

# Thomas F. Ellerbe Scholarship Fund Committee Charter

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## *Recognizing design rigor in the capstone year*

### **Purpose**

The Thomas F. Ellerbe Scholarship (TFE Scholarship) was endowed in 1981 by the Ellerbe firm in honor of Thomas F. Ellerbe, FAIA. The purpose of the scholarship is to support graduate students as they conclude their academic degree program and about to commence with their professional career. As a competitive scholarship program, the intent is to reward students for their rigor of design, depth of integration of other disciplines into their design presentations and clarity and resolution of the challenges as represented in their submittals. Additionally, the timing of this scholarship program is to prepare students for their final Masters' project and subsequent professional career interviews.

### **Vision**

Recognizing excellence in spirit and dedication of final-year graduate students in architecture and engineering.

### **Funding Source & Administration**

The endowed fund is managed by an independent third-party financial manager as retained by the Minnesota Architectural Foundation (MAF) Board of Directors. Contributions to the endowment are routinely accepted each calendar year. It has not been the practice of the TFE Scholarship fund to organize active fundraising campaigns to increase the endowment. The MAF Board of Directors conducts an annual independent audit of TFE Scholarship fund financial activity.

According to MAF guidelines, fund disbursements are capped at 5% of the rolling 3-year average of the fund. This fund annually awards two or more \$1,000 to \$3,000 scholarships, as well as discretionary Honorable Mention scholarships as determined by the TFE Scholarship jury and approved by the TFE Scholarship Committee.

### **Type of Group**

Standing committee of the Minnesota Architectural Foundation (MAF) Board of Directors.

## **Authority Delegated or Retained**

TFE Scholarship Committee activities outlined herein are delegated to this committee by the MAF Board of Directors. It is expected that the TFE Scholarship Committee will at a minimum provide quarterly activity and status updates to the MAF Board of Directors. Activities requiring expenditure of funds beyond those outlined in the bylaws, board policies, and annual budget must be reviewed and approved by the MAF Board of Directors.

## **Membership**

Members of the TFE Scholarship Committee should include a minimum of three MAF Board members at large selected by the Board and may include non-board members selected by the TFE Scholarship Committee members.

Committee members serve one-year terms, beginning January 1st and ending December 31st of the same year, or until the new appointment is complete. Terms may be renewed and confirmed on an annual basis.

## **Leadership**

The TFE Scholarship Committee will recommend a committee chair to the MAF Board of Directors for their consideration and approval.

## **Committee Meetings**

The Committee will meet bimonthly, and/or on an as-needed basis. Refer to Calendar of Activities. Committee chair to develop meeting agenda and circulate within the committee.

## **Staff Support**

The Executive Director will allocate AIA Minnesota staff, MAF staff or independent consultant hired time to provide support of meetings and online activities of the Committee, and any additional staffing as appropriate. AIA Minnesota or MAF 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.

## **Primary Author(s)**

Nancy Blankfard, FAIA Committee Chair

David Loehr, AIA  
Amy Cheever, AIA  
Keon Blasingame  
Amber Allardyce, MAF Deputy Executive Director

**Date this charter was approved initially by the MAF Board of Directors**

May 2024

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

2027



Ellie Ziaie, AIA  
Minnesota Architectural Foundation Secretary