

**INTERNATIONAL ARCHIVE OR WOMEN IN ARCHITECTURE 2002-2003
IAWA Board of Advisors 18th Annual Meeting**

14 September, 2003

Digital Libraries and Archives Conference Room, Newman Library
Virginia Tech, Blacksburg, Virginia

CALL TO ORDER

Chair Marcia Feuerstein called the meeting to order at 9:27 AM. Chair Feuerstein noted that in the packets is an agenda for the annual meeting and the inaugural meeting. She welcomed the Board and requested a roll call introduction of the members present.

Present: Terry Clements, Donna Dunay, Kay Edge, Marcia Feuerstein, Jennifer Gunter, Eileen Hitchingham, Yasmeen Lari, Gerriane Schaad, Mitzi Vernon.

Absent: Lindsay Bremner, Solange d'Herbez de la Tour, Wenche Findal, Inge Horton, Lucinda Kaukas Havenhand, Paul Knox, Nobuko Nakahara, Anna Sokolina, Brinda Somaya, Despina Stratigakos, Frank Weiner.

Guests: Steven Clark (arrived at 11:15 A.M.), Lois Gottlieb, Junko Matsukawa-Tsuchida, Lindsay Raymond (arrived at 11:15 A.M.), Sigrid Rupp.

CALL TO ORDER

The Chair called the meeting to order at 9:35 A.M. She inquired whether there was a quorum and the Secretary so confirmed that a quorum of voting advisors was present.

Chair Marcia Feuerstein called for a motion to approve the agenda. Professor Dunay moved and Gerriane Schaad seconded. The motion was approved unanimously.

Approval of Minutes 2002-2003 Executive Board Meetings

Approval of the minutes of the 17th Annual Meeting.

Professor Vernon moved that we approve the minutes from the 2002-2003 Inaugural meeting and the Executive Committee Minutes, which we have received electronically and at the Saturday Working Meeting. Gerriane Schaad seconded. The minutes were approved unanimously.

Report from the Chair

The following are highlights from the Chair's Report. However, the full document is attached to these minutes. The Chair reported on the activities of the IAWA Chair and Executive Board. She thanked all of the new and current members for traveling long distances to be with us. She noted, "You are our lifeline". Junko Matsukawa-Tsuchida made an impressive immediate decision to join us upon a quick election in August. The Chair extended a warm welcome to Advisors, Lois Gottlieb and Sigrid Rupp, new members. She welcomed back Gerriane Schaad who could not be with us last year. Yasmeen Lari's visit is assisted with help from the Provost and the Women and Minorities lecture series. Chair Feuerstein also welcomed back Kay Edge, re-elected to a

new 3-year position. Advisors Kathleen Cruise and Inge Horton had to attend another architecture meeting this weekend. Other members are traveling to various other conferences this weekend. The Chair noted that we have a new student assistant with the IAWA, Jaime Ryan.

Chair Feuerstein said that she had given several papers at conferences regarding the IAWA over the past academic year. She further stated that the prospectus for the 20th Anniversary was nearly complete, and that she will be submitting a grant application to support the exhibition. We will be contacting the Women's Museum and the Building Museum to solicit their involvement in the process.

Chair Feuerstein called for a motion to accept the Chair's Report with corrections. Professor Clements moved and Yasmeen Lari seconded. The motion was approved.

Treasurer's Report

The following are highlights from the Treasurer's Report (as of July 1, 2003). However, a table of figures is attached with these minutes. Professor Clements reported on the people who have given monetary gifts to the Archive over the past year. These monies have gone into the unrestricted funds account. Advisor Lari asked if her donation had come through the banks. This began a discussion of donation transfer protocol. Jennifer Gunter receives checks sent to Special Collections, and they are then sent to Professor Clements who delivers them to the Foundation Giving Office with explanations. A letter is then sent to the Chair from the Treasurer explaining the intent of the gift, and this letter is copied to the Dean and to Professor Bliznakov (as per her request). Advisor Lari asked about sending a letter announcing a bank-to-bank transfer. Professor Clements noted that she keeps letters that accompany any monetary gifts.

