

**NJ ASID Meeting Minutes**  
**December 28, 2018**  
**10:00 am - 11:45 am**

**ZOOM Video Conference Call**

The President called the meeting for order: 10:08

Roll Call: Joan, Holly, Bruce, Elliot, Val, Sandy, Katie, Anna Maria (Admins: Sam and Tara)  
missing: Celeste

Motion to approve minutes 11/30 with 2 amendments (change date for coalition meeting, add Nominating committee members): Holly, Val seconds  
All present in favor

President's Report:

- Welcome Tara
- Hope everyone had a good holiday

Financial Report:

- Finished bank rec for October
- Needs to do bank rec for November and December
- Watched webinar for new quarterly reporting system from headquarters
  - Grouping them into categories that fit headquarters standards
- We need to make sure that all Board members receive adequate training and that is their responsibility to take hold of
- ZOOM meeting next week for Holly, Joan, and Elliot

Director Reports:

At-Large

- December meeting about coalition
- Finding chairs and members for gov affairs committee
  - We'll choose and national will approve
  - Needs to be done by end of Jan.
  - Holly is making calls to fill seats
    - Judy Fosshage (once legislative chair)
    - Linda Barrett-Wagner
  - Diane Gote cant chair two positions
  - Diane Evans declined
  - Donna Lombardi has her hands full
  - Jana Manning and Michael Marrioti suggested
  - Denise Persico - IIDA may not be ASID
  - AMM suggests: Linda Potter, look at Emerging Professionals like Michelle Petriella
- We want co-chairs, we have option for 3 co-chairs
- Needs to be able to fill two years commitment
- Consider overlapping co-chair year for 3 chair benefits the chapter

- Holly will send out email update and confirm by Vote
- Where is the money we've sent to Coalition?
  - We should keep finances separate
  - Not line item but actual separate account
  - We never get the information we need from them about where they are spending money
  - We never expected the money to come back, but now if issues will come up it will come from the National budget
  - We never got any information from their books, Sherri even says we are entitled to that information
  - They seem to be avoiding answering that information
  - Where are the funds?
- We're looking for the money that was sent there to help support the coalition
  - It shouldn't go to any one organizations
- We are entitled to x amount of money that comes from headquarters for our government affairs based on our membership
  - That's the money we should keep in a separate account to use later

Community Service- they need to replace Iris as a chair

DEA- we need to approve the invoice for Pixl

- We changed DEA from every other year to every year so instead of 6 years out, it's 3 years out

Nominating:

- Moving along
- Next board meeting will probably have a slate
- We need to let chapter know that Holly is PE
- Put it in Chapter Highlights

ProfDev:

- Put Preservation committee as subcommittee to programs to vote
- Does it need to be a subcom or can it just be a project?
  - Makes the most sense to keep it since it was that way before
- Will the funds for Preservation subcommittee come from programs?
  - Looking for sponsors
  - When it comes up is that how it's addressed?
- What is the byline of the Preservation committee?
- Holly Motions to make pres a subcommittee, bruce seconds
  - Sandy abstains
  - All others yes motion passes

Communications:

- Design Experience- where is it in the budget?
  - All committees are self-sustaining
  - If they want to spend money they need to earn it
- How much money do we need to approve before we use it?

- Nicole Heymer wants to be paid for her work now, not volunteer \$75 an hour
- Volunteers do not get paid for their services
- Call upon Nicole as an as-needed basis
- Agree upon hourly rate
- Is there a threshold for over a certain amount we need to get it approved by the board?
  - Do we need to get 3 bids for this employee?
- Part of marketing is spending money so wanted to see how to do so
- Instagram plan? Haven't seen it

#### TechTalk

- Remya is not renewing membership
- Need to find replacement

#### Membership

- Upcoming event on 1/24

#### SRB

##### Schools spring breaks:

- Brookdale Community College - March 11-17
- Kean University - March 11-17
- Berkeley - April 15-22
- NJIT - March 11-17

Maybe do the Career day in late March

3/24? We'd like to do NJIT again, need to work out parking

#### New Business

- SCALE: Do we want to send Katie?
  - Roughly around \$2000
  - 2/23-2/25 same time as President's Forum
- Beneficial to learning more about what it all means
- Follow Katie on social media, promote it in Blueprint
- Val motions to approve to send Katie Holt to Scale, Holly seconds
  - Coming from which line item?
- How do we put a new item into our budget?
  - We need to vote on adding a line item
  - Maybe we should get a sponsor?
  - Do other chapters do this?
  - Elliot and Joan will look over the budget to see where it will come out of or see if they want to add it
- Tabling to an email conversation and email vote
- Let's not change the post office situation until we have a brick and mortar office thing figured out
- Maybe just finding most convenient for Tara is best
- Open up a new one and leave it at that for now

Adjourn: 11:46