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| **THE WISCONSIN CHAPTER OF ASID** **BOARD MEETING MINUTES**  Date: 01/19/2022 | | |
| LOCATION | | Virtual |
| BOARD MEMBERS present | | Pedro Lima, Amy Kopplin, Jordan Green, Brianna Arpy, Mindy Hoppe, Bree De Vries |
| Meeting called by | | Pedro Lima |
| called to order | | Time: 4:04PM |
| Minutes by | | Amy Kopplin |
| ADDITIONAL MEMBERS in attendance | | Wendy Redecker, Margaret Nadow, Bil Beaudreau |
| **AGENDA TOPICS** | | |
| **president** | | |
| Discussion | Budget  Pedro will follow up with Brianna on EP and DEI committee budget specifics to relay these new budgets to committee members  At Large Position  Wendy Redeker is interested, but has not said yes quite yet. Interested as she has a passion for student assistance.  Fellow Nominations  Lauren has solid leads, this is in progress, will be prepared for next month to go to member voting  Neosconsin  Pedro talked with Dan Effenheim, we need a more point person on this committee to better represent the organization to help Mindy, as she is oversight and can’t be chair necessarily.  ASID + IIDA Quarterly Meet Up  Goal is to focus on GA / Career Day /Neosconsin and merging calendars  Pedro and Amy meet 1/quarter with IIDA Pres and PE  ASID4ME Update  Pedro uploading example video to see if the idea is a go  Waiting to get budget back from a marketing person, Jordan will see if this is something we could handle internally with our Canva account | |
| vote #1 | Budget Approval for FY’23 | |
| motion to approve #1 | Amy Kopplin | |
| seconded #1 | Jordan Green | |
| **Financial Director** | | |
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| Discussion | NOT IN ATTENDANCE:  Financial Summary- - see Board Report for $$ totals across each account  Sponsorship: we don’t believe that past sponsors have been reached out to be contacted if they want to renew | |
| vote |  | |
| motion to approve |  | |
| seconded |  | |
| Discussion |  | |
| |  |  | | --- | --- | | **President-Elect** | | | Discussion | GA Committee  Still searching for additional co-chair to support Lynn  Next meeting still TBD, Bill sending notes to Amy for what he does have  Design Excellence Awards  May 4th, Garage at Harley Davidson  See board report for submission counts as of 1/17  Venue tour 1/31 coming up for committee members  Brainstorming ideas to successfully integrated MKE Lifestyle into Awards as a media partner  Regional Design Initiative   * Boundaries identified! Milwaukee Design Center, Madison Design Center, Northeast Design Community, Northwest Design Community * Committee members tasked with creating lists of residential, commercial and collegiate firms/locations within each region for target market   Calendar Invites  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 | | vote |  | | motion to approve |  | | seconded |  |  |  |  | | --- | --- | | **director at-large** | | | Discussion | Other Board Members have filled in with their sections for this vacant Board Member position related events | | vote |  | | motion to approve |  | | seconded |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **communications director** | | | Discussion | Website (Emily)  3-5 days for tasks to be turned around  Would prefer to get all information in one concise email rather than searching through an email string of 20 emails and using our hours  Form is located on website  Social Media Posts Count (Jordan)  Board report has % of engagement levels as they change across IG  Posts were a little slower over the holidays, which is expected  Weekly Eblasts  Get info to the admin and Jordan the Friday before, approved on Tuesday, posted Wednesdays. | | vote |  | | motion to approve |  | | seconded |  | |  |  |  | | --- | --- | | **professional development director** | | | Discussion | Mindy not in attendance when her section came up on the agenda – Pedro Covered Below Topics:  Business Series  1st session will be in February now. Aga joined the committee, will host the last session. May be reaching out to MKE Lifestyle to open this to the public as well. Content is pretty nailed down, just on a big push now for marketing.  Margaret Nedow has a non-profit organization that could partner really well with this series! Will be reaching out to Pedro and Amy to setup time to discuss  Holiday Party  This coming week! Adding showroom visit for Ann Saks Tile showroom before the Holiday Party from 4:30-6 prior to the event at Kohler | | vote |  | | motion to approve |  | | seconded |  |  |  |  | | --- | --- | | **membership director** | | | Discussion | DEI  Bill Beaudreu is the DEI Chair! Presentation from Bill to the Board regarding DEI.  Conversation ensued from Pedro as a recommendation on DEI on how tackle infiltrating the entire chapter on DEI efforts, rather than attacking it at the event level. Margaret filed notes to take back to committee for action items  Membership  A noticeable drop off from students into professional membership is where we are historically losing membership, Brianna is working on a chapter survey of sorts, hoping to get feedback from students and professionals.  EP Events  Panelist event coming up in Feb! Registration is open – How to Be Your Authentic Self in the Workplace | | vote |  | | motion to approve |  | | seconded |  |  |  |  | | --- | --- | | **Student rep. to the board** | | | Discussion | Updates  Happy to know an At-Large Board Member position is being looked into!  May not be able to attend Holiday Party, so not able to do take ASID4Me videos  Looking into QR codes to put on posters to garner student submissions | | vote |  | | motion to approve |  | | seconded |  | | | |
| **NEW BUSINESS/PARKING LOT** | | |
| Discussion | 1. Training / Resource Allocation Training for Members on Budget Form Tools 2. Need to touch base on event planning form and perhaps revise procedures for this form 3. Need to work on a contract or MOU with Margaret Nedow’s non-profit | |
| vote |  | |
| motion to approve |  | |
| seconded |  | |

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| meeting adjourned | Time: 6:04 PM |
| mOtion to adjourn | Pedro Lima |
| seconded | Amy Kopplin, Mindy Hoppe, Bree De Vries, 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.