Affiliate Program
- Sponsor a Social Networking
- Continued development of a CES Webinar Initiative
- Develop a new monthly meeting and programs
- Develop a Leadership Academy
- Monthly Meetings and Programs

## **Mission Statement**

The current mission statement of the American Institute of Architects Orange County is “to be our voice of the profession, dedicated to the advocacy of its members and inspiring the quality of the built environment.” The new mission statement adopts National AIA’s mission statement along with maintaining advocacy of our profession:

“AIAOC is dedicated to the advocacy of its members, serves as the voice of the architecture profession, and serves as the resource for our members in service to society. “

We believe that the change in the mission statement reflects a change in direction that is important for our chapter, re-emphasizing the chapters commitment to advocacy of the profession, the chapter is the

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primary resource to our membership, and highlight our commitment to the community where we live and work.

## Goals

Three core goals were developed: provide core membership services, provide community services, and increase membership value.

*Membership Support:* Provide quality support service to membership via our professional staff and infrastructure.

*Provide Community Service:* Be recognized for our commitment to the community through hands-on service to the community.

*Increase Member Value:* Increase value to members through programs and services that effectively meet, anticipate, and exceed their needs.

## Core Operating Values

The following core operating values influence the culture and public image of AIAOC as an effective organization that is the voice of the architecture profession and the resource for our members in service to society.

*Integrity and Accountability.* AIAOC has the highest level of integrity in its administrative, service, and outreach activities; we tie these activities directly to our mission, and we maintain and report our records accurately.

*State of the Art Practices.* AIAOC aims for excellent, high quality, state-of-the-art approaches that membership always count on to be there.

*Partnerships.* AIAOC works with a wide variety of design professional partners to bring the best benefits to our membership and profession.

*Advocacy.* AIAOC educates the public and advocates for the long-term best interests of our membership and the community.

*Financial Sustainability.* AIAOC strives to deliver on our mission with thoughtful strategic choices that ensure we have sufficient financial resources.

## S.W.O.T. Analysis

The S.W.O.T. (Strengths, Weaknesses, Opportunities, Threats) analysis was performed to understand the underlining issues of the Chapter. *Strengths* are defined as the internal characteristics, qualities, and capacities that are doing well and are part of the reason the organization's accomplishments. *Weaknesses* are internal qualities that need to be improved. *Opportunities* refer to external activities or trends that the organization may benefit from, connect with or take advantage of to grow or enhance its performance. *Threats* are external activities or trends that threaten the current and future success of the organization.

The following is a brief summary of strengths, weaknesses, opportunities, and threats highlighted by the committee.

### *Strengths*



AIAOC's key strengths include the chapter's demonstrated ability to provide high quality continuing education seminars to help architects maintain their licensure, promoting design excellence and professional achievement through the annual awards program, promoting local college student education through a student design award program, and provide membership services through document sales.

#### **Weakness**

There is a need for improved financial management practices including budgeting and providing SG&H structure, developing a stream of income that supports the activities of the chapter, need to provide full-time administrative staff to match the size of the membership, better use of website and social media, providing social and networking opportunities, providing greater visibility and service to the community, providing an accessible chapter location with favorable rent structure and increased membership activity opportunities.

#### **Opportunities**

The opportunities considered most important included:

- **Increasing community awareness of the profession.** Communications, public relations, and community outreach should be more prevalent and may increase demand for architect's services and opportunities.

**Implications:** Greater community awareness and acknowledgement of AIAOC as an advocate for the profession and the source for providing services.

- **Declining Work Force Numbers.** Training and development of unemployed architects would be valuable for the profession by replacing the architects that have left the profession due to the economy.

**Implications:** Development of the re-emerging professional program should place seasoned professionals back into the market place.

- **A.R.E. Program.** This is an existing program that can be refreshed with a renewed emphasis to make this program a must for emerging professionals preparing for the architectural exam.

**Implications:** Training the future generations of architects is a core value of AIAOC and provides emerging professionals membership value.

- **New social activities.** There is an ongoing need for social and networking opportunities for members within the organization and within the design industry.

