



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

Date: 12/08/2023

LOCATION	Virtual
BOARD MEMBERS PRESENT	Amy Kopplin, Lisa Blazek, Katie Starosta, Amanda Pena, Brianna Arpy, Bree De Vries, Melissa Wessing
MEETING CALLED BY	Amy Kopplin
CALLED TO ORDER	Time: 12:03 PM
MINUTES BY	Sawyer Myers
ADDITIONAL MEMBERS IN ATTENDANCE	Sawyer Myers – CORE

PRESIDENT

DISCUSSION	<p><u>SharePoint Resources Review</u></p> <ul style="list-style-type: none"> - Reviewing the new folders in Sharepoint for the 2023-2024 board to utilize and add to, and where to access past documents. <p><u>ASID WI 2023-2024 Work Plan Review</u></p> <ul style="list-style-type: none"> - The work plan is reviewed, and voted on. <p><u>President Nominating Committee Review</u></p> <ul style="list-style-type: none"> - Review is done on the Election Nominating Committee on behalf of Pedro Lima (Immediate Past-President). - Proposed committee members reviewed, Bill B. and Lynn V. may be on national committees. If this is the case, they are not eligible to be on the elections committee. - Will wait to vote on this due to potential conflicts with members being able to be on the committee.
VOTE #1	Vote made on approving 2023-2024 Work Plan, all in favor, motion carried.
MOTION TO APPROVE #1	Made by Amy Kopplin
SECONDED #1	Made by Amanda Peña

FINANCIAL DIRECTOR

DISCUSSION	<p><u>Financial Summary</u></p> <ul style="list-style-type: none"> - Summary provided - - see Board Report for \$\$ totals across each account. <p><u>Fourth quarter Financial Reports</u></p> <ul style="list-style-type: none"> - Reports received from Q4 of 2023, and have been forwarded to National. - Fund allocations coming from National to WI chapter in the next month.
VOTE	NONE

PRESIDENT-ELECT

DISCUSSION	<p><u>GA Nov 9th Event Wrap Up</u></p> <ul style="list-style-type: none"> - Two CEU's presented by Katherine Setser, the keynote speaker for the event. - 20 attendees, less than the attendee goal. <p><u>GA Committee</u></p> <ul style="list-style-type: none"> - A-E Rules and Regulations Committee has completed first draft and met on December 6th to review, hoping to have this finalized by late spring/early summer. - Planning a Panel Event in late spring/summer. - Next meeting is on December 11th, 2023 <p><u>Design Excellence Awards Update</u></p> <ul style="list-style-type: none"> - Currently building out committee, hope to be completed by 12/15 - CPJ Project Submission process reviewed and 2024 boilerplate pages have been set up. - Received proposal from Bartolotta for use of Discovery Center as venue. - Contacted possible liquor sponsor for introductory conversation about whether our target markets fit together.
VOTE	NONE

PROFESSIONAL DEVELOPMENT DIRECTOR

DISCUSSION	<p><u>Holiday Party Update</u></p> <ul style="list-style-type: none"> - Event submission form submitted to Sawyer to build out Eventbrite information and put event onto ASID WI website. - Currently putting together a graphic in Canva, the link will be attached to the graphic once Sawyer sends it to Lisa. - Conversation had on access to storage unit and what is in the unit. <p><u>Design Boss</u></p> <ul style="list-style-type: none"> - Upcoming meeting to see how to proceed with Design Boss from here, and what to do with the recordings. <ul style="list-style-type: none"> o Currently, the recordings do not expire.
VOTE	NONE

MEMBERSHIP DIRECTOR

DISCUSSION	<p><u>Chapter Membership Report Review</u></p> <ul style="list-style-type: none"> - Report is reviewed. - Concern on lack of reading welcome emails to new members, with the thought to transition to text rather than email. <p><u>CANstruction Update</u></p> <ul style="list-style-type: none"> - Brianna has been working on getting graphics to promote ASID WI sponsoring the event, but nothing specific for ASID WI has been shared with the chapter yet. <p><u>EP Committee</u></p> <ul style="list-style-type: none"> - No update at this time. <p><u>DEI Committee</u></p> <ul style="list-style-type: none"> - Did not meet in December, will reconvene in January
VOTE	NONE
DISCUSSION	n/a

COMMUNICATIONS DIRECTOR

DISCUSSION	<u>General Update</u> <ul style="list-style-type: none"> - Operating smoothly right now, with a streamlined process in place between admin and communications. - Goal of giving more advanced notice to members about upcoming events.
VOTE	NONE

STUDENT REP TO THE BOARD

DISCUSSION	<u>General Update</u> <ul style="list-style-type: none"> - Discussion had on a University Lunch & Learn, which was previously discussed and could be utilized. - Bree plans to meet with Gigi (At-Large Director)
VOTE	NONE

AT-LARGE DIRECTOR

DISCUSSION	<u>Not Present</u>
VOTE	

MEETING ADJOURNED	Time: 1:29 PM
MOTION TO ADJOURN	Amy Kopplin
SECONDED	Katie Starosta

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.