



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

Date: 03/16/2022

<b>LOCATION</b>	Virtual
<b>BOARD MEMBERS PRESENT</b>	Pedro Lima, Amy Kopplin, Jordan Green, Kate Stachowiak, Bree De Vries, Brianna Arpy
<b>MEETING CALLED BY</b>	Pedro Lima
<b>CALLED TO ORDER</b>	Time: 4:08 PM
<b>MINUTES BY</b>	Amy Kopplin
<b>ADDITIONAL MEMBERS IN ATTENDANCE</b>	Emily Heitman

**AGENDA TOPICS**

**PRESIDENT**

<b>DISCUSSION</b>	<p><u>Media Partner</u> Looking into an option for getting our members into the magazine based on prompts to our members to reply to and then be published into magazine with replies. Logo to go on website, need to get from MKE Lifestyle to send to Jordan.</p> <p><u>At-Large Position</u> Still open</p> <p><u>GATHER Conference</u> Each person to sign-up on their own accord, using the Chapter Leader code. Submit for reimbursement. Hotel will need to be booked individually as well, and submit for reimbursement. Flights will be booked by Admin, unless you tell her otherwise.</p> <p><u>Finance</u> Jenny Doede assisting Kate with process for a more automatic process for reimbursement forms</p> <p><u>Volunteers</u> Status of call for volunteers? Still need list of those positions and description of commitment, Pedro will help organize</p>
<b>VOTE #1</b>	NONE
<b>MOTION TO APPROVE #1</b>	-
<b>SECONDED #1</b>	-

**FINANCIAL DIRECTOR**

<b>DISCUSSION</b>	<p>Financial Summary- - see Board Report for \$\$ totals across each account</p> <p>Reimbursement: Jenny working on automating this process to assure they only get sent when it is done correctly to help eliminate the back and forth</p> <p>Checking with bookkeeper to see what options we have to have them help us more in the future and what that entails for us from a cost perspective.</p>
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	Career Day and Design Awards- checks or credit card payment requirements should be requested sooner rather than later!
<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-
<b>DISCUSSION</b>	-

**PRESIDENT-ELECT**

<b>DISCUSSION</b>	<p><u>GA Committee</u> Nicole Greuel, new committee chair! Next meeting is 3/24 Board vote last week to approve WBE legislation only if language is revised to include interior designer specific language Committee working on programming for CEUs, stamp and seal process events, etc.</p> <p><u>Design Excellence Awards-</u> May 4<sup>th</sup>, Garage at Harley Davidson Eventbrite open for early bird registration, professional judging done, student judging underway. Amy needs to confirm photography contract with MKE and if it allows us access to images for future use if we wanted them.</p> <p><u>Regional Design Initiative</u> Waiting for next meeting feedback responses to set a date so we can have next mtg to talk strategy in each center/community based on contacts in each area</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>
<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-

**DIRECTOR AT-LARGE**

<b>DISCUSSION</b>	<p>Career Day Update (Anna Janke) Screen shared the marketing materials, schedule of events, workshops, panel discussion, resume skills, LOOKS AMAZING! Elevated the event this year with lanyards and notebooks for everyone</p> <p>Anticipated student count: 150 is max, goal is around 120, registration sitting at 90 right now, but trend has always been for more registrations in the last two weeks.</p>
<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-

**COMMUNICATIONS DIRECTOR**

<b>DISCUSSION</b>	<p><u>Social Media Posts Count (Jordan)</u> Board report has % of engagement levels as they change across IG</p> <p>Staying busy with Design Boss postings, amping up with Design Awards postings. As always, get post requests into Communications sooner rather than later. Design Boss series needs a Vimeo account to store the videos, needs an account to save videos to, so we need to upgrade our Vimeo account to do this and have it be private access, and need to</p>
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	<p>know what level is required to do this. Since this is a chapter account, it would fall under the software line item in the budget. Going to upgrade to the standard account, may look to upgrade in the advanced account in the future.</p> <p><u>Weekly Eblasts</u> Get info to the admin and Jordan the Friday before, approved on Tuesday, posted Wednesdays. Please include username for people you want tagged per platform in bold for each site (LinkedIn, FB, IG, etc).</p>
<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-

**PROFESSIONAL DEVELOPMENT DIRECTOR**

<b>DISCUSSION</b>	<p><u>Business Series – Design Boss</u> Session 2 is underway! Aga did a great video, will be used as promo. See above for comments in Communications regarding video logging, saving, sharing.</p> <p><u>Neosconsin – Potawatomi, likely end of September event date</u> Committee looking at keynote speakers – sustainability, health, mental wellness, getting proposals together, open to suggestions if anyone has them. (Board ideas: Jodie Thill – sustainability, Nicole Craanen – biophilic design) May need more ASID members to join this committee to have more presence at the event; will be included in the call for volunteers</p>
<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-

**MEMBERSHIP DIRECTOR**

<b>DISCUSSION</b>	<p><u>Volunteer Appreciation Event</u> Date? Up to membership committee to pick a date, typically in late August or early September. Will utilize budget from approved budget.</p> <p><u>DEI</u> New date in April for an event, TBD</p> <p>General note: need assistance with social posts for all of her committees; will be adding this to list of call for volunteers, perhaps targeting student to help here?</p>
<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-

**STUDENT REP. TO THE BOARD**

<b>DISCUSSION</b>	<p>SRB typically updates the contact list across all the schools to confirm we have updated information. Also check in on the option for visits in that communication to promote student membership sign ups.</p> <p>Student volunteers for Design Awards – welcoming committee, nametag check in, coat check Need to get student pricing onto Eventbrite, need to ask about sponsor a student option on the Eventbrite page as well</p>
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<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-

**NEW BUSINESS/PARKING LOT**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Training / Resource Allocation Training for Members on Budget Form Tools</li> <li>2. Need to touch base on event planning form and perhaps revise procedures for this form</li> </ol>
<b>VOTE</b>	
<b>MOTION TO APPROVE</b>	
<b>SECONDED</b>	

<b>MEETING ADJOURNED</b>	Time: 5:26 PM
<b>MOTION TO ADJOURN</b>	Pedro Lima
<b>SECONDED</b>	Amy Kopplin, Bree De Vries

**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.