

**NJ ASID Meeting Minutes**  
**December 10, 2018**  
**4:00 PM - 5:30 PM**

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

The President called the meeting to order at 4:07 pm

Roll Call

Members participating: Bruce Heyman, Holly George, Terri Fiori, Linda Barrett Wagner, Celeste Chirichello, Sandy Cabelis, Rosie Mayne (**not present**), Diane Durocher

Chapter Administrator: Tara Pazinski

President's Report

- Motion to approve November Minutes was made, seconded and approved
- Board members raised right hand and recited the Oath of Office
- Review of Chapter Administrator and contract renewal - Annual Review of Chapter Administrator completed with input from Administrator and from all Board Members.

Motion to renew Administrator's contract was made, seconded and approved including clarification that Chapter office follows ASID headquarters annual calendar.

Agreed: President will form a Task Force to review and recommend clarifications and/or changes in Chapter Administrator's contract in preparation for 2019-2020.

- Motion to send Administrator for more advanced spreadsheet instruction was made, seconded and approved.

Financial Report

- Profit & Loss reports for October and November in the Finance folder reviewed and bank statement is reconciled, Finance Director will prepare year-to-date budget vs. actuals report.

**Director Reports:**

President-Elect

- Trade Show Report - Discussed contract from Bell Works for venue, compared to Liberty Science Center. Awaiting proposals from caterers. Administrator to send contract to National for pre-approval. Board vote for venue and catering, once remaining proposals(s) are received. President-Elect hopes to increase vendors by 20% this year. Trade show committee set event date: September 17, 2019.
- Discussed Designer as co-Chair on committee: President-Elect and President are reaching out to membership to fill this role.

At-Large

- DEA Report- Discussed new changes in 2019 Rules & Regulations
- Community Service - Make-a-Wish Foundation (MAWF), working on a project for a 5 year old girl with cancer, At-Large Director stated that this year there is a new and much easier way for Designers to participate by the Designer simply specifying the products/elements the room needs and the MAWF will implement them. Director will request committee Chair write up a message for an eblast and write an article for upcoming newsletter, the committee is looking for Handyman in Manahawkin area  
Career Closet, Junior League of Plainfield/Elizabeth clothing collection planned for early 2019, details to follow  
Pajama Program, donations collected at the holiday party was successful the collection box was full

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New Hope Integrated Behavioral Health Care (NHIBHC) - Chair's visit for a tour of the facility had to be postponed due to inclement weather

A Night to Shine - Prom night experience for people with special needs Chair to inquire if last year's chair of the event is willing to chair it again this year, At-Large Director will ask and find out more about it and what is planned for 2019

- Legislative - Grass Roots Grant Request deadline of January 19th, President forwarded email to Legislative Committee co-Chairs

Professional Development

- Programs Report- next event will be at The Tile Shop in Rochelle Park date to be confirmed, Spec4Design at Metropolitan Window Fashions with Hunter Douglas presenting CEU on March 14th, Programs committee meeting next Monday, December 17, 2018
- Holiday Party feedback - Administrator will send event surveys to Committee Chair - all surveys returned reflect high praise - successful event.
- SCALE - Motion to vote on sending SRB (3 full days), March 1-3, 2019, was made, seconded and approved

Communications

- Aspire contract for Blueprint still outstanding; Communications Director will follow up
- Public Relations Contractor - Communications Director spoke about what work she performs for ASID NJ.
- January 21st is the content deadline for the next Blueprint magazine, President sent all deadlines for Blueprint for the year to the Directors

Membership

- Membership Development - Nothing to report
- Student Affairs and Emerging Professionals are working on Student/EP event for January, 2019
- IP Steering - Speed Networking activity at Holiday Party was very well received.

SRB: Not present

New Business:

- Discussed Administrator to set up a past history dropbox folder for Board reference of the past four years of Board meeting Minutes, Board decided two years would be sufficient
- President an email from February, 2017 task force report that details a proposed list of alternative revenue ideas, they were to bring the ideas to their committee to act on the ideas. As many recommendations/suggestions are similar to what is currently being asked board to read these through and discuss at next board meeting
- Discussed changing the time of year for the annual meeting, to discuss further and vote next meeting.
- Appellation usage in regards to Chapter Procedures document: Parliamentarian will request Procedures Committee align document with National appellation usage policy and refer the document change to board and for vote.

Next Board Meeting: January 14th at 4:00 pm, via Zoom video conference

Topic(s) to include: Task Force results from February, 2017  
Changing annual meeting from October - vote  
Approve Nominations committee members

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Adjournment

Motion to adjourn meeting at 6:25pm was made, seconded, and approved.