Professor Clements noted that the Board made a decision in the spring to have money transferred from the unrestricted account into the Bliznakov Prize fund. She noted that \$1000 will be going out of the earnings account for the award. Unrestricted account money will be used to pay for the newsletter. Operations funded by the library are not accounted for in these funds.

The Chair called for a motion to accept the Treasurer's Report. Professor Dunay moved and Advisor Lari seconded. The motion was approved unanimously.

Archivist's Report

The following are highlights from the Archivist's Report. However, the full document is attached with these minutes and will be available on the web site. Gunter said that it has been a very exciting year for the Archive. In order to deal with the demands of the original drawings, she has shifted priority from cataloguing brochures and small items to the larger collections of original drawings. She noted that they have only processed 8 collections this year, equal to 90 linear feet. They processed 40 collections last year, but this only totaled 20 linear feet. Jessica Caruthers is an architecture student who has been working on the collections.

Beverly Willis has her own database. She wants to reconcile her database with the IAWA database. She has digitized much of her work. This helps us to process material quicker and more efficiently.

The larger highlight of collections this year is the Eleanor Petterson collection of 500 cubic feet.

Other mentions include the Asian art museum drawings from Gae Aulenti.

Gunter: The executor of the Petterson estate called the Archive. It was clear that the Collection needed a lot of help to get the work packaged and moved. Ann Grove became interested in the IAWA over the past year and has been speaking with Beverly Willis. I told her about Petterson. She was very excited. So, we both went to New Jersey to see the Collection. We packed the collection with help from the archivist at Cooper Union. The landscape gardener saved the day because he runs a moving company on the side and offered to help deliver the work to Blacksburg. This collection is still a big opportunity for us. Petterson had long-term relationships with her clients, and they are still interested in her work.

Advisor Gunter suggested a reception honoring Petterson's work and the donation in New York City. We could showcase the IAWA. It might be pay-per-plate fundraiser. The estate has been settled, but we have not heard about the final numbers yet. However, we will get 10% of what we need to endow the position for the archivist. Dean Hitchingham commented that \$45-\$50,000 is the income from a \$1million foundation fund. It was noted by several Board members that Advisor Gunter's work has been amazing.

Professor Vernon noted that Advisor Gunter should be at the helm of the reception event.

Advisor Gunter noted that a newly hired curator will be spending 50% of her time on the IAWA. She begins work on September 25th. Gunter further noted that we have to stand still and look at the Archive and make good decisions about how and what to collect. Yasmeen Lari agreed and asked: Should we ask architects to submit those things that are only really important? The Board agreed that we should. However, we need to have something written to help guide us (what should be saved, what should we provide, guidelines for shipping and collecting). Because we have little money for shipping, we need help from donors in taking care of the donation. Advisor Lari asked further: Couldn't we request digitizing work? Sigrid Rupp noted one problem of early drawings that are electronic are often no longer readable with more advanced software. Dean Hitchingham agreed that steering donors to be selective about their donations was a strong idea.

Chair Feuerstein noted that it is an ongoing discussion and debate about how inclusive to be with the Archive collections. Advisor Gunter asked: Is it really possible to be a clearinghouse for women in the built environment? Advisor Lari noted that it *is* important to be inclusive especially with regard to 3rd world countries. It was further noted that an architect should decide (if possible) what are the important documents of a

project. Lois Gottlieb noted that she told Professor Bliznakov when she donated her archive, to throw out what she wanted to. Gunter noted further that there is a compelling reason to have a complete collection. As a historian it is wonderful to have depth in a collection.

The Chair called for a motion to accept the Archivist's Report. Advisor Schaad moved and Professor Clements seconded. The motion was approved unanimously.

