



**THE WISCONSIN CHAPTER OF ASID  
BOARD MEETING MINUTES**

Date: 10/20/2022

<b>LOCATION</b>	Virtual
<b>BOARD MEMBERS PRESENT</b>	Pedro Lima, Amy Kopplin, Kate Stachowiak, Jordan Green, Brianna Arpy, Pete Topetzes, Mindy Hoppe, Bree De Vries
<b>MEETING CALLED BY</b>	Pedro Lima
<b>CALLED TO ORDER</b>	Time: 4:09PM
<b>MINUTES BY</b>	Amy Kopplin
<b>ADDITIONAL MEMBERS IN ATTENDANCE</b>	NONE

**AGENDA TOPICS**

**PRESIDENT**

<b>DISCUSSION</b>	<p><u>Holiday Party</u> Lauren Maki and Amy Sell will be coordinating Holiday Party</p> <p><u>Mindy Hoppe Update</u> She's at capacity!</p> <p><u>NCIDQ Event</u> Pete taking the lead</p> <p><u>Event Sponsors</u> Brass Light Gallery; notified from Jenny Doede, consider them to becoming industry partner members or sponsorship vendor to host an event there?</p> <p><u>Budget Update</u> Lauren, Amy and Pedro met, but we need to meet with Kate to review budget for next board meeting for a vote/approval IMPACT Association contract renewed; 20-48 hours per month allowed, hourly rate is same regardless of where hours land</p> <p><u>Finance</u> ASID National connection (Core Path Wealth) offers financial planning for our chapter to help with our surplus of dollars to invest them, so that we can take the least amount of risk. Having our surplus in just a checking or savings is not financially smart per National, so we would need to decide how we do this as a chapter.</p> <p><u>Student Initiative Committee</u> Stems from feedback on Awards being too long, let's give students their own initiative. Anna Janke has volunteered to chair this committee.</p> <p><u>GA Event - Board members at GA event; somewhat more interactive for when professors aren't able to be at location</u> Pedro – Mount Mary (all day) Amy – Mount Mary (all day) Jordan – Mount Mary (PM) Mindy – Steven's Point (all day) Brianna – Stout (all day) Pete – Fox Valley – looking into it, needs to book end it with an update Anna Janke (Non-Board Member) - Fox Valley</p>
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	<u>PPI2PASS Affiliate Program</u> 15% off study materials, and 15% kick back to chapter potential; Pedro getting more information on how it would work for us
<b>VOTE #1</b>	Start creation of task force to look into Core Path Wealth for our chapter
<b>MOTION TO APPROVE #1</b>	Jordan Green
<b>SECONDED #1</b>	Mindy Hoppe
<b>VOTE #2</b>	Start a student initiative committee to find the best way to serve students with scholarships and recognition in the design community and throughout design centers.
<b>MOTION TO APPROVE #2</b>	Amy Kopplin
<b>SECONDED #2</b>	Kate Stachowiak

#### **FINANCIAL DIRECTOR**

<b>DISCUSSION</b>	Financial Summary- - see Board Report for \$\$ totals across each account <u>Committee Planning</u> Working on putting together a go-to list of all things needed for committee members so committee oversight can give information chairs and co-chairs
<b>VOTE</b>	
<b>MOTION TO APPROVE</b>	
<b>SECONDED</b>	
<b>DISCUSSION</b>	

#### **PRESIDENT-ELECT**

<b>DISCUSSION</b>	<u>Design Excellence Awards</u> Recommendation of Wisconsin Conference Center to look into for event venue Brianna Arpy familiar with CPJAM, planning on still being involved, bring this up to committee Emily Roman will be the point person for DEA to connect to Communications committee to better plan out social media and marketing materials; get her involved sooner than later! <u>Design Center Initiatives</u> - Start a meeting to get a group together, Jordan, Pedro, Mindy, Bree, Brianna, will send to larger board and get everyone to attend as able <u>Calendar Invites</u> Amy will update as events officially change
<b>VOTE</b>	
<b>MOTION TO APPROVE</b>	
<b>SECONDED</b>	