**Implications:** Increasing social and networking activities may draw the membership closer, increase their quality of life, and increase community contact. To be successful, we could develop greater partnerships with allied design community organizations.

#### **Threats**

The threats considered most important included:

- **Lack of fundraising program.** Funding of the chapter is primarily through local membership dues, document sales, CES and A.R.E. programs, and through affiliate membership and sponsorship. Except for CES which consistently exceeds income goals, funding has not kept up with the needs and does not allow the Chapter to provide an adequate amount of money in reserve.

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*Implications:* The Chapter needs to explore other opportunities for generating revenue.

- *Value of Membership.* Membership has been stable; however, attendance to activities and involvement of younger members in committees and activities is non-existent.

*Implications:* Need to build from our success with CES events, COTE tours, and ADA presentations to develop additional programs and services that effectively increase member value and re-energize the base. Need to better communicate with membership participation on committees; member values increases with networking. Need to show the importance of serving the profession and the community.

**Strategic Action Plan Focus by Year**

The following is a summary of the anticipated major focus of activities by goal for AIAOC Board of Directors and Staff in each year of the strategic plan.

Year 1	<ul style="list-style-type: none"> <li>• Adopt Strategic Plan</li> <li>• Develop the new Affiliate Program</li> <li>• Develop the new monthly meeting and programs</li> <li>• Develop the new bi-annual community outreach program</li> <li>• Continue developing the Re-Emerging Professionals program</li> <li>• Move chapter office to new location to better service the membership and reduce SG+A</li> <li>• Implement changes to AIAOC Leadership Structure</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• Sponsor new CIDP program</li> <li>• Sponsor a Social Networking Program</li> <li>• Change staff status from part-time to full-time</li> <li>• Upgrade Website and better use Social Media</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>• Develop a Leadership Academy</li> <li>• Develop a Fellows Initiative</li> <li>• Develop Chapter History</li> </ul>
Year 4	<ul style="list-style-type: none"> <li>• Develop a Student Scholarship program at Orange County Colleges</li> <li>• Hire Finance Director as part of professional staff</li> </ul>
Year 5	<ul style="list-style-type: none"> <li>• Take broad look at lessons learned in terms of successes and obstacles in implementing all new activities and initiatives</li> <li>• Begin new Strategic Plan Development</li> </ul>

## Appendices

Appendix A – AIAOC Leadership Structure

Appendix B – AIAOC Affiliates Program

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**Appendix A**

**AIAOC Leadership Structure**

*Board of Directors Structure*

The structure of AIAOC Board of Directors officer positions shall increase by one position keeping the traditional President, Vice President/President Elect, Treasurer and Secretary but adding the position of Assistant Treasurer. The seven at-large Directors shall increase to eight at-large members to create an Affiliate Advocate Director position.

The current terms of the board does not allow for continuity of the team or enough time to adequately influence the position. The committee recommends the following terms starting in 2012.

*Board of Directors - Term Schedule*

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
President	Mark Singer	Steve Sclarow								
Vice President	Steven Sclarow	Richard Weie								
Treasurer	Afshan									
Secretary	Henry Pittner									
Director 1: Director of Community Services	Kaz Kishmoto									
Director 2: Director of Education	Richard Weie									
Director 3: Director of Programs	David Duff									
Director 4: Director of Special Events	Brett Dougherty									
Director 5: Affiliates Advocate										
Director 6: Membership Director	Stephen Wilkerson									
Director 7: Director of Communications and Public Relations	Lalaine Tanaka									
Director 8: Director of Special Projects	Open									

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*At-large Board of Director Roles and Responsibilities*

Director 1: Director of Community Services

- Community Outreach Programs
- Student Scholarship Program
- CIDP

Director 2: Director of Education

- A.R.E. Program
- Re-Emerging Professionals Program
- Technology / BIM
- Continuing Education Seminars

Director 3: Director of Programs

- Monthly Meetings and Programs

Director 4: Director of Special Events

- Student Design Awards
- Residential Design Awards
- Design Excellence Awards
- Artwalk

