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| wisconsin_state_ASID_NEWLOGO **THE WISCONSIN CHAPTER OF ASID** **BOARD MEETING**  November 14, 2013 | | |
| LOCATION | | Zimmerman Architectural Studios  Milwaukee, WI |
| Board Members Present | | **Leslie Dohr**, ASID – President  **Lissa Rolenc**, ASID – President Elect  **Teresa Olson**, ASID – Membership Director  **Karen Johnson**, Allied ASID – Financial Director  **Erin Jende** – Communications Director  **Ariel Steuer**, ASID – Director at Large  **Deb Schramm**, Allied ASID – Professional Development Director  **Alex Weber**, Student Member ASID – Student Representative to the Board |
| GUESTS PRESENT | | None |
| Meeting called by | | Leslie Dohr |
| called to order | | 3:45 pm |
| MINUTES BY | | Teresa Olson / Lissa Rolenc |
| **AGENDA TOPICS** **meeting minutes** | | |
| MOTION TO APPROVE | Lissa Rolenc | |
| seconded | Ariel Steuer | |
| discussion | Meeting minutes from previous board meeting were submitted for approval. | |
| vote | Approved with corrections noted by Karen Johnson, 7-0. | |
| **financial director report** | | |
| MOTION TO APPROVE | Erin Jende | |
| seconded | Arial Steuer | |
| discussion | Karen presented the following information to the board:   * Bank account summary of registered balances as of 11/14/13. We will need to move $3,000.00 out of our reserves to cover expenses until yearly dues are paid by members. * In’spier Event financial budget was submitted to the board. * BMO money market funds will be transferred to savings account to avoid monthly fee. * A new laptop for chapter business was proposed. Karen will research so we can vote. All liked idea of using new laptop for registrations at events, and other upgraded services. Karen will look into a program where there is a trade-in option as the new laptop will need upgrades. * Sponsorship program, led by Lyn Vogeltanz will launch on December 1, 2013 via the new Sponsorship Committee.  Exception would be an item donation for auction or similar fund raiser. * IIDA would like to handle all STRUT financials and in return they would like us to always handle Career Day. Karen will review and submit an action for us to vote on this at the next meeting. Board voted on credit card for chapter: | |
| vote | Voted No 7-0 on having chapter credit card. | |
| **Professional development Director report** | | |
| MOTION TO APPROVE | N/A | |
| seconded | N/A | |
| discussion | Deb gave the following updates:   * Holiday party will be December 12th at the Marriott downtown Milwaukee. Deb reported the list of all committee members. There was a discussion in raising the cost of entry to $15 for members and $20 for Non-members. Currently they have $1,000 in sponsorship. The board will have a meeting prior to the holiday party. * January CEU will be moved to a combo event day with Mt. Mary. Thinking we will do women’s leadership in AM, followed by student portfolio show, and then CEU’s in the afternoon. Ariel and Deb will be working with Mt. Mary on the details. Possible CEU’s in Sketch-up, lighting, and Photoshop. * Bill Beaudreau is looking into the design MMOCA Design BOMB in the spring of 2014. * Committee is looking into doing a similar technology Seminar for CEU’s in the Madison area around the same month as the Mt. Mary Event. They can advertise together. | |
| vote | None | |
| **DIRECTOR OF COMMUNICATIONS** | | |
| MOTION to approve | N/A | |
| seconded | N/A | |
| discussion | Erin gave the following updates to the board:   * Erin needs one suggestion from each of us on who the PR contract firm can complete interviews about the industry. Hoping that they can conduct interviews and present finding at the next board meeting in December. * The Sustainability section of the website is live. * ASID national has launched its refreshed site. How this will affect our site is still unclear. * Erin has been evaluating all feedback from board members on the website, and will be presenting a site map at our next meeting. * Reminder: always make sure we have the time-line needed for PayPal registrations. * Erin asked the group if there were any suggested revisions to the “ASIDWI- Communication Tools & Deadlines” document that was submitted at the last meeting. * The PR committee is starting its bi-monthly meetings and could use one more volunteer. | |
| vote | None | |
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| **DIRECTOR OF MEMBERSHIP** | | |
| MOTION to approve | N/A | |
| seconded | N/A | |
| discussion | Teresa gave the following updates to the board:   * Committee will continue to reach out to seasoned members in hopes of suggestions for next annual meeting nominees for national awards. Brought up discussion if we want members to nominate themselves. * The first EP Meet-Up at SPIN was a success. Next Meet-Up will be in January. * Working with Erin on member list on website. Ariel brought to the board’s attention that on website you can click on student members and get their phone numbers and info. * Will be holding a membership meeting in the upcoming months in hopes of getting volunteers to replace those we have lost due to career moves to other states. Teresa needs volunteers. | |
| vote | None | |
| **Director at Large REPORT** | | |
| MOTION TO APPROVE | N/A | |
| seconded | N/A | |
| discussion | Ariel provided updates on the following committees:   * Working on a sample recycling program with sustainability website. * Student fall gatherings have been a success. We have another at UWSP on Dec 6th at 5PM. * Heather can give Ariel a list of IP members to help UWSP with a fall vendor fair. * Art Emporium is this evening. Enjoy! * What’s Next event will be on April 11th. Working with Deb on details with Mt. Mary. Decided best to keep WCREW as a notable sponsor rather than have separate registrations for event. Board agreed. | |
| vote | None | |
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| **STUDENT rep to the board report** | | |
| MOTION TO APPROVE | N/A | |
| seconded | N/A | |
| discussion | Alex provided the following updates:   * Student chapters have been active the first few months of the semester. * We are getting great feedback on the student gatherings. * See written report of all that each college has achieved to date. * Many field trips have been planned. * Discussed possible suggestion of having buses for students to attend events. | |
| vote | None | |

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| **President-Elect report** | |
| MOTION TO APPROVE | N/A |
| seconded | N/A |
| discussion | Lissa provided the following updates.   * Gala will be at Turner Hall. Amy will be wrapping up the contract for signatures this week. Roxanne is working on the budget to be submitted to the board for approval. Third judge is from Washington State. “Be Inspired” is our theme for the event. Erin stated she could not find video from CLC, so we will need to come up with something for the event ourselves. We will be meeting at the venue on 12/09/2013. * Lissa will be having lunch with Robin to discuss current state of IDCW. We also invited IIDA to join us. * IIDA STRUT- see notes in Karen’s report. Currently this event is funding itself and has been great for both chapters. We need to get more PR at the event. |
| vote | None |
| **President’s report** | |
| MOTION TO APPROVE | N/A |
| seconded | N/A |
| discussion | Leslie shared.   * Email from member on the Sustainability Website launch. Leslie proposed we celebrate at the end of our meetings for all the hard work. * We also gave Deb. A round of applause for the In’spire event. |
| vote | None |

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| meeting adjourned | 5:32 pm |
| motion to adjourn | Lissa Rolenc |
| seconded | Karen Johnson |
| Vote | Approved, 7-0. |