



Charter for the Center for Architecture Task Force

Purpose

The Center for Architecture Task Force supports the AIA Minnesota Board of Directors, and the governing bodies of partner organizations (i.e., Minnesota Architectural Foundation, Minnesota Historical Society, and potentially others) with the development of programming and establishing dedicated space(s) to connect K-12 students and the general public to the architecture of the past, present and future in the state of Minnesota.

Type of Group

Task Force (for a specific purpose and limited duration).

Authority Delegated or Retained

No programmatic or financial authority is delegated to this committee by the AIA Minnesota Board of Directors. However, it is expected that the Task Force will provide recommendations related to structure, governance, and programming to the AIA Minnesota Board of Directors and the governing bodies of partner organizations. Financial recommendations of the Task Force will be made to the AIA Minnesota Finance Committee, the AIA Minnesota Board of Directors, and the governing bodies of partner organizations as related to Center for Architecture programming and space. The Task Force may not make decisions to contract with consultants or to otherwise expend resources without approval of the AIA Minnesota Board of Directors (via approval of budget items or additional approval).

Membership & Leadership

Members of the Center for Architecture Task Force should include the following:

- AIA Minnesota / Minnesota Architectural Foundation (MAF) leadership representative – Task Force Co-Chair
- Architecture in the Schools Committee representative – Task Force Co-Chair
- AIA Minnesota officer (can be the same as an individual serving in another capacity on the Task Force, or an additional AIA Minnesota officer)
- AIA Minneapolis leadership representative
- MAF leadership representative
- AIA Minnesota Committee on Design leadership representative
- AIA Minnesota Equity, Diversity & Inclusion Committee leadership representative
- Minnesota Historical Society programming representative
- Mill City Museum representative

The leadership representative positions are assumed to be filled by those holding such positions in 2018, as appointed by the AIA Minnesota President and President-Elect; as these individuals roll off of their leadership positions with each entity, it is assumed that they would retain their positions on the Task Force. If they must step down from the Task Force, the AIA Minnesota President and President-Elect would fill their Task Force positions with other representatives of those entities. It is assumed that members of the Task Force will serve for at least three years, at which time the charter would be revisited by the AIA Minnesota Board of Directors. Terms would begin in September 2018.

As needed, the Task Force may invite additional representatives of AIA Minnesota, the Minnesota Historical Society, or other individuals to join meetings of the Task Force to provide insight and expertise. However, these individuals would not have voting authority regarding recommendations to be made to the AIA Board of Directors, the AIA Finance Committee, or to the governing bodies of partner organizations.

If the Task Force determines that additional or revised membership is necessary, it would need to make recommendations for charter revisions to the AIA Minnesota Board of Directors for their approval.

Task Force Meetings

The Task Force will meet at least quarterly and as often as the co-chairs or a majority of its members deems necessary or appropriate, either in person, telephonically or electronically, and at such times, places and manner as staff may determine. The co-chairs and staff will develop an agenda in advance of each meeting and communicate meeting details to Task Force members in a timely fashion. As necessary, the Task Force will meet in a joint session with AIA Minnesota committees or partner organizations regarding items of concern to both entities.

Staff Support

The Executive Vice President will allocate the time of AIA Minnesota staff and/or an independent consultant toward the support of meetings and activities of the Task Force. AIA Minnesota staff will also ensure that a physical meeting space is available and that opportunities for remote participation (via conference call, video-based, or Internet-based remote technology) are also made available.

Activities, Duties, and Responsibilities

The Task Force will make recommendations to the AIA Minnesota Board of Directors, to the Minnesota Architectural Foundation, and to Mill City Museum / Minnesota Historical Society (and potentially other partners) as the result of the following activities:

- Explore and develop a variety of programming options for making architecture accessible, understandable and highly valued, with a focus on K-12 students and

the general public, including an assessment of the staff, volunteer, space, and financial resources needed for successful and sustainable implementation of such programming options.

- Explore and develop programming options specific to augmenting and complementing the exhibits of Mill City Museum (first priority) and other Minnesota Historical Society museums and sites (second priority).
- Determine the costs, processes, and timelines involved in creating desired programming; the intention is for programming to begin being implemented well in advance of the creation of a physical Center for Architecture.
- Determine whether and how the spaces within the Washburn A Mill complex and Mill City Museum in Minneapolis could be utilized for physical Center for Architecture space(s).
- Determine the costs, processes, and timelines involved in creating physical Center for Architecture space(s). The working assumption for the Task Force is that the AIA Minnesota SpaceEx Task Force conducted a thorough vetting of potential spaces and that the most promising solution is for a physical Center for Architecture to be created within the Washburn A Mill complex and in partnership with the Mill City Museum / Minnesota Historical Society. If upon further analysis the Task Force determines that the Washburn A Mill complex spaces are not feasible for a physical Center for Architecture, the AIA Minnesota Board of Directors would need to be engaged in determining next steps for the Task Force and potential revisions to this charter.
- Explore options for how a Center for Architecture would be structured as a nonprofit entity, in the context of AIA Minnesota as a 501(c)(6), the Minnesota Architectural Foundation as a 501(c)(3), and the Minnesota Historical Society as a 501(c)(3).
- Explore options for how Center for Architecture programming and space would be structured financially in regard to financial investments and obligations, ownership / leasing of space, and formal agreements related to partnerships.
- Explore options for how a Center for Architecture would be governed, including the composition of a governing board.
- Explore options for how a Center for Architecture would be staffed (for both on-site and off-site programs).
- Work with existing AIA Minnesota committees, the local components of AIA in Minnesota, and MAF committees to explore how they might engage with a Center for Architecture.
- Determine the costs, processes, and timelines involved in branding and marketing Center for Architecture programming and space.
- Determine the costs, processes, and timelines involved in raising funds to support Center for Architecture programming and space.

Primary Author(s)

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Date this charter was approved initially by the AIA Minnesota Board of Directors

September 2018

Anticipated date of charter review / potential revision by the AIA Minnesota Board of Directors, with input from group leadership and staff

September 2021

Anna Pravinata, AIA
AIA Minnesota Secretary