

NJ ASID Meeting Minutes
October 15, 2019
4:00 - 7:00 PM

Location: Exception Flooring,
Cedar Knolls, NJ

Roll Call:

Sandy Cabelis (President), Terri Fiori (At-Large Dir.), Linda Kitson (Communications Dir.), Chris Farra (Finance Dir.), Charles Sacks (Membership Dir.), Virginia Liberato (Prof. Dev. Dir.), Karen Topjian (Parliamentarian)

Absent: Rosie Mayne (Student Rep. to the Bd.)

Tara Pazinski (Chapter Administrator) - Parliamentarian took Minutes

The President called to order at 4:14 PM.

President's Report:

- Oath of Office: Parliamentarian read the Oath and all members agreed to it with verbal and hand assent. All present members of the Board signed the Oath of Office.
- Approval of September Minutes: Correction to be made to the minutes on DEA being held yearly. Motion made by Communications Director: *To strike from the minutes that a vote was taken on DEA to be held yearly.* This issue should go back to the DEA Committee for evaluation and a decision, then brought to the Board for approval. Motion seconded; Vote – unanimous
- Motion to approve the September minutes with the correction by At-Large Director; seconded and approved.
- Online posting of meeting Agenda: Board agreed that meeting agendas need only a 7 day online posting before a meeting. This request should be sent to Procedures for inclusion in the existing document.
- PR Contractor: Handout: PR Report by Sarah P. Fletcher – October 1, 2019-September 30, 2020. Decided that her contract needed to be firmed up. Chapter to ask the contractor to take on additional responsibility for a limited time duration. The contract will be sent to ASID Legal for approval prior to signing.

Directors Reports:

Financial Report:

- Handouts: Profit and Loss Statement – October 2018 – September 2019, Balance Sheet - As of September 30, 2019, FY 2019 – 2020 Budget
- Review of Profit and Loss numbers: Comments that goal of chapter is Profit. The Budget should be viewed as a guideline for Chairs to run their committees.

At-Large:

- Community Service: Project in New Hope. Current Chair is looking for new chair. Administrator to post on social media.

Professional Development:

- Discussed Programs survey results.

Communications:

- *Blueprint* magazine: Motion by Communications Director “Not to produce *Blueprint* issue in the 4th Quarter”; seconded Vote: unanimous in favor.
- Open discussion on Publishers (need three as per Procedures) before making final choice.
- Marketing: Need outreach to membership by engaging in, “What’s in it for you?”

SRB: Absent – no report

Membership:

- Student Day: Very successful – 100 students attended. Need committee report detailing the event to help move forward.
- Ambassador Program – Tabled (future discussion)

New Business:

- Motion by Communications Director: “To move NCIDQ Prep to At-Large Directorship”, Seconded. Vote: unanimous in favor of the Motion

Next Board Meeting:

November 12th – 4:00 PM In-Person; Location – The Lighting Design Center at Warshauer, Tinton Falls.

Adjournment:

Motion to adjourn the meeting was made at 7:04 PM, seconded and approved.