



## 2023 BSA/AIA Board Meeting Schedule

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Friday, February 3	Joint Board Retreat	8:30 am – 3:30 pm
Wednesday, April 19	Joint Board Meeting	8:45 – 10:45 am
Friday, May 26	Joint Board Meeting (non-voting)	8:45 – 10:45 am
Wednesday, June 14	Joint Board Meeting	8:45 – 10:45 am
Wednesday, September 27	Joint Board Meeting	8:45 – 10:45 am
Wednesday, October 18	Joint Board Meeting (non-voting)	8:45 – 10:45 am
Wednesday, November 15	Joint Board Meeting	8:45 – 10:45 am
Wednesday, December 13	BSA Annual Meeting	8:30 – 9:30 am

\*Please RSVP at least 3 days prior to meeting by email

## 2023 BSA/AIA and BSA Foundation Exec Com Meeting Schedule

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Wednesday, January 11	9:00 am
Thursday, February 9	9:00 am
Wednesday, March 8	9:00 am
Thursday, April 13	9:00 am
Wednesday, May 10	9:00 am
Thursday, June 8	9:00 am
Wednesday, July 12	9:00 am
Thursday, August 10	9:00 am
Wednesday, September 6	9:00 am
Thursday, October 12	9:00 am
Wednesday, November 8	9:00 am
Thursday, December 7	9:00 am

