

IFDA - New England Chapter Board Meeting: February 2014 Meeting

Meeting Minutes

Meeting Date, Time: February 6, 2014

Meeting Place: Boston Design Center, 6th Floor

TOPIC/TIME

DISCUSSION

FOLLOW-UP/ACTION

Meeting begins

12:00:00 PM

Meeting started 12:10 pm

Attendance

Karen, Rob, Nicole, Bob, Christine, Vivian, Gary, Peter, Rose Ann, Jane

Al & Bob – excused / Peter: Absent

Acceptance of IFDA-NE Board Meeting Minutes

Board Meeting Minutes from December 2103

New Business: Approved

Accepted

Meeting minutes to rotated through board members, pending filling Secretary position;

Nicole Hogarty taking minutes today

Treasurer's Report –

Gary Rousseau

January 2014 -

\$18,381.70 Total Equity

14 Sponsor invoices have been generated and sent out. Boston Design Center contact needed for sponsorship invoice.

3 members requested to be reimbursed for the Jazz Event.

Gary has interviewed one new prospective bookkeeper.

Gary wants to make sure we file on time in order to avoid a penalty.

Gary will follow-up with any new details about a new bookkeeper

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TD Bank should be taken care of and Gary / Karen should be listed on the account.

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Other:

Membership

Rob Henry and Vivian Robbins

Rob and Vivian will start reviewing the list sent from National. Will plan to call members in the coming weeks

Gary asked if we have an elevator speech that we can sell to potential members.

Vivian – 51 people as of 2/6 need to register.

Deadline is end of Feb \$350.00
or a penalty of \$35.00 will be added to renewal

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Other membership plans for the year? Jane asked if we offer “free” passes. We decided no.

Rob / Vivian will follow-up with initial phone calls / new members

Industry Communication of Events

Bob Grossman

Bob – any new details?
Will update at next meeting

Hospitality

No new board member as of yet;

Search ongoing for new VP; Nicole will fill in for March if needed.

Education and Education Foundation

Jane Toland

Jane Toland –IFDA National offers 4 Grants. NE Chapter will apply for all 4 of them. There will need to be an educational component to the Grants. We will plan a program in the Spring and Fall in order to comply with requirements.

The Clair Coleman grant will require 30 days notice.

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Jane has been working on her letter to send to local schools and will follow-up next month.

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Plan to target those schools without a current student chapter of a professional organization, first; then approach those with ASID/IIIDA affiliations next

Programming

Nicole Hogarty , Interim VP

Nicole handed out a potential calendar for 2014. See attached.

Review Jazz with Friends; discuss upcoming events and Boston Design Week....
Introduce Jen Driscoll as new VP of Programming

Sponsorship

Rose Ann Humphrey

RoseAnn will ask Amy to rotate Bronze sponsor list each month
Update at next meeting

Community Relations

Chris Kay

Christine had the first meeting of 2014 with her board. Their first goal is to organize a fundraiser.

Will follow-up with event ideas for next meeting

Technology/Communications

Quarterly Newsletter – for IFDA New England

Karen to review deadlines from Amy

Karen to confirm Nat'l Spring Newsletter Date –

Last year was March...

Topics for both newsletters?

2014 schedule of events to be sent out – at least save the date...by Amy to start out new year

Goal: to find new VP of Communications

No report

Karen currently posting events to Facebook

Future Directions

Peter Griffin

Other discussion – Karen Review board positions that need to be filled

Board approved a donation of \$500 for our new Student Chapter to assist with events etc. Gary will cut checks, as needed.

Karen will clearly define what the funds may be used for existing and new Student Chapters.

Women's Institute for Housing & Economic – A potential non-profit for IFDA to support. Mollye (Deputy Director - WIHED) may be available for our March 6th board meeting.

Other discussion

Meeting Adjourned

2:25pm

Next meeting: March 6, noon, BDC