Director 5: Affiliates Advocate / Fundraising

- Affiliate Program

Director 6: Membership Director

- Social Networking Program
- Chapter History
- Fellows Initiative

Director 7: Director of Communications and Public Relations

- Website
- Facebook
- Press Releases

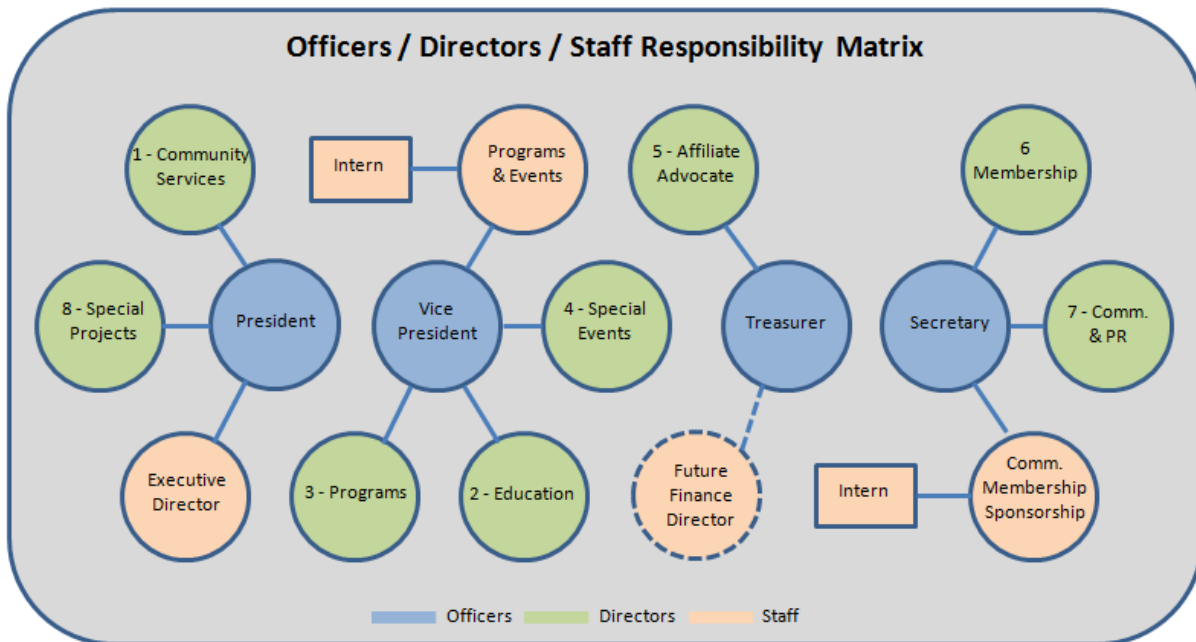
Director 8: Director of Special Projects

- Strategic Planning
- Leadership Academy

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*Executive Committee / Directors / Staff Responsibility Matrix*

The following graphically shows the interaction between executive committee officers, directors, and staff responsibilities. Each director has responsibility for a particular activity area but reports back to an executive committee member. Staff has been assigned to the groups based on their responsibility.



*AIAOC Leadership Academy*

This is a new initiative with the purpose of the academy to train board members and committee members on leadership skills generally and specifically to the job they are undertaking. The academy teachers would be previous board members and would be headed by the Executive Director of the Chapter. The academy will be held on the first Friday of the month of November after the announcement of the new board members and prior to the Board Retreat.

*AIAOC Staff and Responsibilities*

With a full time staff of three people, the Executive Director position will maintain the same traditional responsibilities of administering the non-profit organization and chapter affairs, Board management, financial management, and supervising the employees. Per the current by-laws, the Executive Director is responsible for “delegating responsibility for the day to day administration of the Chapter” and creating the job descriptions, the committee recommends that the two staff positions be aligned with the new director responsibilities. The proposed new positions would consist of a Director of Communications and Membership and a Director of Programs and Events.

The *Director of Communications, Membership and Sponsors* responsibilities will include chapter communications, media inquiries, membership questions, sponsorship inquiries, processing new member applications, maintain and update membership database and contact lists, maintain and

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provide content for website and Facebook, computer/tech upkeep repair + support, and general office tasks .

