



## Meeting Minutes February 2012

### DATE

February 16, 2012

### LOCATION

AIA Pittsburgh

### TIME

5:36 PM Start  
6:43 PM End

### NEXT MEETING

March 15, 5:30 PM

### CONNECT

[@YAF\\_PGHI](#)

[YAF on Facebook](#)

### UPCOMING EVENTS

ARE Review Sessions  
March 6 / March 20 / April 3

Stantec Happy Hour  
March 22

PKN  
March 29

## Attending

Initials	Name	Affiliation	Email
YAF Officers			
AH	Anastasia Herk	IBACOS	<a href="mailto:aherk@ibacos.com">aherk@ibacos.com</a>
KP	Karissa Pytlak	Davison Design	<a href="mailto:kpytlak@gmail.com">kpytlak@gmail.com</a>
JH	Jonathan Hoag	Lami Grubb	<a href="mailto:jhoag@lamigrubb.com">jhoag@lamigrubb.com</a>
KK	Kevin Kunak	AIA Associate	<a href="mailto:kkunak@gmail.com">kkunak@gmail.com</a>
SS	Sean Sheffler	WTW	<a href="mailto:ssheffler@wtwarch.com">ssheffler@wtwarch.com</a>
AIAPittsburgh Staff			
ER	Erin Raff	AIAPittsburgh	<a href="mailto:eraff@aiapgh.org">eraff@aiapgh.org</a>
YAF Advisory Committee			
MBD	Melanie Buzgan Dower	RDC	<a href="mailto:melbd@rdcollab.com">melbd@rdcollab.com</a>
GC	Geoff Campbell	RDC	<a href="mailto:geoffc@rdcollab.com">geoffc@rdcollab.com</a>
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Carnegie Mellon University			
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MS	Maeve Sattler	UPITT AIAS	<a href="mailto:mks52@pitt.edu">mks52@pitt.edu</a>
AC	Alex Cornhill	UPITT AIAS	<a href="mailto:president@aiaspitt.com">president@aiaspitt.com</a>

## General Agenda

### A. ADMINISTRATIVE

AH emailed revised By-Laws for review and comment.

Contact AH or ER to be added to meeting wizard distribution list.

### B. MENTOR MATCHING

A survey was proposed with the intent of finding out what mentor/mentee hopes to achieve out their relationship.

Preliminary survey results to be presented to AIA Board at March 6th meeting. Intent of the preliminary survey is to start the process of finding common interests of mentor/mentee, not the logistical specifics of the mentor/mentee relationship. A more in-depth application to define specific matching would follow survey.

Common interests may include ARE / IDP / Professional Development / AIAS categories. In the case of IDP, Mentor may also fulfill IDP Mentor role, if applicable.

AM suggested that a brief “what are you looking for” question be added to the survey.

A YAF booth at Build Pittsburgh was proposed as a platform to launch the survey, with the goal of a May/June matching date.

*Post meeting note: SS suggested a preliminary survey (version 1.0 / beta) be posted on YAF's Facebook page to determine Mentee interest and to begin defining Mentor categories.*

### C. SPROUT FUND RFP

RFP for a “steps” project discussed. RFP is looking for multi-disciplinary team. A list of those interested in pursuing the RFP to be coordinated and distributed to the Board ASAP. KW to coordinate.

### D. NCARB AUXILIARY COORDINATOR POSITION

Ideally a position within each firm, the coordinator mentors interns on IDP issues. An advantage of the coordinator position is the value of being in the network of other coordinators in discussing solutions to IDP questions.

Coordinator's are permitted to attend July conference on IDP.

Information session Wednesday, February 22nd at CMU. Contact AM for details.

Contact AM, AS, or SS for additional insight and questions in Coordinator position.

#### **E. PORTAL TO THE POINT**

Upcoming symposium (February 25th) at CMOA. Contact AH if interested in participating in the workshop, which follows the presentation.

#### **F. BUILD PITTSBURGH**

April 17th. KK and KP expressed interest in occupying the proposed YAF booth to facilitate in the selling of YAF paraphernalia and conducting Mentor survey.

#### **G. YAF OUTREACH ADVOCATE**

Advocate would be point person in firm, but how do we get/find to them? AH suggested that starting in April, YAF officers and other interested members visit one firm per month for a Lunch & Learn / information meeting. JB expressed interest in participating.

#### **H. MBA - TASK FORCE ON BIM**

Master Builder's Association asking the question if firms are utilizing BIM to its fullest potential. SS suggested this may be a good format for a future educational seminar. Contact SS with questions, comments, thoughts, etc.

#### **I. PIRATES TAILGATING**

Contact JH if interesting in attending the July 20th Pirates home game and tailgate.

### **Communications**

#### **A. WEBSITE**

YAF is looking for potential writers to contribute content to upcoming website launch. Email SS, AH, or Rachael Kelly if interested. Website launch date 3 weeks away!

#### **B. CALENDAR**

Contact AH via email if interested in gaining access to the YAF Google calendar showing upcoming events.

### **Adjourn**

6:43 PM

*Next Meeting: March 15, 2012, AIA Pittsburgh Offices*