Nominations Report

Secretary Vernon noted that Chair Feuerstein had reported on the results of the elections, and handed out a document that noted the upcoming retiring positions and the current (and new) positions of the Board (see attached with these minutes). Retiring Advisors this past year include Wenche Findal, Nobuko Nakahara, and Brinda Somaya. New Advisors include Kathleen Cruise, Kay Edge, Lois Gottlieb, Sigrid Rupp, Junko Matsukawa-Tsuchida and Ute Westroem.

Treasurer Clements moved to accept the nominations report. Yasmeen Lari seconded. The motion was approved unanimously.

Newsletter Report

Kay Edge began requesting suggestions for improving the newsletter. She requested articles. She noted that she begins collecting as early as possible, at the beginning of spring semester. She begins work on the newsletter in earnest in May. We managed to save some money with two-color printing instead of three. The final cost will be approximately \$1200 with 1000 copies printed. Ten copies will be sent to each Advisor. Professor Vernon suggested that we coordinate sending this with the updated Board list.

Professor Edge asked if we could use another printer? Other questions arose: Could we use articles about architects who are not in the archive? (It might help to get donations) Should we entertain new design for the newsletter? Professor Dunay commented that the logo and newsletter format began with Professor Bliznakov. It was further noted that the newsletter was supposed to be done to promote the Archive, not the Board itself. Junko Matsukawa-Tsuchida asked for clarification about how the newsletter is distributed. If the system could be clearer, others would like to receive them in Japan.

The Chair called for a motion to accept the Newsletter Report. Professor Dunay moved and Advisor Lari seconded. The motion was approved unanimously.

Collection Development and Acquisitions

The previously proposed policy was voted on in 2001. It was not passed. And it is not online, only in the minutes as an item of discussion. The Chair would like a committee to revisit this and asked for everyone to review it. Advisor Schaad volunteered to chair a committee to work on this.

The Chair called for a motion to accept the Collection Development Report. Advisor Lari moved and Professor Dunay seconded. The motion was approved unanimously.

The Milka Bliznakov Prize

Donna Dunay: We are now in our 3rd and 4th cycle of the Prize. What we received in this cycle is the second stage and the first stage of the 4th cycle. The projects are coming from various places in the world, three continents. See the attached report for details about each entry into the 4th cycle.

Professor Dunay commented on other inclusions in the report, explaining how the Bliznakov Prize has more far reaching tentacles now. The Prize is mentioned on several web sites including floornature.com. It was also among a list of other architecture awards including the Pritzker, the Aga Khan Award, and the World Habitat Award.

The Chair called for a motion to accept the Bliznakov Prize Report. Professor Clements moved and Advisor Schaad seconded. The motion was approved unanimously.

20th Anniversary Celebration

Text has been refined for the Prospectus, and the brochure design has begun. The Prospectus will become a brochure to advertise the Celebration. Chair Feuerstein is developing a timeline for the Celebration and will be submitting an application into the Graham Foundation for funding support of the exhibition.

The Chair called for a motion to accept the 20th Anniversary Celebration Report. Professor Vernon moved and Advisor Schaad seconded. The motion was approved unanimously.

Advisor Reports

Chair Feuerstein noted that there are four reports from absentee Advisors: Inge Horton, Lucida Kaukas, Despina Stratigakos, and Anna Sokolina. These reports are attached with the minutes.

Professor Clements reported that she was in the first round of the Bliznakov Prize last year. She was not selected but she is trying to understand where the women landscape architects are and what they are doing. She has presented material at three conferences, including a paper called, *A Century of Gender in Landscape Architecture*. She noted that she is on research leave this semester to continue to develop a timeline—a research project based on a survey of the women landscape architecture graduates in North America. She is searching for projects that have been done by women to target for the Archive.

Professor Vernon commented on the Aulenti student visit this summer in Milano. She has a book to give to the Archive from the Aulenti office, and she will continue to request original work from Aulenti.

Advisor Lari has been talking to architects in Pakistan. She has been unclear on the procedures of collecting and shipping to the US, but she will be working on this during the next year. She noted that she has not been thinking about her own work at this point, but she did bring books for the Archive.