The *Director of Programs and Events* responsibilities include Professional Programs, Awards, Operations, Committee Scheduling, Continuing Education Records, Contract Document Orders, Event Registration, General Questions, and general office administration.

In year four of the strategic plan, with an increase in membership, a Finance Manager position will be created and will have responsibility for Chapter Finances. This position would be in lieu of outsourcing the work.

In addition to the full-time staff positions, AIAOC will offer two unpaid college credit intern positions: Communications Intern and Awards Intern.

## Appendix B

### AIAOC Affiliates Program

#### Value Proposition

The Affiliate Program needs to be energized. In recent years many affiliates have not renewed their membership and/or sponsorship of chapter events. There are three reasons why they have not renewed.

- Due to the economic client, some companies may be reluctant to spend the money on memberships and sponsorships.
- Affiliates do not see the value in being involved with the chapter.
- Companies may not be aware of the chapter and the benefits in being an affiliate.

#### Challenges

There are different reasons for the weakened Affiliate Program.

- The affiliates want to attend meetings where they can associate with management –level, decision-making architects and this is not necessarily happening. If these decision-making architects are not present the affiliate may not make an effort to pay money for membership
- Firms that stand to benefit from such an affiliate association may not be aware of the opportunity and benefits of being involved. The affiliate program may not be actively promoted outside the usual architectural arena.

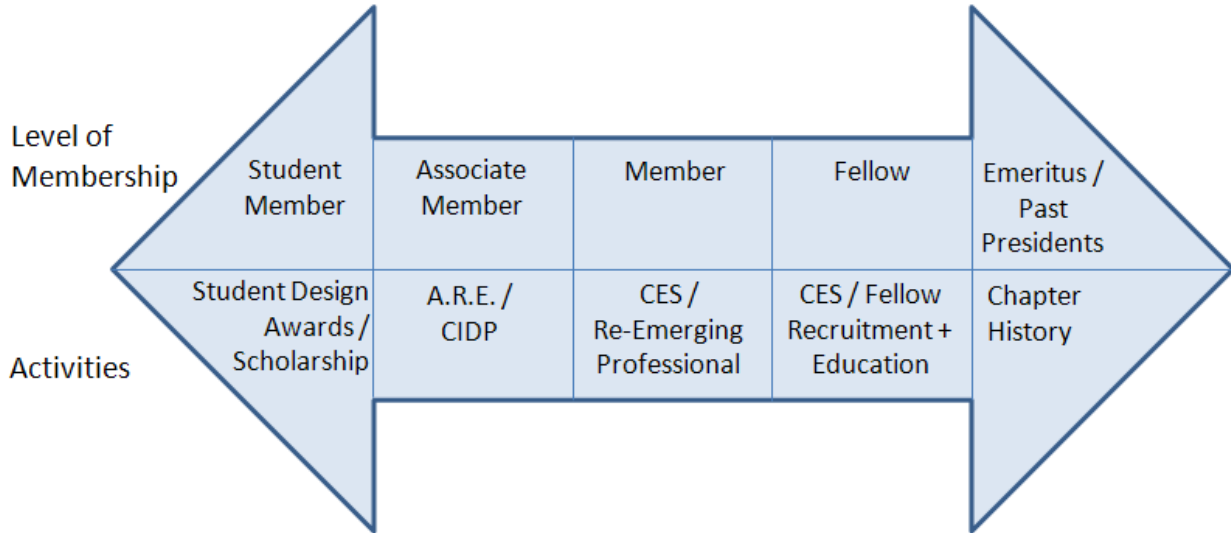
#### Program Solution

1. **Affiliate Advocate.** Add a Director Position to the Board with the title of Affiliate Advocate. The Advocate's role is to actively promote the chapter to past, present and future affiliate members. The Advocate would call on past and present affiliates and contact prospective new affiliates as identified by members of the chapter.
2. **Chapter Designee.** To encourage membership interaction with Affiliates, the Advocate will call on member firms / principals to designate a senior architect / project manager as the chapter designee that would attend chapter functions sponsored by the affiliates.
3. **Programs.** Continue well attended programs and add new programs that are of major interest to the members. Affiliates will sponsor these programs if assured that senior members will show.



