**SAH WiA Center**

**Minutes from the First Virtual Business Meeting**

**September 9, 2020**

**In Attendance:**

Anna Sokolina, Rebecca Siefert, Franca Trubiano, Julia Walker, Danielle Willkens, Kathryn O’Rourke, Priya Jain, Shelley E. Roff, Margaret B. Vickery

1. **Introduction**: Anna began the meeting with thanks and a welcome to this historic event. She emphasized the mission and the purpose of the group serving the SAH community, stressed the significance of this group and the importance of transparency, loyalty, integrity and teamwork. She added that Rebecca will share with elected officers in Dropbox the uploaded minutes and other documents for comments and modifications. Dropbox is proposed as a communications tool around the administration of the group.
2. **Membership**: The group members present at this Zoom Meeting introduced themselves and briefly outlined their work and research. Anna reported that currently SAH *WiA* group has 47 members.
3. **Elections**: Election reports from Anna and Rebecca named the following:

**Chair**: Anna Sokolina

**Associate Chair**: Shelley E. Roff and Kathryn O’Rourke will share this role which includes all the duties incidental to the management, including outreach and networking, other internal and external collaboratives.

**Advising Chair**: for consultation: Annmarie Adams

**Secretary-Treasure**r: Julia Walker: responsibilities include taking and distributing the minutes, maintaining membership records, any fiscal matters.

**Associate Secretary-Treasurer**: Meg Vickery will support and help Julia Walker in her responsibilities.

**Communications Officer**: Danielle S. Willkens. This position includes creating open lines of communication, creating online resources for our members.

**Associate Communications Officer**: Priya Jain agreed to serve in this capacity

**Web Administrator**: Rebecca Siefert will continue her remarkable work creating a web presence for SAH WiA.

**Associate Web Administrator**: Franca Trubiano will serve in this capacity.

Anna emphasized that we are expanding the leadership team from the minimum listed in the Bylaws, conforming to the statement in Bylaws, Part IV, Officers: “The Group is managed by officers of the SAH WiA AG Center, which shall comprise, *but not be limited to*, the [initial list of Officers].”

1. **Social Media Presence:** Anna suggested that Danielle and Priya work to grow our media presence also through platforms such as Academia.edu, LinkedIn, Instagram, Facebook, etc.
2. **Bylaws:** Anna reported that voting overwhelmingly supported the Bylaws as written.
3. **Terms of Service:** The terms of newly elected SAH Board Officers officially begin after the 2021 Montréal Conference. Attending SAH WiA group offices agreed to begin their service immediately to prepare the base for starting their official terms after the 2021 Conference in tune with the SAH Board terms. The decision was unanimous.
4. **Membership Directory/Listserv:** New group members should register through SAH via a form found online, or through the Commons site. Members should find the relevant links there.
5. **Online Presence:** Anna underscored that having a robust online presence is an important and urgent matter for our group and invited Danielle, Rebecca, Franca, and Priya, all in their various capacities, to contribute and collaborate. These will be linked to the SAH Commons site. Rebecca and Anna stressed that we can have our Commons website visited via the SAH official site, and the SAH Commons site.
6. **Communication:** It was agreed we will communicate through the SAH platform and the listserv managed by Anna and Rebecca and used for submitting information to members. The line of communications with the SAH Board is established through the SAH Board Liaison, Second VP Carla Yanni.
7. **Upcoming Projects:** **March 2021** is Women’s History Month, also to include the International Women’s Day. This needs immediate attention: Shelley Roff will develop and lead this SAH WiA Program, the project needs to be to submit to SAH Board in November 2020. Anna stressed the importance of having a presence through SAH to mark and celebrate these events.
8. **2021 Wikipedia Edit-a-Thon**: Anna also emphasized the importance of including students in this effort. Danielle Willkens will coordinate this project.
9. **The March 2021 program, and SAHGB's Women Architectural Historians' Network (UK)**: coordinating efforts. Shelley will develop and lead this initiative.
10. **Other coordinating efforts:** Anna reported that the Chair of Women in Architecture Committee WIA Silicon Valley approached her, and their group wants to collaborate. Collaboration with the Beverley Willis Foundation is also planned. Kathryn will coordinate this outreach and involvement, as well as a range of internal SAH projects: SAH Connects, etc. The **SAH Women Write Architecture Archive** is a new initiative to be managed by Anna with support by Rebecca. **SAH Archipedia** Managing Editor Catherine Erkkila confirmed their future plans and interest in collaboration with our group, the initiative to be led by Anna. **Pratt Institute School of Architecture**, under the leadership of Harriet Harriss, is SAH institutional member and we are planning an event to celebrate the collaboration with the SAH WiA Group and the publication of the *Routledge Companion to Women in Architecture* textbook. All other new initiatives, within the SAH and external, are welcome and appreciated.
11. **SAH 2021 Annual International Conference April 14–18:** due to COVID 19,we have no plans for an in-person meeting in Montréal, Canada, but all proposals are welcome.
12. We will submit the proposal for a SAH WiA group Post-Conference Virtual Round Table discussion by SAH deadline of Sept. 14, 2020. Comments are welcome before Sept. 12, 2020.
13. **Final matters:** Members are encouraged to submit their photo portraits to Rebecca for the WiA Commons page.