



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

Date: 06/15/2022

<b>LOCATION</b>	Virtual
<b>BOARD MEMBERS PRESENT</b>	Pedro Lima, Amy Kopplin, Brianna Arpy, Mindy Hoppe, Anna Janke
<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>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>Elections</u> Elections are LIVE! Will need to start including incoming board members to start training, but don't overwhelm them 😊</p> <p><u>Chapter Success Stories - CST</u> DEA + MKE Lifestyle partnership was sent to National, looking for more.</p> <p><u>Chapter Survey</u> PE to send out survey to membership prior to strategic planning. Sample surveys from National? Board members to give buy-in on where we should be pulling resources from each committee.</p> <p><u>Summer Activity</u> No programming set, need to get something on the calendar! Boat tour, Lake Geneva, Milwaukee? Brianna mentioned an EP building tour/Milwaukee social event upcoming, details forthcoming</p> <p>Annual Meeting – open to venue locations, thinking Metro Milwaukee Area</p>
<b>VOTE #1</b>	NONE
<b>MOTION TO APPROVE #1</b>	-
<b>SECONDED #1</b>	-

**FINANCIAL DIRECTOR**

<b>DISCUSSION</b>	Financial Summary- - see Board Report for \$\$ totals across each account
<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> Assessing potential events for the remainder of year, need something on the books, even if it is a small session, pre-recorded, virtual, etc. Oct 11<sup>th</sup> – rules can only be presented for initial discussion at the entire A-B board meeting, on this date.</p> <p><u>Design Excellence Awards</u> Final budget in and on Sharepoint. Need to check with Finance about table sponsorship dollars to make sure we allocated that right. Need to schedule lunch event to post-assess DEA, and look to identify chair/co-chair for next years event.</p> <p><u>Regional Design Initiative</u> Madison Design Center and NE Design Community have volunteers that have stepped up! Working with those individuals on social event for them to plan before end of year</p> <p><u>Calendar Updates</u> Send me your event dates as they get booked! Will be looking to do this again at Strategic Planning meeting for year ahead.</p>
<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-

**DIRECTOR AT-LARGE**

<b>DISCUSSION</b>	(Anna Janke) Keep WCTC in mind for venue location (restaurant on site with culinary group), and lab tour is an option as well.
<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-

**COMMUNICATIONS DIRECTOR**

<b>DISCUSSION</b>	<p><u>Social Media Posts Count</u> 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. 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> No new registrations for upcoming session, but still consistent attendance. Call tomorrow morning to touch base with committee</p> <p><u>Neosconsin – Potawatomi is locked in!</u> Nicole Craanen: keynote speaker, working on accreditation for CEU 2024 location: Madison!</p>
	<p>Event ideas from other state chapters: Brunch-n-Learn’s that are sponsored, Stress+ Resilience in the Workplace (virtual from Georgia through Haworth), virtual code/breakout sessions, NKBA joint training if we have 50+ more people – Katie Ryan with Kreativ Stone Innovations is board member to engage with perhaps</p> <p>Summer Social event – Lake Geneva Boat Cruise planning – combo with volunteer appreciation event</p>
<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-

**MEMBERSHIP DIRECTOR**

<b>DISCUSSION</b>	<p><u>Allied Membership</u> Getting a lot of questions about how to get this, want to get instructions on the website, will touch base with Admin</p> <p><u>EP Committee</u> Katie into board position, Heather likely out of co-chair position, so will need more volunteers in October. Looking to plan networking event in Jul/Aug and NCIDQ event in Fall (virtual).</p> <p><u>DEI Committee</u> Scheduling has been tough, haven’t had regular meeting occurrences, so haven’t had a lot of accomplishments with one or two people. Lisa into board position Oct, Bill will continue to help, but not sure if another event will hit the calendar; Amy made the ask to do new board member training in lieu of planning another event!</p> <p>Canstruction made a nice connection with AIA – working on ASID WI + AIA Milwaukee event in October 4<sup>th</sup> – factory tour and CEU; capacity of 50 persons</p> <p><u>General</u> Appreciation Event: doesn’t want to run into annual meeting date, was thinking late Aug/early Sept Member Spotlight: booked for a lot going forward!</p>
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<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-
<b>SECONDED</b>	-

**STUDENT REP. TO THE BOARD**

<b>DISCUSSION</b>	Not in attendance, see Board Report on Sharepoint for updates.
<b>VOTE</b>	NONE
<b>MOTION TO APPROVE</b>	-

<b>SECONDED</b>	-
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**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. SOP edits to tenure and chair/co-chair replacement best practices</li> </ol>
<b>VOTE</b>	
<b>MOTION TO APPROVE</b>	
<b>SECONDED</b>	

<b>MEETING ADJOURNED</b>	Time: 5:29 PM
<b>MOTION TO ADJOURN</b>	Pedro Lima
<b>SECONDED</b>	Amy Kopplin, Mindy Hoppe

**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.