Advisor Schaad commented that she discusses the Archive in all of her interactions with architects and archivists.

Guest Presentation: Gift-Giving

Marcia introduced Lindsay Raymond and Steve Clark, development officers. Several questions were posed for the Board: How can the Advisors work on the Archive? Whenever someone makes a gift, why do they support the IAWA? How can they support the IAWA?

When a gift is made, it goes directly to the Foundation and the Foundation is a non-profit arm of Virginia Tech. It manages all gifts to the university. Gifts can be cash, work, or securities. The University gets 7% of the gift value.

Chair Feuerstein will determine how to spend money based on the intentions of the donor. You can rest assured that there are checks and balances in place to secure proper placements of donations.

Outright gifts (can use today) or deferred gifts (nothing today, years down the road) are two types of gifts given to the university. Papers and Collections or Funds are outright gifts. Chair Feuerstein asked about receiving work from overseas.

Sigrid Rupp noted that there is no way to appraise architectural documents. She has checked with Berkeley and accountants and attorneys. Advisor Gunter noted that a firm in Chicago does this. There needs to be clarification for potential donors about the income tax benefits or estate tax benefits. Chair Feuerstein mentioned that the new library development officer will also be part of our network to resolve this.

The New Board Members

The Chair called for a motion to accept the new Board of Advisors for 2003-2004. Advisor Schaad moved and Advisor Lari seconded. The motion was approved unanimously.

Chair Feuerstein called for a motion to adjourn. Advisor Schaad moved and Professor Dunay seconded. The Annual Meeting was adjourned at 12:25 P.M. Professor Vernon respectfully submits these minutes.

INTERNATIONAL ARCHIVE OR WOMEN IN ARCHITECTURE 2003-2004

IAWA Board of Advisors Inaugural Meeting

14 September, 2003

Digital Libraries and Archives Conference Room, Newman Library
Virginia Tech, Blacksburg, Virginia

Present: Donna Dunay, Kay Edge, Marcia Feuerstein, Lois Gottlieb, Jennifer Gunter, Yasmeen Lari, Junko Matsukawa-Tsuchida, Lindsay Raymond, Sigrid Rupp, Gerriane Schaad, Mitzi Vernon.

Absent: Lindsay Bremner, Terry Clements, Kathleen Cruise, Solange d'Herbez de la Tour, Eileen Hitchingham, Inge Horton, Lucinda Kaukas Havenhand, Paul Knox, Anna Sokolina, Despina Stratigakos, Frank Weiner, Ute Westroem.

CALL TO ORDER

Chair Marcia Feuerstein called the meeting to order at 12:35 P.M. and welcomed the new members of the Board present.

The Chair asked for a quorum. The Secretary confirmed. Chair Feuerstein called for a motion to approve the agenda as written. Gerriane Schaad so moved. Sigrid Rupp seconded. The motion was approved unanimously.

Appointment of Officers

Advisor Rupp moved to continue all current officer appointments. Yasmeen Lari seconded. The motion was approved unanimously.

Appointment of the Nominating Committee

Chair Feuerstein noted that the Secretary is automatically Chair of the Nominating Committee. Professor Vernon moved that there would not be a nominating committee, but rather that the Secretary would handle the logistics of nominations and elections, but that the entire Board would assist the work with gathering nominations and necessary documents. Chair Feuerstein seconded. The motion was approved unanimously.

Appointment to Working Committees

Chair Feuerstein called for committee volunteers. The following advisors volunteered or were nominated for the committees noted. The Chair is ex-officio to all committees.

Collections & Development: Gerriane Schaad, Donna Dunay, Archivist

Newsletter: Kay Edge and Heather Ball will continue working on the newsletter. The Chair noted that the graduate assistant should help with the newsletter. There was a discussion of taking new graphic freedom with the newsletter. Professor Dunay asked if we shouldn't consider a secondary title for the Newsletter.

