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AIA Core Member Services Statewide Meeting

1 message

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Cc: Becky Wilson Magdaleno <bwilson@aiafla.org>, Jessica Brown <jbrown@aiafla.org>

September 4, 2015

TO: Chapter Presidents, Presidents-Elect and Executive Directors

RE: Joint Meeting of Florida Components

As you know, by December of this year all 14 Florida components must have two plans in place to satisfy the Member Service Alignment criteria. The first is a statewide plan, which will provide the seven core services laid out by our national organization so members, no matter their chapter affiliation, will have access to consistent levels of service regardless of their geographic location. The second plan is the distribution of funds our state will receive, beginning in 2016, as a result of changes to the previously explained contract document income streams from National.

Our Components have been consistently reminded that the new resource distribution model would be impactful to all components. Many have already delved into self-assessment based on documented criteria created by the Member Service Resource Funding Task Force. For quick reference, click [HERE](#) to see the Core Services and Administration activities, which will be required.

Ongoing:

Please click [HERE](#) to review the Core Services Assessment document. We have provided helpful examples of joint

efforts that may assist you in meeting those core criteria. Please review, complete and return to Becky Magdaleno at bwilson@aiafla.org by October 5. If you have concerns about meeting the deadline, please let Becky know as soon as possible so we might discuss assisting you in your efforts. In order to assess your progress and to answer your questions, we are asking the President, President-Elect, and one other officer (if available) to participate in an assessment call, which will last no more than 30 minutes. The times and dates are included. If you are fortunate enough to have a CACE member (i.e. executive director), he or she should also be on the call at that time. Please note these are progress assessment calls, assisting you toward accreditation.

We are setting up individual component meetings by phone in September, during which time we will review with you what you have in place, and what you will need to do, as well as discuss any potential agreements you may have with AIA Florida or another component.

Please also be cognizant of the governance and financial requirements. AIA National is going to be looking for how you implement, not only these policies, but across all of the six core requirements for the operation of a component. For example, do you have an annual orientation program? What is your actual financial process for the handling of funds? Just to name a few things for discussion.

What happens if you cannot fulfill the core service requirements? Then we get creative and design a program that works for the betterment of our organization! Of note, at the most recent joint meeting of CACE with National staff, it was noted that a component could not “just” partner with another local component for all core service deliverables and in order to “check off” the boxes on the assessment tool. Rather, the two partnering components should simply consolidate.

Next Steps: Meeting on November 7

Our statewide meeting is on Saturday, November 7 at the Hilton Melbourne Beach Oceanfront. The meeting will open at 8:30 a.m. and conclude at 4:00 p.m. AIA Florida will cover one night's room and tax for your component's appointed representative. Please click [HERE](#) for a housing form to make a reservation. Completed forms should be submitted to Becky Magdaleno at bwilson@aiafla.org by September 25. AIA Florida will be providing dinner on Friday night, November 6 and breakfast and lunch on November 7 in addition to the lodging. All other travel related expenses will be the responsibility of the component.

Prior to the face-to-face meeting we will conduct a group call with Presidents, Presidents-elect and CACE to discuss the decision making process and protocol for the November 7 meeting.

Authority to Participate:

One item of note, please make sure your representative has the authority to act on behalf of your Chapter. You may want to back up the authority in minutes substantiating the authority, but that decision is up to each individual Chapter.

This is our current status. Please click [HERE](#) to review component conference call schedule for us all to move forward.

Final Note:

To become accredited and receive AIA funding, your chapter must participate in this process. In fact, to receive the AIA funds, we must have a statewide agreement on allocating the funds among all the components within the state.

Your participation in this process is critically important.

Vicki Long, Hon. AIA EVP CEO

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