

NDID EXECUTIVE BOARD

Meeting Minutes

Date: Thursday, September 23, 2010

Location: Passages at the Radisson

Time: Start at 5:15pm

Members Present: Brenda Srejma, Amanda Wolf, Brianna Engelstad, Kami Pederson, Karla Deplazes, Joan Nelson, Shelly Richard, Melissa Thorson, Amy Nash, Jo Jensen, Jenna Janshen, Adrienne Weigel

1. CALL TO ORDER (Opening Round)

a. Welcome – Name, position, and 1 thing about yourself that others may not know.

i. Welcome new members!

1. President-Elect: Joan Nelson
2. Treasurer: Kami Pederson
3. Membership Coordinator: Shelly Richard
4. Student Liaison: Donna Wiger

2. PROGRESS REPORT

a. Recap last year

b. Recap the comments from the Showcase/email

c. Comment Round

- i. Board members reviewed all comments from the Showcase survey. All comments were deemed valid points and were discussed thoroughly.

3. BRAINSTORMING

a. Brainstorming session (representing General Members)

- i. Go on student tours
- ii. Social in vendors' honor in conjunction with their traveling
- iii. Structure – clear communication through more emails/website updates
- iv. Use money from HBA membership and put into advertisements that may reach more people
- v. Meeting time – conflicts with Business After Hours
- vi. Support a cause in conjunction with a radio station i.e. Extreme Home Makeover
- vii. Become more practice-focused
- viii. Fun Factor:
 1. Catchy things i.e. tailgating, bowling, etc
 2. Switch social time and meeting time around
 3. Welcome person – match students with a professional
 4. Sit at specific tables – draw names (not at every meeting)
- ix. low attendance may be contributed to CEU topics that are too specific
- x. fun & dynamic speakers at general meetings vs. “lectures”

4. GOAL SETTING / PRIORITIZING

Meeting minutes prepared by Adrienne Weigel. Any additions or corrections are to be submitted within five business days from date posted to Secretary@ndid.org

a. **Solidify/prioritize the goals for 2010-2011**

i. Communication

1. Bi-monthly emails with events, what the national organizations are doing, what's going on in the state – or just update the website with this info
2. Possibly include this info in the newsletter
3. Education/CEUs
 - a. Should become a committee again
 - b. Lunch & after work
 - c. Hit all design genres not just contract

ii. Support for Members in Fargo-Moorhead & statewide

1. Marketing brochures to give to future members
2. How to connect with interior designers/industry members in Western North Dakota? Possibly have traveling members obtain business cards when they go out on calls

iii. Public Awareness/PR

5. BUSINESS / STRATEGIC PLANNING

a. Meeting Schedule - Board (dates/times) and GMM (dates/times)

b. Calendar

c. **Bylaws**

i. **Article VI. Meetings – Form? And Checklist of requirements?**

1. Secretary checking to see if there is a form in Secretary Binder

ii. **Article VII and VIII – posting jobs – do we open this and allow outside members submit a posting for our approval.**

1. EB decided to change the wording to allow non-members to post jobs due to trying economic times

iii. **Article X – spelling**

1. “Dontations” changed to “Donations”

iv. **Article XI – Secretary – chair of nominating committee?** Student *Representative* – didn't we move this to fall? Not in Meeting Minutes.

1. Secretary chairs nomination committee; nominations come from all of the general members
2. Student Liaison/Representative election moved to the fall.

v. **Article XII – Elections – Yes, I didn't get this done in June – fessing up. But, we need to discuss term times as it took throughout some of the summer to “recruit” people to actually run for positions. Time was a big factor that people stated.**

1. It is okay if there is only one person who runs for a position
2. Last sentence changed to read “Elections can take place via email.”
3. Term lengths were tabled until Spring

- vi. **Article XIII** – (we’ll do a call for committee membership in October.)
 - 1. Showcase Committee– March? We need to discuss how CSI has now claimed April. Showcase committee can take this over.
 - 2. Student Scholarship Committee can take over – Leah agreed to Chair
 - 3. NCIDQ Scholarship/STEP Workshop – request from Melissa – we need to rewrite this section upon vote
 - a. 5 -\$200 scholarship available to those who pass the NCIDQ when no NDID-sponsored STEP class is offered
 - b. 10-\$100 scholarship available to those who pass the NCIDQ when STEP is offered.
 - 4. CEU committee can take this over.
- d. Budget
 - i. Treasury Report
 - ii. Change line items and dollar amounts
 - 1. Look at your respective areas and see if you have changes.
 - 2. Home Builders Association Membership – Are we renewing?
 - a. EB decided against renewing HBA membership
 - b. \$395 moved from HBA Membership to Ad Placement Fund
 - iii. 501c6 status with ND Dept. of Commerce and Federal IRS?
 - iv. Discussion to join the Chamber, Business After Hours
 - 1. Tabled.

6. ISSUES THAT MERIT DISCUSSION

- a. **NDID Emails** - Tabled
- b. **Membership** - Tabled
- c. **Website** – Discussion Tabled until results of meeting with Studio 7
 - i. **How does the membership renewal work?**
 - ii. **I have a list of items that we wanted to have worked out – ex. How our emails look – having to go through the blog with attachments, the directory is a mess, etc. Let’s do a quick round on any other things that have come up as you have used the site over the summer and then we’ll get the final changes answers done for our next Board Meeting and plan on strategizing at that meeting as to how we can more effectively use the site.**
- d. **Canstruction** - Tabled
- e. **Newsletter/NCIDQ-STEP** - Tabled
- f. **NDSU / Student** - Tabled

7. ADJOURN