

IFDA - New England Chapter Board Meeting:

January 2014 Meeting Minutes

Meeting Date, Time: January 9, 2014

Meeting Place: Boston Design Center, 6th Floor

| <u>TOPIC/TIME</u> | <u>DISCUSSION</u> | <u>FOLLOW-UP/ACTION</u> |
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| Meeting begins | 12:00 PM | Meeting started 12:15 pm |
| Attendance | | Karen, Rob, Nicole, Bob, Christine, Vivian, Gary, Peter, Rose Ann, Jane AI - excused |
| Acceptance of IFDA-NE Board Meeting Minutes | Board Meeting Minutes from December 2103 New Business: | Accepted Meeting minutes to rotated through board members, pending filling Secretary position; Jane Toland taking minutes today |

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| <p><u>Treasurer's Report –</u> <u>Gary Rousseau</u></p> | <p>Miele Event (November) and the Holiday Party (December)</p> <p>Do we have final figures on both events? Are we all set with any reimbursements that needed to be sent out? Budget for 2014 – to be reviewed with Bob Ernst on 1-9-2014 after the board meeting? – issues from the board? Result of budget meeting to be reviewed at February board meeting. Sponsorship – invoices to be sent out – status of payments?</p> | <p>Rose Ann and Gary to compare notes; Gary to follow up with caterer re: final charges discrepancy; Nicole will follow up with caterer and will report at Feb. meeting</p> <p>Reimbursement checks in process</p> <p>Check to Chubb (liability coverage) has been cut</p> <p>Registrants who did not pay will be contacted Gary, Rob and Karen to work with Bob Ernst to explore what would be the cost to IFDA to sponsor a large design event in Boston Other: Bank of America being explored as change from TD Bank Bookkeeper change being explored for EOM January; looking to accountant to do our taxes going forward</p> |
| <p><u>Membership</u> <u>Rob Henry and Vivian Robbins</u></p> | <p>Retention plans – how many people have rejoined as of the board meeting (Jan. 2)? How best to encourage members to rejoin? Other membership plans for the year?</p> | <p>2 new TY so far Notices to renew but no receipts; our members are not happy – would like to receive acknowledgment (not national's policy) No report from national yet with who has paid Deadline is end of February; Rob and Vivian to coordinate outreach after January event [UPDATE: event now 2/12] 45-50 new prospects in pipeline; list shared with board for recognition</p> |

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| <p><u>Industry Communication of Events</u></p> <p><u>Bob Grossman</u></p> | <p>Bob – any new details?</p> | <p>Will update at next meeting</p> |
| <p><u>Hospitality</u></p> | <p>No new board member as of yet; name tags need to be handed over to board for January event – who should receive them from Marlene. Goal; to find new VP of Hospitality</p> | <p>Search ongoing for new VP; Nicole will fill in Jan. and Feb if needed</p> |
| <p><u>Education and Education Foundation</u></p> <p><u>Jane Toland</u></p> | <p>Jane Toland – new board member For February meeting, review grants to be applied for from EF; Status of student programs at the BAC and what plans need to be put in place to start approaching other schools</p> | <p>EF grant report next meeting Plan to target those schools without a current student chapter of a professional organization, first; then approach those with ASID/IIIDA affiliations next</p> |

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| <p><u>Programming</u></p> <p><u>Nicole Hogarty , Interim VP</u></p> | <p>Holiday Party; quick review (the event was successful, and what we can do to improve on it for next year)</p> <p>January 2014 event – January 22; Paula O’Sullivan singing with her quartet At Landry and Arcari in Boston – Constant Contact went out January 3.</p> <p>Design Week in Boston – IFDA is a sponsor Kick off is March 20 and it goes into the following week; Nicole is coordinating details with Tony Fusco – our March event will be during Design Week. This is a big deal!!</p> <p>.....</p> <p>Rest of year’s schedule; current planning Possible CEU program, among other possibilities?</p> <p>.....</p> <p>Goal; to find a new VP of programming</p> | <p>Jan - Reviewed [Event has been moved to Feb.12]</p> <p>Feb - topic proposed – what is the next level of social media? basics review?</p> <p>March – 10 day event; align with Jay Jeffers book launch; BAC as venue?</p> <p>.....</p> <p>Apr – Styling for photo shoots; tie in with Restoration Hardward (Roseann) and/or NE Home mag (Nicole)</p> <p>May</p> <p>June – cruise</p> <p>Aug – daytime event; ie. vendor</p> <p>Sept – open; important to kick off new season; Chef Bill? Clarke?</p> <p>Oct – Designer Showcase – Metropolitan Cabinet venue</p> <p>Nov</p> <p>Dec – Holiday Party; K&B theme? Tie-in with media special issues (DNE or NE Home); Rosemary – the art of European Kitchens?</p> <p>.....</p> <p>Search ongoing</p> |
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| <p>Sponsorship</p> <p>Rose Ann Humphrey</p> | <p>Rose Ann is the new VP of Sponsorship; Review of plans for finding new sponsors; Rose Ann to reach out to current sponsors to thank them for renewing; if any outstanding invoices, Rose Ann to contact those sponsors to ask to renew</p> | <p>Update at next meeting</p> |
| <p>Community Relations</p> <p>Chris Kay</p> | <p>Review of donations at the holiday party; \$1878.00 received at the party, with a few donations promised. Committee members for 2014 for the Ron. MacD. House – specific plans for the year?</p> | <p>\$1928.00 to date received Handmade toys were a great draw 2/6 – First community service meeting – new members welcome! Report out at next board meeting</p> |
| <p>Technology/Communications</p> | <p>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</p> | <p>No report Karen currently posting events to Facebook</p> |
| <p>Future Directions</p> <p>Peter Griffin</p> | <p>A committee needs to be set up to start reviewing future IFDA New England Directions – volunteers? What process can be put in place to talk about future directions?</p> | <p>CEU’s available to offer? Volunteers to help brainstorm focus – committee to be set up by Peter</p> |

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| <p>Other discussion – Karen Review board positions that need to be filled</p> | <p>Committees to be set up for different board positions; students also encouraged to support board members; each board member should consider how IFDA members could be helpful.</p> <p>Board members to sign board member sheet confirming their status for 2014</p> <p>Also there will be information sessions for the following board positions; I need to find out the times of the calls:</p> <p>2014 Chapter Leadership Information Session Dates: with Diane Fairburn and Jennifer Jones: Chapter Presidents: Wednesday, January 15, 2014</p> <p>VPs of Membership and Membership Retention: Thursday, January 16, 2014</p> <p>Treasurers and VPs of Financial Resources: Wednesday, January 22, 2014</p> <p>VPs of Communications and Programs: Thursday, January 23, 2014</p> | <p>Need VPs of Programming, Hospitality, and Communications as well as, Recording Secretary and President Elect</p> <p>If you would like student help with your board positions, please contact Karen</p> <p>All noted information sessions are 1pm conference calls on designated days</p> |
| <p>Other discussion</p> | | <p>Gary – How to thank Paula O’Sullivan for event participation? Nicole to purchase red wine</p> |
| <p>Meeting Adjourned</p> | <p>1:55 pm Next meeting: Feb. 6, noon, BDC</p> | |