

**NJ ASID Meeting Minutes
January 14, 2020**

**Location: Exceptional Flooring
Concepts, Cedar Knolls**

4:00 - 6:00 PM

Roll Call:

Sandy Cabelis (President), Terri Fiori (PE), Linda Kitson (Communications Dir.), Chris Farra (Finance Dir.), Charles Sacks (Membership Dir.), Virginia Liberato (Prof. Dev. Dir.), Susan Barbieri (At-Large Dir.), Karen Topjian (Parliamentarian), Anna Morales (Student Rep to the Board), via Zoom
Tara Pazinski (Chapter Administrator), via Zoom

The President called to order at 4:09 PM.

President's Report:

- Welcome new Student Rep to the Board, Annaiz Morales
- Oath of Office by Annaiz Morales
- Motion made to approve the December 2019 board Minutes, seconded and approved.
- Nominations/Elections - Ballots will be sent out tomorrow.
- Vote for Student Rep to the Board Term - Last year the term was extended until the end of December. Motion made to go back to the original October 1- September 30 term (as per National), seconded, approved.

Directors Reports:

Financial Report:

- Holiday Party financials discussed.

Pres-Elect:

- Trade Show - Anna Maria will be the Design Chair & Martin Grodman, IP Chair - looking at venues.
- Trade Show/Honorary Chair Title - President-Elect would like to change her title on the trade show committee to "Director of Oversight of Trade Show", instead of "Honorary Chair" where her role and responsibilities are clearly defined. PE will write something up and send to Procedures Chair for change to be made in the Chapter Procedures as such. Administrator will add Markup Word version of current Chapter Procedures to Dropbox so Directors can read and make comments.

- PE discussed creating a committee to make a timeline for the Trade Show.
- Leadership Conference in Arizona, March 28-31st. Discussed hotel options. Decision made not to stay off-site as to be close to all the action and less rideshare fees for everyone attending.

At-Large:

- Community Service - phone meeting with the Chair tomorrow and will email everyone the results of that meeting.
- DEA - Sent out email one month announcement eBlast, President signed contract with Daniel Bradburry, competition software creator.
- NCIDQ Prep - Diane Gote arranged for a talk at Berkeley College on February 5th to introduce the students to ASID NJ & NCIDQ. This talk will then be repeated this at other schools.

Professional Development:

- Programs - Meeting last week. Came up with a calendar for a year.

Communications:

- Newsletter - New publisher, E&M are interested in a 2-year contract of (3) issues per year. Automatic renewal. Communications Director will have them send over the contract in Word for President to send to ASID legal with revisions. Motion made to accept this contract and proceed with edits, seconded and approved.
- ASID NJ Mission Statement - Discussion of a need for a short description of Who ASID is? What we are doing? Why we are we doing it? Why should I join? Instead of having just a tagline "Design Impacts Lives". Discussed if it will last in the long-term from board-to-board. CD will take it on to be a project under Communications and brought back to the Board. CD will return back with a rough draft, outline.
- Marketing - Vacant

Membership:

- Membership Brainstorming Meeting - Consensus decided to:
Have more social media presence, suggest the SRB to help.
Be more active at the schools.
More advanced notice of our Program meetings.
President asked Membership Director to have someone take minutes at all meetings.
- Membership Development Chair decided to step down.

New Business:

- Procedures - Trade Show "Honorary Chair" has not been defined and Job Description of Directors needs more elaboration. All Directors to take a look at the Procedures for things to focus on or that need clarity, make notes by the end of February.

Parliamentarian will contact Procedures committee and will schedule a meeting for March to discuss these additions and edits with the committee.

- Revisit of “Surcharge” for Walk-In’s at Program Events - Discussion continues

Next Board Meeting:

February 18th – 4:00 PM via Zoom Video Conference.

Adjournment:

Motion to adjourn made at 6:45 pm, seconded and approved.