#### **DIRECTOR AT-LARGE**

<b>DISCUSSION</b>	<u>NCIDQ Event</u> December 6 <sup>th</sup> – Amy to change calendar
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	<p><u>Career Day</u> Most likely hosted by AmFam, still working on date, will be in March</p> <p><u>Sustainability Committee</u> January 10<sup>th</sup> – Pete to have this committee work together on programming for sustainability CEU</p> <p><u>Student Initiative Committee</u> Stems from feedback on Awards being too long, let's give students their own initiative. Anna Janke has volunteered to chair this committee.</p>
<b>VOTE</b>	
<b>MOTION TO APPROVE</b>	
<b>SECONDED</b>	

**COMMUNICATIONS DIRECTOR**

<b>DISCUSSION</b>	<p><u>Communications Request</u> Each committee should have 2 designated people to be liaisons between their event and communications to help develop graphics; tell your committees of this commitment request</p> <p><u>Emily Roman</u> Communications helper!</p> <p><u>Website Updates</u> Organizational charts and headshots are being updated, send to Jordan ASAP so she can complete this task</p> <p><u>Social Media Posts Count</u> 48 posts over the past 3 months; really happy with this number! Board report has % of engagement levels as they change across IG</p> <p><u>Weekly Eblasts</u> Get info to the admin and Jordan the Friday before, approved on Tuesday, posted Wednesdays</p>
<b>VOTE</b>	
<b>MOTION TO APPROVE</b>	
<b>SECONDED</b>	

**PROFESSIONAL DEVELOPMENT DIRECTOR**

<b>DISCUSSION</b>	<p><u>Holiday Party</u> Reached out to Lauren with how event will be organized, still targeting week of December 12<sup>th</sup>; Mt Mary, Concordia and MIAD are done December 9<sup>th</sup>, so want to avoid finals Lauren, Mariah, Amy Sell, McKenna helping Location still pending, Kohler is an idea</p> <p><u>GA What's Next Event</u> Refer to Pedro and Amy Notes</p> <p><u>Business Series</u> Leah Knox, Karen Lee Johnson and Mariah said yes to helping; 6 sessions about business coaching. Financials, leads, P/L, marketing, contracts, insurance, wealth management, photography. Will likely segment each session to specific topics</p> <p><u>UWSP Student Chapter</u> Nov 1<sup>st</sup> kick off at their school Meeting scheduled Mon for Brianna and Mindy to promote What's Next Event to that group</p>
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	Jordan recommended a sign up sheet or demo on how to apply  <u>Design Summit Event</u> Brainstorm sessions to come Hilton Hotel in Wausau is target location
VOTE	
MOTION TO APPROVE	
SECONDED	

**MEMBERSHIP DIRECTOR**

	EP Committee  <u>DEI Committee</u> Meeting tomorrow morning; checking on Cinco de Mayo theme at DEA DEI and Design Awards? How to create a DEI category  <u>MN Chapter Connection</u> They have a lot of Stout student attend their events, MN chapter wanted to offer two memberships to students, so we need to reply to saying yes or no to this. Pedro will talk to Benjamin about it to get National's perspective  <u>Swag Items</u> Nicole dropped off swag at storage unit, recommend a checkout/inventory system for all ASID branded item Storage unit needs clean out / organizing; recommend removing things older than 7 years
DISCUSSION	
VOTE	
MOTION TO APPROVE	
SECONDED	

**STUDENT REP. TO THE BOARD**

	<u>Policy for Graduation Cords</u> Double red cords, \$45 each through ASID, or students could purchase on their own; not really any parameters around who can wear them, etc. UWSP chapter has a lot in their storage unit, on student chapter to police this essentially  <u>Interior Design Programs</u> Made list of all 2 and 4 year programs in the state, researching further education facilities to capture Masters programs, etc.  <u>ASID4ME</u> Spearheading this initiative at all events she can attend Bree, Jordan and Pedro to meet and put parameters around these videos and formatting in Canva so its ready when videos start to flow in.  <u>Email Lists</u> UW-Madison asked if they can be added to an email list; need to find out if they are a member
DISCUSSION	
VOTE	
MOTION TO APPROVE	
SECONDED	

**OTHER TOPICS/NEW BUSINESS**

<b>DISCUSSION</b>	
<b>VOTE</b>	
<b>MOTION TO APPROVE</b>	
<b>SECONDED</b>	

<b>MEETING ADJOURNED</b>	Time: 5:49PM
<b>MOTION TO ADJOURN</b>	Pedro Lima
<b>SECONDED</b>	Amy Kopplin, Mindy Hoppe