

**NJ ASID Meeting Minutes**  
**May 7, 2018**  
**4:00 PM - 6:00 PM**

**Location:**  
**Zoom Video Conference**

The President called the meeting to order at 4:15 PM.

Roll Call

Members participating: Joan Ravasy, Valerie Mangan, Elliot Laniado, Sandy Cabelis, Bruce Heyman, Holly George, Anna Maria. Chapter Administrator: Tara Pazinski

President's Report

- Motion to approve minutes for April 5, 2018 was made, seconded, and approved.
- Asked fellow Directors to have committee reports turned in in a timely fashion moving forward

Financial Report

- Finishing the bank reconciliation
- Need for additional item categories in QuickBooks for Programs - Events for income/expenses for events other than the bigger events (DEA, Trade Show)
- Need to finish quarterly report for national, financials are in good shape, continue with sponsorship income
- QuickBooks Online has free support, may not have to do the \$450 training and also lowered our monthly fee from \$50/month to \$35/month

Director Reports:

President-Elect

- Trade Show: Announcement with links sent out to IP's and also on website with links to exhibitors booth contracts, sponsorship packages, price packages, cc authorization all present
- Mid August Blueprint issue w/ feature Trade Show image on front cover
- Only received one survey question so far will send request directly to Chairs

Parliamentarian

- Email Issue: Parliamentarian and others not receiving mass emails - ones that are coming from ASID database. President explained the reason she sent the eBlast to members regarding them updating their Profiles on the website with the correct email and email communication preferences
- Decided Chapter Highlights should be sent also via Constant Contact since people did not receive it via database platform

At-Large

- Legislative: Continuing process of putting committee together
- Community Service: New Hope, drafted the letter for requesting donations
- DEA: 69 entries @ \$125, 7 @ \$150, judging is in process

Communications

- Newsletter going well, looking for volunteers
- Design Experience, would like to promote it through IP's, free editorial design issue
- eBlast to be sent to get the word out and social media

Membership

- Student Affairs going well: one networking event per month
- Co-Chair acquiring names to become potential members
- Welcome letter and Interest letter being crafted by co-Chair
- IP steering: New co-Chair after former co-Chair had to step down

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New Business:

- Discussed creation of task force to address website issues due to IP and Designer complaints.
- Discussed development of an app and wrap IP Steering into it. Florida has their own link for their events for the week to have this in place for the fall.
- Discussed creation of a printed directory, get a sponsor for it. NY will help guide us/At-Large, put ads in it  
Communications director requests a conference call with National (Randy)
- Chapter Programs - learnings and recommendations for next year - April was a event-heavy month, 5 events/week, discussed Membership Director and Programs Committee look at all events attended and access what worked/what didn't, recommendations for change for next year
- President and President-Elect said they would like to see IP survey results
- Joint meeting with President, President-Elect and Programs Director to start putting plans in place for next year
- Board discussed upcoming Leadership Convention in Washington D.C. and acquiring a sponsor(s) to finance attending the final nights' gala
- Parliamentarian spoke to the fact that there are too many events in north Jersey and not enough in central or south Jersey

Adjournment

Motion to adjourn meeting at 5:44 pm was made, seconded, and approved.

Next Board Meeting: Monday, June 11, 4:00 pm via Zoom.