

**NEBRASKA/IOWA CHAPTER of ASID
BOARD MEETING MINUTES**

October 6th, 2025 – 12:00 PM – In Person & Via Zoom

ATTENDANCE:

TITLE	NAME	PRESENT OR ABSENT
President	Brianne Wilhelm	Present
President-Elect	Nikki Diamantis	Present
Financial Director	Robyn Petersen	Present
Communications Director	Nikki N. Klugh	Present
Director At Large	Diane Luxford	Present
Membership Director	Amanda Chaney	Arrived Late
Professional Development Director	Susan McMannama	Present

CALL TO ORDER & ROLL CALL

The meeting was called to order by President Brianne Wilhelm at 12:16 AM. Consent to record the meeting was granted by all present members.

APPROVAL OF AGENDA & MINUTES

Previous Minutes: Moved by Nikki Diamantis and seconded by Diane Luxford to approve the September 22, 2025 Board Meeting Minutes. Motion carried.

Agenda: Moved and seconded to approve the agenda as presented with additions for Chapter Administrator recap and calendar simplification. Motion carried.

CONSENT AGENDA

Financial Report:

- August balance sheet showed \$16,506.49 in assets.
- Net income through August 2025: \$11,501.
- Noted expenses included catering for the annual meeting and CP Jam project awards processing fee (\$1,500).
- September reconciliation is pending; complete financials to be presented at the next meeting.
- Discussion included transitioning financial management to the new administrator and potentially using QuickBooks for easier reconciliation and reporting.

Moved and seconded to approve the Consent Agenda (minutes + financials). Motion carried.

NEW BUSINESS

A. Approval of New Bank Signatories

Motion and second passed to designate Brianne Wilhelm (President), Robyn Petersen (Financial Director), and Nikki Diamantis (President-Elect) as authorized bank signatories. Two signatures will be required on all payments. Motion carried.

B. QuickBooks Discussion

Current tracking has been managed manually by Annette; discussion on moving to QuickBooks after hiring the Chapter Administrator. Decision: Table QuickBooks decision until the new administrator is hired.

C. Hiring of Chapter Administrator

Three candidates were reviewed:

- Mary Ellen Crosson – \$2,000/month, 40 hrs, \$50/hr (Bettendorf, IA).
- Core Association Management LLC – \$65/hr at 25 hrs/month (\$19,500/year), team-based model.
- Kasey Sterling – \$35/hr at 10 hrs/week (\$18,200/year), extensive ASID chapter experience, previous SoCal & Virginia administrator.

After discussion, motion and second to hire Kasey Sterling as Chapter Administrator, pending contract approval via email vote. Motion carried.

DISCUSSION ITEMS

Deposits & Financial Protocols: Board discussed routing sponsor checks directly to the financial director for deposit, using duplicate deposit slips or mobile deposit for accurate tracking.

Credit Card Payments: We cannot accept cc payments for sponsorships at this time and Brianne is working with the sponsor and the bank to find the easiest way to receive payment.

REPORTS

President's Report (Brianne Wilhelm)

- Focused on hiring Chapter Administrator and drafting the first newsletter.
- Social media strategy: Develop consistent taglines and encourage members to tag ASID (e.g., "We Are ASID").
- Spotlight for first newsletter: New Chapter Administrator. Member spotlight to resume in November.

President-Elect Report (Nikki Diamantis)

- Attending MOBA Executive Committee to propose inclusion of Show House on agenda for approval.
- Frontier Homes identified as builder partner; aiming for Show House in May 2027. Contracts needed between ASID, MOBA, builder, and designers.

Financial Director Report (Robyn Petersen)

- Four bronze sponsorships confirmed: Mohawk, CKF, Briggs and Ferguson
- Additional sponsorship outreach ongoing. Three companies declined citing lack of perceived value in prior year.
- Plan to re-engage sponsors with improved communication, event invitations, and hosting opportunities.

Communications & Membership

- Discussed email issues with ASID member list maintenance and re-engagement

strategies.

- Plan to use shared live spreadsheets (OneDrive) for sponsorship tracking.

Professional Development (Diane Luxford)

- Benjamin Moore Color of the Year CEU scheduled for December 3rd at noon via Zoom.
- Committee training deemed unnecessary; information to be distributed via reports and shared folders going forward.

GRANT APPLICATION

A Zoom discussion was held with Annette Peters and Katrina Christiancy. Both parties declined to be recorded. The conversation focused on the historical context surrounding certain financial decisions and the current status of the newly formed nonprofit organization, Accredited Interior Design Professionals (AIDP). Annette and Katrina also outlined the grant process required for the chapter to receive funding.

UPCOMING DATES

- 10/14/25 – Sherwin Williams Zoom CEU – The Evolution of Color/Color Forecast
- 10/16/25 - Chapter Kick-off Meeting – CEU at 3, meeting/networking from 4-6 at Elite Glass
- Next Board Meeting: Thursday, November 13, 2025, 11:00 AM–1:00 PM via Zoom.
- Benjamin Moore CEU: TBD

ADJOURNMENT

There were no objections to adjournment. The meeting officially adjourned at 1:42 PM.

Respectfully Submitted,

Nikki N. Klugh, ASID
Communications Director