



AIAS Meeting #2

November 20, 2009

Agenda

1. plan for contacting the AIA
 2. get administration involved for funding
 3. define goals
 4. set up a realistic plan for accomplishing goals
 5. talk about potential problem with attending forum this year due to membership status
 6. talk about publications, brochures, collecting undergrad work
 7. discuss the general undergrad meeting and issues raised
 8. decide officer positions and hold elections
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Reiteration of goals

- Build a sense of undergrad community/pride through t-shirts, building studio improvements, holding undergrad meetings, and displaying undergrad work around campus
- Improve facilities by building shelves and display boxes that have character and make N-51 our own (take the responsibility of fixing what is wrong with our studio space)
- Spread news about the department within the department, to other majors, and to the greater Boston area by advertising review days and doing projects that are visible in the community

Funding options

- We need money for printing, t-shirts, and wood
 - Vera List \$5000 grant to people doing a semester of art
 - Appeal to the UA
 - Appeal to the BSA
 - Bake sales
 - Sell services on a per day basis to local architect firms
 - Ask the office of the arts about funding
 - Public service center for a spring fellowship

Advertising

- Posters should be aimed at freshmen and people looking to come to MIT, especially around CPW and choice of major time
 - Posters should advertise review days, work showcase, AIAS events
 - Hang boards or project images on the ceiling/wall in the Infinite

- Host an event during CPW showcasing work, hosting a reception with free food, have professors and students there, and make sure to get it published in the CPW brochure
- Work with Renee about spicing up the brochure in headquarters and possibly getting paid to do so...make it more fun, interesting with images of undergrad work in it rather than lists of classes you have to take
- Have a design/build event during CPW and in the choice of major fair so people can differentiate the creativity backing the architecture dept from the other boring majors
- Have free stuff when hosting events

T-shirts

- Should have a design submission format for all undergrads specifically not making it a “competition” so we avoid clashing with ASC and we get more entries that are less concerned about the time spent
- Submissions should be in by February and have a slogan or design, or both
- Either take the opportunity to silkscreen them as an architecture community event or pay to have them done (depends on the amount of money saved)

Officers

- **President:** *Steve and Evan* (delegates, organizes, holds meetings, etc)
- **Secretary:** *Jen* (takes minutes and e-mails to coordinate)
- **Treasurer:** *Briar* (manages funds)
- **External liaison:** *Hans* (makes contact with BSA, BAC, and alums and compiles a list of events happening outside of MIT. Would also arrange for speakers, etc though the connections made through contacting these people)
- **Internal liaison:** *Michelle* (helps coordinate between studios, contacts professors, makes announcements, provides information about reviews, studio projects, UROP news, and provides a calendar of events taking place on campus)
- **Webmaster:** *Steve* (makes a webpage to display undergrad work, history, professors, and links to other stuff)
- **Publicity chair:** ? (helps with recruitment and is responsible for formatting all information gathered by other people into brochure and poster format. Also responsible for printing things and organizing people to pin things up)
- **University liaison:** ? (maintains a good relationship between mit and other schools, especially Wellesley)
- **Project coordinator:** *Lis* (organizes events either dealing with community service or in-house mit building projects. Also known as our “hands on” officer)
- **Faculty advisor:** *Jan*

Things to do

1. *Jen:* store old minutes and other paperwork that Evan has collected

2. *Steve*: create the webpage and ask around for images from people that you might want to put up
3. *Lis*: look into projects that we can join (dog-house building). Also research how much wood we need to make necessary improvements and estimated cost for everything
4. *Briar*: write one generic e-mail if that's possible to all MIT-affiliated people that might give us money (UA, Office of the Arts, Public Service Center)
5. *Michelle*: talk to professors, find out review days, hard nights of work, and all events happening on campus. Make a calendar for the end of term events that undergrads would be interested in (also for our own information, so we can maybe sell food on hard nights).
6. *Hans*: e-mail the BSA and introduce the chapter. If they respond, ask them for a calendar of events, see how they feel about mentoring us, co-sponsoring a firm crawl, funding us, coming into speak to us, etc. also start to compile a list of things happening around Boston.
7. *University liaison*: talk to Wellesley about possible funding for the studio improvement stuff and see if any other Wellesley members want to join.
8. *Publicity chair*: make flyers for the next undergrad meeting, making sure to have enough for every desk. Also start making an undergrad poster with work from your studio or others. Contact Renee about re-doing the brochure in headquarters.
9. *Evan*: e-mail about Forum, make sure people have everything they need in their new positions, make an appointment with Renee and talk about progress, funding and department backing.
10. *Jan*: are the IAP workshops possible? Let us know what we need to do about those.