



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

Date: 02/16/2022

LOCATION	Virtual
BOARD MEMBERS PRESENT	Pedro Lima, Amy Kopplin, Jordan Green, Brianna Arpy, Mindy Hoppe, Bree De Vries, Lauren Maki
MEETING CALLED BY	Pedro Lima
CALLED TO ORDER	Time: 4:07 PM
MINUTES BY	Amy Kopplin
ADDITIONAL MEMBERS IN ATTENDANCE	Emily Kinnaman, Anna Janke

AGENDA TOPICS

PRESIDENT

DISCUSSION	<p><u>Media Partner</u> MKE Lifestyle contract has been signed, partnering will happen throughout the year, but primarily with DEA. Several thousand less than our budgeted amount.</p> <p><u>At Large Position</u> Still open, one other person has been engaged, waiting to hear.</p> <p><u>Neosconsin</u> Still looking for a chair for this committee, request came from Dan Effenheim, want Mindy as oversight, not the chair.</p> <p><u>Volunteers</u> A lot of open positions right now within the chapter, eblast with a call for volunteers and then follow up with a training (may fall under Membership?) Anna informed that there is a volunteer training video that her and Nicole made that could be utilized. Amy to aggregate questions from board members for volunteer recruitment to inform Emily as she creates the Google form. Target younger designers/students to assist with graphics, assistance.</p> <p><u>GATHER Conference</u> Aug 13-15, Emily makes arrangement for airfare and hotel, email Pedro if you are able to make it and if you are OK flying out of MKE. Each person needs to register themselves for the actual conference though, and be cognizant of debit card limitations/lessons learned from last year.</p>
VOTE #1	
MOTION TO APPROVE #1	
SECONDED #1	

FINANCIAL DIRECTOR

DISCUSSION	<p>Financial Summary- - see Board Report for \$\$ totals across each account</p> <p>Sponsorship: we don't believe that past sponsors have been reached out to be contacted if they want to renew</p>
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VOTE	
MOTION TO APPROVE	
SECONDED	
DISCUSSION	

PRESIDENT-ELECT

	<p><u>GA Committee</u> Still searching for additional co-chair to support Lynn Next meeting still TBD Legislation support request to promote WBE and establishing a % goal with DOA (Dept of Admin) / DFD (Dept Facilities Dev).</p> <p><u>Design Excellence Awards</u> May 4th, Garage at Harley Davidson See board report for submission counts as of 2/16 Professional judging has started</p>
DISCUSSION	<p><u>Regional Design Initiative</u> Committee members tasked with creating lists of residential, commercial and collegiate firms/locations within each region for target market; once we have enough we can have next mtg to talk strategy in each center/community.</p> <p><u>Calendar Invites</u> Updating chapter calendar based on event changes, send changes to Amy as soon as you switch a date for something, we use this to keep IIDA up to date as well</p> <p><u>SOP's/By-Laws</u> May need to take a look at updating by-laws to be more reflective of what the PE role needs to include going forward</p>
VOTE	
MOTION TO APPROVE	
SECONDED	

DIRECTOR AT-LARGE

DISCUSSION	<p>Career Day Update (Anna Janke) Need a lot of help in promoting so students sign up. Speakers and panelists are set, feeling very organized, just need people to attend 😊</p>
VOTE	
MOTION TO APPROVE	
SECONDED	

COMMUNICATIONS DIRECTOR

DISCUSSION	<p><u>Social Media Posts Count (Jordan)</u> Board report has % of engagement levels as they change across IG Over 1K people are following, interacting, etc which is great!</p> <p>3-5 days heads up is preferred for making graphics requests Please include username for people you want tagged per platform in bold for each site (LinkedIn, FB, IG, etc).</p>
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	<u>Weekly Eblasts</u> Get info to the admin and Jordan the Friday before, approved on Tuesday, posted Wednesdays.
VOTE	
MOTION TO APPROVE	
SECONDED	

PROFESSIONAL DEVELOPMENT DIRECTOR

DISCUSSION	<p><u>Business Series – Design Boss</u> Contracts going out to all speakers and details being finalized of payment terms as well 2 people signed up as of right now, but feeling like this will be ramped up soon as more content gets shared Facebook and/or LinkedIn group is being figured out, talked about access of video content and keeping it proprietary to individual who paid for each session Sponsorship of Design Boss series -looking to see if anyone wants to sponsor each session</p> <p><u>Neosconsin</u> First meeting is next week Wednesday, Mindy connected with Daniel Still looking for a co-chair from ASID to support IIDA efforts</p>
VOTE	
MOTION TO APPROVE	
SECONDED	

MEMBERSHIP DIRECTOR

DISCUSSION	<p><u>DEI</u> Some transition pains with volunteers are thinning out with maxed out commitments. March 13th week for building tour opportunity of Chasen Art Museum in Madison which has a special exhibit that could be impactful. CEU webinar series was released on ASID Academy on how to build a more equitable workplace, will add this to eblast and landing page.</p> <p><u>Membership</u> Please think about ASID members that could be highlighted on the monthly Member Spotlight, anyone can nominate, they are in eblast and on website! Just need to send the name to Brianna.</p> <p><u>EP Committee</u> Finding Your Authentic Self Panelist event was great! First Generation Professionals of Milwaukee (FGPM) partnership was excellent as well. ~20 in person attendance, ~15 online, so great turn out. Over 50 registered, but there was a lot of weather issues so happy with attendance. Looking to do a part 2 for Finding Your Authentic Self in practicing interviewing situations, portfolio reviews, networking. Do not have next meeting date set, but idea around summer networking event and building tour has been talked about for planning next. NCIDQ event is targeting for Fall, and would be virtual. May want to have a WRID process in tandem with this session.</p>
VOTE	
MOTION TO APPROVE	
SECONDED	

STUDENT REP. TO THE BOARD

DISCUSSION	<u>Updates</u> Feedback on DEA student poster, excited to get this in front of students.
VOTE	
MOTION TO APPROVE	
SECONDED	

NEW BUSINESS/PARKING LOT

DISCUSSION	<p>Past President Update: Lauren Maki</p> <ul style="list-style-type: none"> - Nominating is going relatively good, close to PD and hot on Communications Director, not as close on Finance Director role. - Sponsorship changes have been received well, presented new levels, it is going well <ol style="list-style-type: none"> 1. Training / Resource Allocation Training for Members on Budget Form Tools 2. Need to touch base on event planning form and perhaps revise procedures for this form
VOTE	
MOTION TO APPROVE	
SECONDED	

MEETING ADJOURNED	Time: 5:30 PM
MOTION TO ADJOURN	Pedro Lima
SECONDED	Amy Kopplin, Mindy Hoppe, Bree De Vries, Brianna Arpy

Robert’s Rules of Order Best Practices:

Requestor: “I move that...”

Second motion must be made with another board member saying “I second the motion”

Requestor: “I would request a vote on the motion”

Tally of votes is conducted with Board Members verbally committing with “Yes”, “I”, or “No”, “Nay”.

Vote is recorded with majority winning. Winning votes must have a quorum of (3) persons minimum.