MONTH	Due Date	Organization	TASK	NOTES	BSA STAFF LEAD
<b>2022</b>					
November	30	BSA & Foundation	Joint Executive Committee Meeting		Eric
November	15	BSA & Foundation	Joint Board Meeting		Eric
December	1	BSA & Foundation	Annual Meeting		Eric
December	13	BSA & Foundation	Joint Executive Committee		Eric
December	13	BSA & Foundation	Strategy Selection Committee	Information session	Nigel
December	13	BSA/AIA	AIA Massachusetts Board		Eric
December	8	AIA	AIA Inauguration in DC (Emily)		Eric
<b>2023</b>					
January	1	BSA/AIA	AIA Trust Component Grants opens		Alex
January	11	BSA & Foundation	Joint Executive Committee Meeting		Eric
January	15	BSA/AIA	Accreditation Checkup Deadline		Erika
January	15	BSA/AIA	Deadline to pay 2023 membership		Erika
January	17	BSA/AIA	Membership Committee meeting (elected)		Erika
January	18	BSA/AIA	BSA Design Awards Gala		Patricia
January	20	BSA & Foundation	Request for Innovation Deadline		Nigel
January	20	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
January		BSA/AIA	Honors & Awards Committee	Solicit membership for recommendations	Patricia
January		BSA/AIA	Nominating Committee		Eric
January	mid	BSA/AIA	Grassroots Leadership registration opens	Andrea, Sam	Eric
January		BSA/AIA	Knowledge Community Chairs Mtg	With select Board reps	Susan
January	mid	BSA/AIA	Reach out new grads/students 18-month free		Erika
January		BSA/AIA	Ethics Committee	Annual Kickoff meeting	Eric
January		BSA & Foundation	Joint Boards Orientation meeting	1 Hour introduction to the Boards	Eric
February	2	BSA/AIA	BSA Leadership Meeting	Andrea, Bennet	Eric
February	3	BSA & Foundation	BSA Board Retreat	all day	Eric
February	9	BSA & Foundation	Joint Executive Committee Meeting		Eric
February	14-17	BSA/AIA	AIA Grassroots Leadership Convention	Washington DC	Eric
February	16	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
February	17	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
February	21	BSA/AIA	Membership Committee meeting (elected)	Meets 3rd Tuesday of the month	Erika
February	Mid	BSA/AIA	Deadline to submit national resolutions	Submit to AIA Secretary for 2023 business mtg	Eric
February		BSA & Foundation	Institutional Advancement Committee		Alex
February		BSA & Foundation	Finance Committee	Plan for the year	Lesley
February		BSA & Foundation	Strategy Selection Committee	Review RFI Proposals	Nigel
February		BSA/AIA	Honors & Awards Committee	Meets 3-5 times prior to June board meeting	Patricia
February		BSA/AIA	Nominating Committee	Meets 3-5 times prior to June board meeting	Eric
March	2	BSA & Foundation	BSA Leadership Meeting	Andrea, Bennet	Eric
March	3	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
March	8	BSA & Foundation	Joint Executive Committee Meeting		Eric
March	16	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
March	21	BSA/AIA	Membership Committee meeting (elected)	Meets 3rd Tuesday of the month	Erika
March	31	BSA/AIA	Last day members pay 2023 before lapsed		Erika
March		BSA/AIA	New BSA FAIA breakfast		Susan
March		BSA/AIA	Governance Committee		Eric
March		Foundation	Governance Committee	Plan the year	Eric
March		BSA/AIA	Honors & Awards Committee	Meets 3-5 times prior to June board meeting	Patricia
March		BSA/AIA	Nominating Committee	Meets 3-5 times prior to June board meeting	Eric
March		BSA/AIA	AIA Massachusetts Board Meeting		Eric
March/April		BSA/AIA	FAIA Info Session	W/ FAIA Committee	Susan
<b>2nd Quarter</b>					
		BSA/AIA	CES Audit requirements begin		
April	1	BSA/AIA	25% off prorated dues promotion begins		Erika
April	6	BSA & Foundation	BSA Leadership Meeting	Andrea, Bennet	Eric
April	7	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
April	13	BSA & Foundation	Joint Executive Committee Meeting		Eric
April	18	BSA/AIA	Membership Committee meeting (elected)	Meets 3rd Tuesday of the month	Erika
April	19	BSA & Foundation	Joint BSA & Foundation Board Meeting		Eric
April	20	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
April	early	BSA/AIA	AIA Trust Component Grants due		Alex
April	Mid	BSA/AIA	Application for AIA Trust Grants	for Emerging Professionals	Alex
April		BSA & Foundation	Presidents' & Chairs' lunch	an annual lunch for all past pres, pres, and elect	Eric
April		BSA/AIA	Honors & Awards Committee	Final Report due April 10	Patricia
April		BSA/AIA	Nominating Committee	Meets 3-5 times prior to June board meeting	Eric
April		BSA/AIA	Ethics Committee	Check-in	Eric
April	Late	BSA/AIA	Applications open for Gold Medal/Arch Firm		Patricia
April/May		BSA & Foundation	Finance Committee - Audit Meeting	Meets annually prior to June board meeting	Lesley
May	4	BSA/AIA	FAIA dinner	Managed by Programs team	Susan
May	4	BSA & Foundation	BSA Leadership Meeting	Andrea, Bennet	Eric
May	5	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
May	10	BSA & Foundation	Joint Executive Committee Meeting	Coordinated business plan	Eric
May	15	BSA/AIA	Deadline to file IRS federal taxes		Li
May	16	BSA/AIA	Membership Committee meeting (elected)	Meets 3rd Tuesday of the month	Erika
May	18	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
May	26	BSA & Foundation	Joint Executive Committee Meeting	Coordinated business plan	Eric
May		Foundation	Institutional Advancement Committee		Alex
May		BSA & Foundation	Finance Committee meeting	Review Q1, investment plan	Lesley
May		BSA/AIA	Nominating Committee	Final Meeting prior to June board meeting	Eric
June	1	BSA/AIA	BSA Leadership Meeting	Andrea, Bennet	Eric
June	2	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
June	7	BSA/AIA	AIA National Business Meeting (Virtual)	Elections & Resolutions (Anda voting)	Eric
June	7-10	BSA/AIA	AIA National Convention	Chicago	Eric
June	8	BSA & Foundation	Executive Committee		Eric
June	14	BSA & Foundation	Board meeting		Eric
June	15	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
June	20	BSA/AIA	Membership Committee meeting (Elected)	Meets 3rd Tuesday of the month	Erika
June		Foundation	Governance Committee	Meetings with Board members	Eric
June		Foundation	Finance Committee meeting		Lesley
June		BSA/AIA	AIA Massachusetts Board Meeting	Prep for National Convention	Eric
June	Early	BSA/AIA	Deadline for AIA Component Grants	for Emerging Professionals	Alex
June	Early	BSA/AIA	Applications open	Whitney Young, Kemper, Jefferson, Associates, Young Architects, Collaborative Achievement	Patricia
June	Late	BSA/AIA	Applications open	Fellowship	Patricia/Susan
June		BSA & Foundation	Begin drafting budgets		Lesley
June		BSA/AIA	Ethics Committee	Check-in	Eric