**Appendix C**

**AIAOC Programs / Membership Continuum**



**AIAOC - Membership Continuum**

Our chapter historically has supported a rich continuum of activities for each level of membership. Current activities that will continue include: Student Design Awards, Architectural Registration Exam (A.R.E.) preparation program, and Continuing Education Seminars (CES) programs. New programs include the Re-Emerging Professional (REP) program, Comprehensive Intern Development Program, Fellows Recruitment / Education, Chapter History, and Student Scholarships. The following is a summary of all of the programs.

Student Design Awards..... Continue the program as is but adding the NewSchool of Architecture + Design to the list of schools participating. Additionally all of the projects will be posted on Facebook with special emphasis of the winning projects. A profile of each student should be included.

CES ..... The continuing education seminars are provided by the chapter to provide continuing learning credit units for members. The program will continue as is and will be expanded. A new program should include taping the sessions for later use as a Webinar –AIAOC is currently exploring a third-party partnership to provide such service.

A.R.E..... Continue the program as is but provide for a standard day, time and location. A great location would be with one of the Orange County Schools providing a dark classroom in the later afternoon / evening.

Student Scholarships ..... New program that offers monetary scholarship awards to top students at each of the Orange County schools: Orange Coast College (OCC), Saddleback College, and NewSchool of Architecture + Design (NSAD). The scholarship will be named after important members of AIAOC. A committee of Past

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Presidents, Fellows and Emeritus Members will recommend who the awards will be named after. A history of each namesake should be presented during the award ceremony by a past president, fellow, or emeritus member to further the history of the chapter. Awards will be presented during the AIAOC chapter meeting where the Student Design Awards are presented. The winners will be posted on Facebook including a student profile.

- CIDP ..... New program to provide opportunities for associate members to document compliance with California Architects Board requirements for Comprehensive Intern Development Program (CIDP), Category D: Related Activities, Section 16. Professional and Community Service items 2 and 5. This group will be represented in three AIAOC initiatives: the AIAOC Volunteer Community outreach program, the Student Design Awards, and the Committee of the Environment (COTE) program. Opportunities provided by these three areas should provide willing committee members and participants for the activities and hopefully provide for the future leadership of the chapter.
- Re-Emerging Professional... New program to provide opportunities for members to acquire new skills to compete in the market place. Topics may include BIM, social media, interviewing techniques, and working and understanding Generation Y employees.
- Chapter History..... New committee consisting of Past Presidents and Emeritus members to maintain the history of the chapter. Committee should provide an annual accounting of the activities and events, maintain a log of design award winners, keep a list of 25-year project winners, and record any other significant occurrences in the chapter. The history of the chapter should be posted on the Website and organized by year.
- Fellows Committee ..... Existing committee headed by AIAOC College of Fellows to promote elevating current chapter members to Fellow status. Activities would include indentifying members that quality or who are interested in applying, mentoring prospects through the process, and reviewing documentation. This committee will also be responsible for providing a seminar on the importance of being elevated to Fellow status, and what the qualification requirements.

## Appendix D

### AIAOC Communications

#### Value Proposition

The way we communicate with our membership is evolving – electronic media including a website, Facebook and Twitter are the most current methods of communication. We need to refresh our look and provide the appropriate communication methods. At this time it is recommended that AIAOC maintain a Website and a Facebook site with the following objectives.

#### *Website*

Need to improve the look and functionality. The media staff person will be responsible for updating and providing content to the site. Topics that need to be included are:

- Full calendar of events with links to sign-up for the activities
- Membership Directory
- Affiliates Directory
- Links to architecture groups like AIA national, AIA California, etc
- Contact information of staff
- Records of meeting minutes
- By-laws
- Current Budget
- Chapter History by year

#### *Facebook*

Provide three categories: Wall, Info and Events.

