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|   **THE WISCONSIN CHAPTER OF ASID****BOARD MEETING MINUTES**Meeting Date: May 05, 2018 |
| **location** | Madison College, Madison WI |
| **board members present** | Ariel Steuer, Bill Beaudreau, Molly Hopper, Melissa Smith, Michelle Kempen |
| **meeting called by** | Ariel Steuer |
| call to order | 03:15 PM |
| **AGENDA TOPICS** |

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| **Government Affairs review by Robin Stroebel** |
| **MOTION** |  |
| **SECONDED** |  |
| VOTE |  |
|  discussion | - Spring events and attendance – Stevens Point – 12; Fox Valley & Green Bay – 12; Madison – 20; most attendees enter confused and leave interested and engaged.- The effort needs allies including corporate supporters and more to spread the word and advocate for interior designers.- Clarification of the 'sign and seal' process is being established – the effort now needs to pivot and bring full information forward.- Schedule of activities – Fall 2018 – continue reaching out; Oct 2018 – bill goes public; Jan 2019 – legislature begins a new session; Mar 2019 – Day at the Capitol |
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| **What's Next** |
| **MOTION** |  |
| **SECONDED** |  |
| VOTE |  |
|  discussion | - Scheduling the event in August including a code refresher; review schedule for mini-golf outing- Sponsorship – locate sponsors that align with the values of the event |
| **PROGRAMS/EVENTS** |
| **MOTION** |  |
| **SECONDED** |  |
| VOTE |  |
|  discussion | June - Breast Cancer Showhouse – EP tourJuly – Golf Outing – preliminaryAugust – What's NextAugust – Parade of Homes – Healthy Homes – EP tourSeptember – Volunteer AppreciationSeptember – Annual Meeting |
| **SPONSORSHIP** |
| **MOTION** |  |
| **SECONDED** |  |
| VOTE |  |
| DISCUSSION | Program to start in OctoberAriel wants to explore best practices |
| **FINANCIALS** |
| **MOTION** |  |
| **SECONDED** |  |
| VOTE |  |
| DISCUSSION | CPA for chapter filed a tax extension for tax reportingCPA is providing a quote for bookkeeping dutiesAccounts Payable have been brought currentNo official financial report – account balances are as follows:$23,016.64 – Paypal net holdings$12,607.12 – Checking account$37,343.14 – Total of (2) Savings accounts Nincludes student scholarship funds and monies distributed upon dissolution of ID coalition$62,346.42 – Vanguard Investment accounts |
| **COMMUNICATIONS** |
| **MOTION** |  |
| **SECONDED** |  |
| VOTE |  |
| DISCUSSION | Calendar of Events – needs to be cleaned up and improved – Hope to talk to Ingrid (co-worker)Photos & text of Student winners from Design Excellence Awards to be posted on websitePhotos from Member winners from Design Excellence Awards to be adjusted on websiteSocial media – more of an effort boost content to engage more directly is part of improving member benefitsWebsite Member Spotlight – Deb Schram is assisting Michelle to start with students and professionals |
| **DIRECTOR AT LARGE** |
| **MOTION** |  |
| **SECONDED** |  |
| VOTE |  |
| DISCUSSION | Student Scholarship – see board reportRepurposeful – Non-Toxic Environment is the new name and logo and owned by a a non-profit in place of The Green Design Center supporting Repurposeful with Kelsey at the helm. The event is no longer being run for lack of resources; how does it fit within ASID WI priorities and the Strategic Plan; contemplate having the Sustainability Committee focus on a future direction looking at WELL, Fit Well, Mindful Materials and more to maybe include Repurposeful as part of it.  |
| **MEMBERSHIP** |
| **MOTION** |  |
| **SECONDED** |  |
| VOTE |  |
| DISCUSSION | Volunteer Appreciation Party – the structure of the event has yet to be formalized and a greater amount of money will be spent than budgeted. Suggestions are welcome.Emerging Professionals – see board report  |
| **NEW BUSINESS** |
| **MOTION** |  |
| **SECONDED** |  |
| VOTE |  |
| DISCUSSION | Administrative – Emily Weber, director of operations for Impact will be submitting an itemized bookkeeping proposal.The chapter needs to create a document of operational procedures and hierarchy of tasksAccess to team members at Impact for support services in regard to PR, social media, marketing, event planning, websites, graphics are all available for a feeChapter needs to provide procedures for websites and website submission graphics. |

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| **MEETING ADJOURNED** | Meeting concluded – 5:55 pm |
| **OBSERVERS** | Tim Miller, Robin Stroebel |
| SPECIAL NOTES |  |
| VOTE |  |