Bliznakov Prize: Donna Dunay, Yasmeen Lari, Despina Stratigakos, Junko Matsukawa-Tsuchida (adjunct), Marcia Feuerstein

Fundraising: Gerriane Schaad, Sigrid Rupp, Lois Gottlieb, Marcia Feuerstein

20th Year Celebration: Marcia Feuerstein, Despina Stratigakos, Donna Dunay, Archivist
Annual Meeting: Sigrid Rupp

Professor Vernon suggested the Chair contact people who have not been involved and solicit involvement in the annual meeting.

Advisor Rupp suggested that she would organize group of Advisors on a tour of the Southwestern Virginia region as an extension of the annual meeting. She would arrange this in advance by sending materials out regarding history, a schedule, and perhaps a reading list, which might include The New River by Noah Adams.

Chair Feuerstein called for a motion to adjourn. Advisor Schaad moved and Professor Dunay seconded. The Inaugural Meeting was adjourned at 1:00 P.M. Professor Vernon respectfully submits these minutes.

20th Anniversary Celebration (outline from Saturday's working meeting):

IAWA 20th Anniversary Celebration (working title)

Date: Autumn 2005 or Spring 2006 (dependent on museum schedules)

Friday Evening Reception & Lecture

Saturday Breakfast & Speaker, Plenary Session, Concurrent Session

Gala Event

Location for Conference: Alexandria

Location for Exhibit and Events:

National Museum of Women in the Arts

National Building Museum

National Gallery of Art

Components of the IAWA 20th Anniversary Celebration:

International Conference

Traveling Exhibition

Conference Publication

Call for Collections

Related Local Events

Committees of the IAWA 20th Anniversary Celebration: (Coordinators for each Committee are responsible for fundraising for that particular area and coordinating with other committees)

International Conference (co-Coordinator: Despina Stratigakos, Marcia Feuerstein)

Related Local Events

Scheduling

Venues (Despina Stratigakos, Marcia Feuerstein, Donna Dunay)

Grants & Sponsorship

Speakers

Publicity

Call for Papers

Traveling Exhibition (Mitzi Vernon, Donna Dunay)

Funding for Materials

Student Project/Team Coordination

Venues

Curation (IAWA Executive Committee)

Grants & Sponsorship

Web Link

Conference Publication (Gail McMillan, Terry Clements)

Publishing

Design

Catalog of the Exhibition

Proceedings

Grants & Sponsorship

Conference Web Site (Gail McMillan)

Call for Collections (Donna Dunay, Inge Horton, Gail McMillan)

Grants & Sponsorship

Request for Materials

International Coordination for Collections

Fundraising Coordination (Gerri Schaad)

Publicity Coordination (Kay Edge)

Chair Feuerstein volunteered to put together the text draft for the description of the 20th Anniversary Celebration (to be used in procuring sponsorship) and will have it ready next week (October 14th) and will circulate among the Board. She noted that images will be included with it and posted on the web site.

Treasurer Clements suggested the coordinators prepare a proposal for the next Executive Committee meeting that includes a timeline and funding concepts. It should be emailed to everyone a week prior to the meeting.

Chair Feuerstein stated that everyone present has agreed that this is an acceptable working draft of the 20th Anniversary Celebration.

Secretary Vernon will send the revised outline, contained in these minutes, to the Board.

It was recommended that Lucinda Kaukas be part of the annual meeting committee to help coordinate the Friday night activities.

Treasurer Clements volunteered to work on the Operations Manual. It would include: roles of the advisors; functions of honorary board members and other members; description of the different accounts (including terminology and dispersal).

Chair Feuerstein noted that we do not have a quorum to vote. Donna Dunay suggested that we take this discussion to the next executive meeting. Chair Feuerstein will speak with Heather Ball about the outcome of the honorary advisor discussion.

Inge Horton extended thanks for the Symposium and Annual Meeting.

The Inaugural meeting was adjourned at 3:15 P.M.