

## THE WISCONSIN CHAPTER OF ASID - BOARD MEETING MINUTES

### Thursday, October 24, 2024

#### LOCATION: Virtual Teams Meeting

4:00 PM – Board Meeting Start

5:30 PM – Adjournment

#### ATTENDEES:

Amanda Pena – President  
Margaret Nedow – President-Elect  
Melissa Wessing – Finance Director  
Kelly Kuehn – Membership Director  
Wendy Redeker – Director at Large  
Katie Starosta – Communications Director  
Amy Kopplin – Past President  
Erin Vincent – Chapter Administrator

ITEM	TIME	ACTION	BOARD MEMBER
<b>Call to Order</b>	4pm		Amanda
<b>President</b> <ul style="list-style-type: none"> <li>Administrator Board Report</li> <li><b>Google Suite Discussion</b> <ul style="list-style-type: none"> <li>Agreement to eliminate Google Suite. Erin will work with Sawyer to complete this task.</li> </ul> </li> <li><b>Use of CPJam for Event Management</b> <ul style="list-style-type: none"> <li>Agreement to try CPJam for Event Management and use it for upcoming Advocacy CEU Event.</li> <li>Erin will send the fee structure to Melissa.</li> </ul> </li> </ul>			Amanda
<b>Financial Director</b> <ul style="list-style-type: none"> <li><b>'24-'25 Budget Planning</b> <ul style="list-style-type: none"> <li>Admin costs</li> <li>Event priorities</li> <li>Event budgets, overages &amp; approval process – budget brought to Director, who may bring before BOD going forward for review and sign-off prior to finalization.</li> <li>More draws from Vanguard? Previously assumed 50% of budget comes from reserves?</li> <li>Talk to Lauren Make re: Vanguard info sharing <ul style="list-style-type: none"> <li>Melissa reported that Vanguard is listed on our monthly report.</li> </ul> </li> <li>Cost-cutting/fund-raising ideas</li> <li>Assess quarterly – MN</li> <li>It is important to keep admin costs at 25 hours per month. <ul style="list-style-type: none"> <li>Call for volunteers to help “staff” for communications committees to reduce admin usage</li> </ul> </li> </ul> </li> <li><b>Sponsorship Committee Update</b> <ul style="list-style-type: none"> <li>2024 Sponsorship \$\$: ~\$20K</li> <li>Chapter sponsorship vs. Event sponsorship</li> <li>12/2 Giving Tuesday kick-off for new sponsorship structure before year-end</li> </ul> </li> </ul>		<b>REVISIT AT NOVEMBER BOARD MEETING</b>	Melissa
<b>President (cont'd)</b> <ul style="list-style-type: none"> <li><b>2024-2025 Workplan</b> <ul style="list-style-type: none"> <li>Amanda will finalize and send to the Board for</li> </ul> </li> </ul>			Amanda

<ul style="list-style-type: none"> <li>review and feedback.</li> <li>▪ <b>2024-2025 Workplan Overview</b></li> <li>• Get info on events out at least 6 weeks in advance</li> <li>• Plan an event calendar a year out and establish dates</li> <li>• Include short chart on e-blast</li> <li>• Margaret asked Amanda to “action item” three work plan points at a time in order of importance to focus on.</li> <li>• Margaret wondered if there is a chat platform that could be used for the Board.</li> <li>• Katie – could we make a video to advertise the urgency of the current situation? <ul style="list-style-type: none"> <li>• Importance of being active and engaged.</li> <li>• Emphasis on community building</li> </ul> </li> <li>• Brainstorm how to handle the gap between Student and Allied categories of membership.</li> <li>▪ <b>Finalize Board Meeting Dates</b></li> <li>• Select in-person dates</li> </ul>		<b>DISCUSS &amp; VOTE AT NOVEMBER MEETING</b>	
<b>President-Elect</b> <ul style="list-style-type: none"> <li>▪ <b>Advocacy Committee Update</b></li> <li>• Advocacy Committee holding a FALL CEU Event at Mt. Mary University, November 14, 2024.</li> <li>• Spread the word to commercial and residential designers.</li> <li>• The course is \$60 and includes snacks and beverages.</li> <li>▪ <b>DEA Committee Update</b></li> <li>• Put Stephanie in contact w/Margaret/Amy for sponsorship ideas</li> <li>• Focus on sponsorships and budget constraints.</li> <li>• No matter what, DEA has to happen or there will be a loss of members.</li> <li>▪ <b>Strategic Planning Update</b></li> </ul>			Margaret
<b>Professional Development Director</b>			Lisa
<b>Membership Director</b> <ul style="list-style-type: none"> <li>▪ <b>DEI Committee Update</b> <ul style="list-style-type: none"> <li>▪ Hoping to host a Wisconsin only event in the Spring – Roundtable?</li> <li>▪ March event in conjunction with NY Metro Chapter</li> </ul> </li> <li>▪ <b>EP Committee Update</b></li> </ul>			Kelly
<b>Communications Director</b> <ul style="list-style-type: none"> <li>▪ <b>Communications Committee</b> <ul style="list-style-type: none"> <li>• Actively searching for committee members to distribute communications work.</li> </ul> </li> </ul>			Katie
<b>Director-At-Large</b> <ul style="list-style-type: none"> <li>▪ <b>Student Rep to the Board Candidate</b> <ul style="list-style-type: none"> <li>• Allie Applebee – Mt. Mary University <ul style="list-style-type: none"> <li>• Motion to Approve Allie Applebee as Student Rep to the Board</li> <li>• Motion: Amanda Pena</li> <li>• Second: Margaret Nedow</li> <li>• All in favor - YES</li> </ul> </li> </ul> </li> <li>▪ <b>Student Scholarship Committee</b></li> <li>▪ <b>Sustainability Committee</b> <ul style="list-style-type: none"> <li>• Will retain same members as last year.</li> </ul> </li> <li>▪ <b>Career Day Committee</b> <ul style="list-style-type: none"> <li>• Committee Structures and Procedures <ul style="list-style-type: none"> <li>• IIDA decided the date and sent Wendy a list of committee members from ASID WI.</li> <li>• 10/30/24 is the first Career Day Meeting</li> </ul> </li> </ul> </li> </ul>		<b>DISCUSS &amp; VOTE</b>	Wendy
<b>New Business / Parking Lot Topics</b>			

Adjournment	5:42pm	Motion: Amanda Second: Margaret	Amanda
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