- Wall. Use the wall to post activities to come and that have occurred, chapter news like new members, competitions, etc.
- Info. Use to list current board members, current committees and members, staff, history of AIAOC, and office location and hours.
- Events. Post upcoming events and allow members to sign up for the event by clicking on the link provided.

**Appendix E**

**AIAOC Monthly Meetings and Programs**

*Value Proposition:* The Chapter By-Laws require monthly meetings of the membership to take care of Chapter business. Members would like to socialize and networking regularly by attending chapter functions that have meaning to their practices while also obtaining continuing education credits.

*Solution*

Develop a regular schedule of chapter dinner meetings in a venue that will allow for drinks and appetizers in a casual atmosphere, allow for a technical presentation, provide dinner, and have space for the formal program.

*Proposal*

Monthly meetings to occur on the third Thursday of the month and shall have the following typical agenda.

- 5:30 – 6:00 ..... Registration / Networking / Drinks & Appetizers
- 6:00 – 6:15 ..... Technical Presentation (vendor who sponsored drinks and appetizers)
- 6:15 – 7:00 ..... Chapter Meeting / Announcements / Dinner
- 7:00 – 7:15 ..... Clean up / Set up / Break
- 7:15 – 8:30 ..... Program

In order to maximize attendance to the programs, joint sponsorship of several of the programs is indicated. Under the leadership of the Director of Programs, an active committee will be assigned to develop the program. The following is a template of suggested monthly meeting schedule and other events that create a theme for the month. The Director of Programs and committee will determine the exact activities.

- January ..... *Chapter Meeting* – New Board Installation
  - Technical Program* – Orange County Business Journal or a Bank / Credit Union / Financial Services Group
  - Program* - Economic Forecast (joint meeting with SCCA or SCBA) (Kermit Baker, Cliff Brewis, Ken Simonson, UCLA or Chapman University)
  - Event: Tour (Financial Building, COTE or 25-year award building, previous design award winners if local, etc.)**
- February ..... *Chapter Meeting* – Announcement of Community Outreach Program Events
  - Technical Program* – Printing Group / OC Register
  - Program* – Architectural Communications: topics could include social media, marketing, etc. (joint meeting or presented by the Orange County American Marketing Association)
  - Event: Outreach Event 1**

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- March ..... *Chapter Meeting* – California Council Update from our local representative  
*Technical Program* - Open  
*Program* – Government Advocacy -Topics : California Legislative Issues, Mark Christian, Director of Legislative Affairs, Hon. AIA (plus state representative?), local governmental groups like OC County Planning, City of Irvine, City of Anaheim, etc.  
**Event: Tour (Public Governmental Building, COTE or 25-year award building, previous design award winners if local, etc.)**
- April ..... *Chapter Meeting* – AIA National Convention, Voting Proxies  
*Technical Program* – Student Scholarship Awards  
*Program* – Student Design Competition  
**Event: Residential Awards Program**
- May ..... *Chapter Meeting* – Topic TBD  
*Technical Program* – AutoDesk, Others  
*Program* – Technology (new stuff, Revit, Google, others)  
**Event: National Convention; (COTE or 25-year award building, previous design award winners if local, etc.)**
- June ..... *Chapter Meeting* – Topic TBD  
*Technical Program* – Nursery, Landscape or Planning Company’s  
*Program* – Landscape / Planning Topic (joint meeting with ASLA or ULI)  
**Event: Community Outreach 2 (Golf Charity Event??)**
- July ..... *Chapter Meeting* – Topic TBD  
*Technical Program* – Insurance Agencies, Law Firms  
*Program* – Legal, Insurance, Contracts issues for Architects  
**Event: Art Walk**
- August..... *Chapter Meeting* – Nominations for Officers and Directors from Nomination Committee and from the Floor  
*Technical Program* – Green Products  
*Program* - SCE Partnership Program  
**Event: (COTE or 25-year award building, previous design award winners if local, etc.)**
- September ..... *Chapter Meeting* – Nominations for Officers and Directors from Floor / Close of Nominations.  
*Technical Program* – Introduction to the Design Awards Jury and their Work  
*Program* – Building Type Study (changes every year to match Record or other publications)  
**Event: Design Awards Program**

