



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

Date: 08/02/2023

<b>LOCATION</b>	Virtual
<b>BOARD MEMBERS PRESENT</b>	Pedro Lima, Amy Kopplin, Brianna Arpy, Mindy Hoppe, Kate Stachowiak, Bree De Vries, Jordan Green
<b>MEETING CALLED BY</b>	Pedro Lima
<b>CALLED TO ORDER</b>	Time: 4:04 PM
<b>MINUTES BY</b>	Emily Heitman
<b>ADDITIONAL MEMBERS IN ATTENDANCE</b>	Emily Heitman – Impact, Bill Beaudreau

**AGENDA TOPICS**

**PRESIDENT**

<b>DISCUSSION</b>	<p><u>GATHER Conference</u> Plan for dinner for the group on Sunday. Bill will ask his LA contacts for a location. Pedro has the organization’s credit card. 2 possible students are registered – will invite them to dinner. Bill will ask Brianna to contact those students.</p> <p><u>New Admin Role</u> Vote for new administrative management team, CORE. All in favor, motion carried.</p> <p><u>Annual Meeting</u> Discussed having this at Lake Oconomowoc Community Center on 10/5 from 5-8 pm. A slideshow/presentation, booths, and tables are being considered for the event.</p>
<b>VOTE #1</b>	New Admin Role
<b>MOTION TO APPROVE #1</b>	-Pedro Lima
<b>SECONDED #1</b>	-Amy Kopplin

**FINANCIAL DIRECTOR**

<b>DISCUSSION</b>	Financial Summary- - see Board Report for \$\$ totals across each account. Contact Kate if there are credit card issues at GATHER.
<b>VOTE</b>	NONE

**PRESIDENT-ELECT**

DISCUSSION	<p><u>GA Committee</u>            -Meeting hosted on 7/31, still waiting on minutes.            -Meeting on 6/17 rolled out updates to the website and an e-blast was sent to membership.            -Event on 11/9 will be hosted for updates regarding the GA, contents of session is TBD. May contain a CEU component, code session, and/or work session. Considering an option of combining sessions for a less overwhelming experience for attendees.            -Committee meets monthly and is adding additional meetings to prepare for the upcoming event.</p> <p><u>Rules Committee Updates</u>            Group did not meet in June. Next meeting is August 22<sup>nd</sup>. More actions items will be presented during the September board meeting.</p> <p><u>Design Excellence Awards</u>            -Committee has a wrap up meeting this week to plan for next year’s event. A formal decision for the new chair must be made.            -Request to work on a building tour for Platinum or Gold winners (suggestion by Pedro) since there is a draw for more property tours. Better to start planning in the fall instead of the busy spring months.</p> <p><u>Strategic Planning</u>            -Notes are being compiled from last week’s meeting and will be saved to SharePoint. Pedro is open to jump in to assist. Meeting was a great ideation session. The current board will vote on the strategic planning, to be voted on in Sep.</p> <p><u>Regional Design Initiative</u>            -2 people have committed to being a chair – 1 for the Madison Design Center and 1 for the NE Design Community.            -Pedro suggested an outline of all of the centers that are available to use for what they’re looking for in that role and to announce who those people at the annual meeting.</p>
VOTE	NONE

**DIRECTOR AT-LARGE**

DISCUSSION	n/a
VOTE	NONE

**COMMUNICATIONS DIRECTOR**

DISCUSSION	<p><u>Social Media Posts Count</u>            -Stats are standard for this time of year.            -Jordan has been working with Katie S to onboard her for her new role.            -Request for new admin to continue with communication and deadlines.</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>
VOTE	NONE

## PROFESSIONAL DEVELOPMENT DIRECTOR

<b>DISCUSSION</b>	<p><u>Fall Regional Event</u> -Trying to schedule a tour for a haunted house in Baraboo, \$22/person and includes 1 drink. This is in the Madison Design Community. Date is TBD. -Pedro suggested bringing in the regional chair to work with Mindy on this event.</p> <p><u>Neoconsin</u> -2023 location is at Potawatomi. -2024 speaker is lined up and will include a CEU session. Monona Terrace is secured for the location.</p> <p><u>Business Series – Design Boss</u> Trying to get new engagement. Mindy asks the board to share the series with colleagues to boost enrollment.</p> <p><u>Volunteer Appreciation Event</u> -Brianna and Mindy are working together on this. Looking at Edelweiss in September for the possible location with a \$1k budget. Activity options includes a boat tour/concert cruise/happy hour with DJs. -Name tags will be needed. -Open to the public.</p> <p><u>Other Event Ideas</u> -Brunch 'n Learn for the fall -Ideas for the holiday party – want to start thinking about it now so not to scramble closer to the event date. Open to suggestions for locations. Look at commercial award winners for possible location ideas and reach out to Mindy.</p>
<b>VOTE</b>	NONE

## STUDENT REP. TO THE BOARD

<b>DISCUSSION</b>	<p>-Strategic planning survey included 4 out of 109 student members. -Help from a Director-at-Large is a need.</p> <p><u>Student Engagement</u> -What can the board do to engage more students? -Jordan talked about Mt. Mary and how they reach out to new, incoming students and how that is successful for outreach, as well as Lunch 'n Learns to get students to come during lunch period. Look at a day when more interior design students are on campus. -Amy suggested looking at what schools have high membership enrollment as a starting point. Look for alumni who have connections to students and reach out to ASID members that have connections to schools. Use the chapter membership roster to see where bulk of students are. -Pedro suggested using a Google Doc and include incoming board to organize a lunch 'n learn or a 101 design level course. Are there events beyond Career Day? -Bree explained how the DEA drew a lot of student involvement because they can share their work with professionals and network.</p>
<b>VOTE</b>	NONE

## MEMBERSHIP DIRECTOR

<b>DISCUSSION</b>	<p><u>Minicon</u> -Brianna attending Minnesota's Minicon and shared ideas to include at Neoconsin. Minicon had a student event that is integrated, where professionals took students around the booths. Something to think about instead of creating an event outside of Neoconsin for students.</p> <p><u>EP Committee</u> -Next meeting is at the end of August. -There is an event in the last week of August, details are on the website. -Hoping for new volunteers on the committee with the upcoming board transition, chair positions are open. -Pedro suggested an EP-led tour for students at Neoconsin and to have students promote the event at their school.</p>
<b>VOTE</b>	NONE

**NEW BUSINESS/PARKING LOT**

<b>DISCUSSION</b>	n/a
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<b>MEETING ADJOURNED</b>	Time: 5:18 PM
<b>MOTION TO ADJOURN</b>	Pedro Lima
<b>SECONDED</b>	Amy Kopplin, 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.