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|   **THE WISCONSIN CHAPTER OF ASID****BOARD MEETING MINUTES**Meeting Date: March 06, 2018 |
| **location** | Creative Business Interiors 201 Moravian Valley Road Suite A,Waunakee, WI 53597 |
| **board members present** | Ariel Steuer, Bill Beaudreau, Molly Hopper, Sondra Pace, Katie Edwards, Michelle Kempen |
| **meeting called by** | Ariel Steuer |
| call to order | 3:04 pm |
| **AGENDA TOPICS** |

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|  **Prior mEETING - mINUTES** |

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| **MOTION** | Sondra Pace motioned to approve the January 11, 2018 meeting minutes.  |
| **SECONDED** | Katie Edwards. |
| DISCUSSION |  |
| VOTE | Approved. |
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| **FINANCIAL DIRECTOR’S REPORT**  |

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| **MOTION** |  |
| **SECONDED** |  |
| ACCOUNT BALANCES | None reported. |
| VOTE |  |
| OTher discussion | * In general, the chapter finances are robust. Following the wrap up from the Design Awards, a financial report will be submitted at the next board meeting to provide a better picture of the chapter's financial health.
* The chapter is now using PayPal's invoicing as it is convenient, achieves a higher response rate but also comes with higher fees. Molly will provide a recommendation as to whether to use PayPal invoicing.
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| **FOLLOW-UP TO SUBMITTED REPORTS** |
| **MOTION** | None. |
| **SECONDED** |  |
| DISCUSSION | * Calendar of Events on website – needed to bring together EP committee, Sustainability, Government Affairs, other chapter activities
* Director At Large - Student Scholarship Event – contract to be signed.
* President-Elect - Survey Questions – provide reminders to membership and provide banner on website to promote survey
* Professional Development – this board position needs to be closely tied into Government Affairs – assign a committee person to work jointly with Michelle – Communications and Melissa – Professional Development
* Government Affairs - $4,118 of collected legislative dues as documented contributions by National sent to IDCW has been reimbursed via a hand delivered check by Ariel Steuer to Susan Wiggins on February 23, 2018 at the President’s Forum.
* Government Affairs – The next steps by the chapter in regard to remaining designated monies for legislative activities that are in the chapter’s financial accounts. Moving forward, board members (to be determined) will conduct a thorough search of financial records from IDCW to determine other funds given directly by ASID members in Wisconsin. The next step, depending on what the records show, will wait to carry the conversation forward.
* Government Affairs – the button pins as requested by the committee – how many? Where to purchase? Who pays for it?
* Career Day – Tim Miller reported it was a very good experience and the committee is a ‘well oiled machine.’ Approximately 155 attendees from UW-Stout, UW-Stevens Point, Mt. Mary College, WCTC, Madison College, MIDA and UW-Madison. The venue was very good with no concerns about parking. Way finding was good and the keynote speaker provided good insights with attendees engaged. The number of vendors was an average amount.
* Sponsorship – 78% of goal of $30,000K has been achieved as of the date of this meeting. 15 silver sponsors with no gold nor platinum sponsors. Ariel will put together a task force for FY2019 to revamp the program for better results.
* SRB Nominations for FY2019 – No applications have been received to date. A voice conference call will be held to make a decision on the student to take the position.
* Communications – The Messaging Map and High Level Implementation Guide from 2013-2014 still has value and and can be used to develop an action plan as well as it can be used in Strategic Planning and for the Nominating Committee. The next steps should be to look at Government Affairs and its correlations and deficiencies with the Strategic Plan.
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| VOTE |  |

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| **STRATEGIC PLAN REVIEW** |
| **MOTION** | None. |
| **SECONDED** |  |
| DISCUSSION | * Goal #1 – Metric A - #2 reviewed.
* Goal #3 – Metric C - #6, #7, #8 reviewed. Rewrite Activities #6, #7, #8 to reflect current Government Advocacy work – Ariel to rewrite. Consider Emerging Professionals Committee with a presentation by CIDQ at an event about NCIDQ Certification. Review CIDQ new requirements of 60 credit + hours to pass exam effective 2018. Understand the effects on schools with 2 year programs and how it impacts membership in the organization. Further discussion ensued in regard to long term Allied membership vs. the NCIDQ exam for a professional as it relates to membership.
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| VOTE |  |

#### **General topics needing discussion/resolution; not on the agenda; general announcements**

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| **MOTION** | None. |
| **SECONDED** |  |
| DISCUSSION | * Alternate Revenue/Sponsors – consider combining events by others andand hold with sponsors
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| **MEETING ADJOURNED** | Motion to adjourn – Molly Hooper and Second – Katie Edwards.  |
| **OBSERVERS** | Tim Miller |
| SPECIAL NOTES | Next meetings – Monday March 26 12:00 pm Conference Call to vote on SRB and IP Merit Award nominations; Wednesday April 11 12:00 pm Conference Call to vote on Student Scholarships and Awards; Board Meeting Thursday May 3 Time and Location to be determined. |
| VOTE | Adjourned 6:17 pm. |