

**NJ ASID Meeting Minutes
March 10, 2020**

Location: Zoom Video Conference

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), Annaiz Morales (Student Rep to the Board),
Tara Pazinski (Chapter Administrator)

The President called to order at 4:05 PM.

President's Report:

- Approval of January and February Minutes
- Council of Presidents - As finances this year are a concern, it would be nice to have the event, but with a constructive purpose to help the Chapter. Let them know what the challenges are this year and ask their guidance in navigating these concerns.
- Coronavirus - To be addressed in each of the areas of Oversight

Directors Reports:

Financial Report:

- Financial Director asked Directors to keep in mind that legal takes a chunk out of dues monies for any contract that is reviewed 1) Be careful using legal 2) keep track of what you send out and what they sent you back. 3) Budget legal fees into all event budgets from now on. President asked the Financial Director to go back to National and get a breakdown of their legal charges.

Pres-Elect:

- Trade Show - Discussed to be held in the fall as a 2-day event - Day of Business followed by trade show.

At-Large:

- Community Service - New Hope Behavioral Health & Veterans Memorial Nursing home on hold.
- DEA - Possibility to move awards ceremony to September, as opposed to the usual date of mid-June.

- NCIDQ Prep - The one professor the Chair had backed out, not encouraging group gatherings with the coronavirus going around. Not a lot of qualified teachers to do this training. They need someone with very specific knowledge of the exam. Chair is looking into online Q Practice group as an alternative. Communication Director suggests a beta test of a sample group on a zoom meeting with six students for a one-time experience and get feedback. Determine if the information can or cannot be absorbed in an online webinar.

Professional Development:

- Programs - March 26th event is postponed due to coronavirus.
- Discussion about planning events with coronavirus concerns. Discussed webinar offerings instead of in-person events. President and Professional Development to talk more offline.
- Historical Preservation Trip (June) - April 16th final count is needed and the invitation has not gone out. With coronavirus evident in New York City, anticipate low registration. Limited dates available to reschedule with Green Mountain. President and PD to take offline and discuss further.
- Parliamentarian suggested a letter from the President to go out to the membership explaining concerns for everyone's safety, that the Chapter is busy planning events, but the coronavirus may determine postponements and/or cancelations of these events.
- Julia Molloy Event - Positive feedback on the event, 27 surveys were collected at the end. Communications Director will put her survey report in Dropbox.

Communications:

- Robo Calls - Discussed using robocall selectively on a once/quarter basis. Administrator will ask the other Chapter Administrators about text service and if they have had any success with it and any recommended companies used.
- Newsletter - Going out to press by Friday. Discussed IP listing.

Membership:

- Membership - Shadow a Designer Day: 76 students responded to a mailing by Jeffery McCoullough from Berkeley.
- Student Affairs - G.E.T. Events: To be held at Chapter sponsors location(s). With coronavirus effecting in-person socialization, discussed use of the ASID NJ Youtube channel. Motion made to use Youtube and other social media platforms as tools to engage with the Chapter, seconded and approved.

SRB

- Summary of SCALE Trip - SRB thanked the Board for sending her to SCALE. She received inspiration and advice from speaker Rosemarie Abraham, motivating them to get more students involved and network with other Chapters SRB's. Carrie Stringfellow had them perform exercises on how to work as a team. SRB will send pictures and a write up to the Communications Director to be included in Blueprint magazine.

New Business:

Last call for changes to Chapter Procedures

Next Board Meeting:

April 14th– 4:00 PM via Zoom Video Conference

Adjournment:

Motion to adjourn made at 6:31 pm, seconded and approved.