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October..... *Chapter Meeting* – Annual Meeting to Elect Officers and Directors  
*Technical Program* – code consultants, International Code Council (ICC)  
*Program* – Code Issues (Cal Green, CBC, ADA)

**Event: Architecture & Interiors Conference and Product Show (joint conference with ASID or IIDA)** – One day event to provide CES credits and exhibits from vendors. The event would be scheduled on a Tuesday so that rental hall is inexpensive. Vendors could sponsor beverages and snacks. Lunch to be provided by the venue for cash or at an adjacent a restaurant. Choose a venue that is non-union to reduce overall costs. Venue should have room for 4 conference rooms for CES, 60-8x10 booths, and 40-3x8 tables for vendors.

November ..... *Chapter Meeting* – Present State of Chapter, reports from committees, financial, etc.

*Technical Program* – Engineering Company (Structural, MEP, Fire Protection)  
*Program* – Engineering Topics for Architects (joint with ASHRAE SC or SESC)

**Event: New Board Retreat, AIACC Annual Meeting**

December ..... *Chapter Meeting* - None  
*Technical Program* - None  
*Program* – None

**Event: Holiday Party**

**Typical Monthly Calendar**

The intention of the calendar is to provide days of the week that you can count on certain AIAOC activities to occur. Deviations from the schedule will occur due to presenter availability.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1			CES Program (bi-monthly)		Social Networking Program (monthly)	Leadership Academy (Nov); Holiday Party (Dec)	Community Outreach 1 & 2 (Feb, June)
Week 2			A.R.E. Sessions (monthly)		Executive Committee Meeting (monthly)	Board Retreat (Nov)	Residential Awards (April) Artwalk (July) Design Excellence (Sept)
Week 3			CES Program (bi-monthly)		Board Meeting & Program (monthly)		
Week 4			Arch & Interior Convention & Product Show (Oct)	Tours (Jan, March, May, August)			

**Appendix F**

**AIAOC Social Networking Program**

What ..... The social initiative is a celebration of the Orange County Design Community that is held monthly. This is a social program that will be held in a bar. The topics can vary every time, but the concept is the same – people provide a presentation of architecture, art, furniture design, graphic design, illustration, interior design, industrial design, photography, sustainability – in power point for up to eight minutes, like the PechaKucka Night 20x20. New presenters will occur on the quarter hour.

The idea would be to bring in associated design groups like ASID, IIDA, ASLA, ULI, and USGBC to present topics of their choices. Staff from firms can show their work for example. Gives a chance for people to present and is very social.

A sponsor would buy the first round; they could even do the first presentation about their product or service. Cash bar thereafter.

Could charge a small cover charge for the facility use or have the venue be a sponsor also.

Schedule ..... Once a month

Location ..... Hip Bar located in strategic regional areas in OC or in one location

Time ..... 5:30 – 7:30 PM

Day ..... First Thursday of the Month

Sponsor 1 ..... sponsor covers first round, does first presentation

Sponsor 2 ..... bar covers use charge

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## Appendix G

### AIAOC Volunteer

Volunteer is AIAOC's community outreach initiative in social responsibility through hands-on service.

#### Value Proposition

Architects have an enormous opportunity to make contributions to nonprofit organizations with the gift of our expertise or labor while simultaneously reaping the benefits of a sense of purpose and fulfillment, positive social change, and raising public awareness of important issues. Our participation matters and the most important reward will be the difference we see in the lives of the people being served.

#### Proposal

This initiative will be a Director Position and will be headed by an Associate Member. Committee members will also be Associate Members providing synergy with the CIDP committee. The committee should recommend an outreach partner for 5-year renewal tenure. Targeted Orange County groups should be in the areas of identified in the California Architects Board, CIDP requirements: civic organizations, neighborhood groups, museum programs and other activities addressing such issues as homelessness, natural disasters, historic preservation, resource conservation, environmental awareness, etc.

Events should be posted to the Facebook and should also included in local publicity.