MONTH	Due Date	Organization	TASK	NOTES	BSA STAFF LEAD
July	1	BSA/AIA	50% prorated dues begins		Erika
July	6	BSA & Foundation	BSA Leadership Meeting	Andrea, Bennet	Eric
July	7	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
July	12	BSA & Foundation	Executive Committee		Eric
July	18	BSA/AIA	Membership Committee meeting (elected)		Erika
July	20	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
July		BSA/AIA	Architects in Action 2023	AIA Advocacy Conference	Jenny
July		BSA/AIA	Solicit ballot info for election slate		Erika
July	Late	BSA/AIA	Application deadlines	Gold Medal, Arch Firm of Year	Patricia
August	2-5	BSA/AIA	CACE Annual Meeting	North Carolina	Eric
August	3	BSA & Foundation	BSA Leadership Meeting	Andrea, Bennet	Eric
August	4	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
August	10	BSA & Foundation	Executive Committee		Eric
August	17	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
August		BSA/AIA	Ballot bio information is due	Mid August	Erika
August		BSA & Foundation	VP/VC Event planning meeting	Sam and Rebecca	Eric
September	6	BSA & Foundation	Joint Executive Committees meeting		Eric
September	7	BSA & Foundation	BSA Leadership Meeting	Andrea, Bennet	Eric
September	8	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
September	13-16?	AIA	Women's Leadership Conference	in Boston	Patricia
September	15	BSA/AIA	Interim Component Accreditation portal opens		Erika
September	15	BSA/AIA	Deadline to report 2023 dues to National		Erika
September	15	BSA/AIA	Early 2023 dues invoicing begins		Erika
September	19	BSA/AIA	Membership Committee meeting (elected)	Meets 3rd Tuesday of the month	Erika
September	20-22	BSA & Foundation	Big Sibs Meeting	Baltimore	Eric
September	21	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
September	27	BSA & Foundation	Board Meeting		Eric
September	30	BSA/AIA	Deadline for audited members	Must meet 2021 CES requirements	Erika
September	Mid	BSA/AIA	Deadline for applications	Whitney Young, Kemper, Jefferson, Associates, Young Architects, Collaborative Achievement	Patricia
September		BSA & Foundation	Finance Committees meeting (joint)	Review budget	Lesley
September		Foundation	Institutional Advancement Committee		Alex
September		BSA & Foundation	Governance Committee	Foundation Nominations	Eric
September		BSA/AIA	AIA Massachusetts Board Meeting		Eric
September		BSA/AIA	Ethics Committee	Check-in	Eric
October	1	BSA/AIA	Membership 15-for-12 promo begins		Erika
October	1	BSA/AIA	2023 Dues Installment Program Begins		Erika
October	3	BSA/AIA	BSA Ballot goes live	Live October 3 - November 7	Erika
October	5	BSA & Foundation	BSA Leadership Meeting	Andrea, Bennet	Eric
October	6	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
October	12	BSA & Foundation	Joint Executive Committees meeting	Review Budget Recommendations	Eric
October	15	BSA/AIA	Deadline reporting Strategic Council Reps	Submitted to AIA MA	Eric
October	17	BSA/AIA	Membership Committee meeting (elected)	Meets 3rd Tuesday of the month	Erika
October	18	BSA & Foundation	Board Meeting (non-voting)		Eric
October	19	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
October	Early	BSA/AIA	Deadline for applications	AIA Fellowship	Patricia/ Susan
October		BSA/AIA	Knowledge Community Chairs Mtg	With select Board reps	Susan
October		BSA/AIA	VP Event	Engage members in strategic plan	Eric
October		BSA & Foundation	Governance Committee	Prep for Board & Exec Dir Assessments	Eric
October		BSA & Foundation	Board Information Session	Preparation for budget meeting	Eric
October		BSA & Foundation	Board & Exec. Dir. Assessment Surveys	Sent out to Board members from Secretaries	Eric
October		NE chapters	New England Design Awards/Conference		Eric
November	1	ALL	File annual report w/ State for all entities		Li
November	2	BSA & Foundation	BSA Leadership Meeting	Andrea, Bennet	Eric
November	3	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
November	7	BSA/AIA	Ballot closes		Eric
November	8	BSA/AIA	ED makes calls to all candidates		Eric
November	8	BSA & Foundation	Joint Executive Committees meeting	Assessment Reports	Eric
November	15	BSA & Foundation	Board meeting	Budget, board/E.D. assessments, 2023 Boards	Eric
November	16	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
November	21	BSA/AIA	Membership Committee meeting (elected)	Meets 3rd Tuesday of the month	Erika
November		BSA/AIA	Promote election results in Currents		Lesley
November		Foundation	Institutional Advancement Committee		Alex
November		Foundation	Governance Committee	Meets Before Nov 17	Eric
November		Foundation	Board Assessment Finalized		Eric
November		BSA & Foundation	Finance Committee meeting	Review 2023 & Planning for 2024	Lesley
December	1	BSA & Foundation	Revise BSA & Foundation books	For January board orientations	Eric
December	7	BSA & Foundation	Joint Executive Committees	Invite new ex com members	Eric
December	7	BSA & Foundation	BSA Leadership Meeting	Andrea, Bennet	Eric
December	7-9	AIA	AIA Governance Week		Eric
December	8	BSA/AIA	BSA/AIA Leadership Meeting	Andrea, Sam	Eric
December	9	AIA	Presidential Reception		Eric
December	13	BSA & Foundation	Annual meeting & reception		Eric
December	16	Foundation	Foundation Leadership Meeting	Bennet, Rebecca	Eric
December	19	BSA/AIA	Membership Committee meeting (elected)	Meets 3rd Tuesday of the month	Erika
December	31	BSA/AIA	2023 BSA Board roster due to National		Erika
December	31	BSA/AIA	Final deadline to renew 2023 membership		Erika
December	31	BSA/AIA	Members under CES audit not sufficient credits for 2021 are terminated		Erika
December	Early	BSA/AIA	Send BSA Award info to AIA Architect		Patricia
December		AIA MA	AIA Massachusetts Board Meeting		Eric

TBD Schedule for BSA Board Committees & Task Forces including: Governance, Finance, Advocacy, Strategy, Advancement, Membership BSA design/construction, Communications, and any additional groups.