

NEBRASKA/IOWA CHAPTER of ASID

BOARD MEETING MINUTES

December 8th, 2025 – 12:00 PM – Via Microsoft Teams

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	Absent
Director At Large	Susan McMannama	Present
Membership Director	Amanda Chaney	Present
Professional Development Director	Diane Luxford	Present
Student Representative to the Board	Alexis Gross	Not Present
ASID NE/IA Administrator	Kasey Sterling	Present

CALL TO ORDER

President **Brianne Wilhelm** called the meeting to order at *12:00 pm*.

ROLL CALL

The following board members and participants were in attendance:

- Brianne Wilhelm – President
- Nikki Diamantis – President-Elect
- Robyn Petersen – Financial Director
- Amanda Chaney – Membership Director
- Susan McMannama – Director At-Large
- Diane Luxford – Professional Development Director
- Alexis Gross – Student Representative to the Board
- Kasey Sterling – Chapter Administrator

WELCOME GUESTS; PUBLIC COMMENT

No guests present.

APPROVAL OF AGENDA

Motion: Approve agenda as presented

Seconded: Yes

Motion Carried

APPROVAL OF PREVIOUS MEETING MINUTES

Minutes from the November 2025 board meeting not yet available; tabled until next meeting.

FINANCIAL REPORT

Administrator **Kasey** provided the financial update:

- Checking Account Balance: **\$24,958.12**
- Ongoing issues with UBT's website provider and Kasey is not yet able to process payments. Brianne is working with the bank to get it straightened out.
- No financial report available considering Quickbooks not yet established due to above.

CALENDAR/NEXT MEETING(S)

January Board Meeting:

Thursday, January 8, 12:00 PM CT / 10:00 AM PST

Platform: Zoom

Winter Social:

Friday, January 16th, 4-6 PM

- Susan is reserving the Recency Clubhouse and will cover the cost of the usage fee.
- Susan and Nikki D will organize hors d'oeuvres.
- Mike with Denizen Home would like to provide wine.
- Discussion on any presentation. Will be informal. Introduce board members and recap what has been covered in board meetings. Recognize Sponsors for 2026.

Tax Education Seminar:

No date set. Brianne has not been successful in finding a tax layer or representative to present. Suggestion to contact the DOR; Susan will contact the State Treasury Secretary.

February Team Meeting:

2/26/26 – CEU at Briggs locations across NE and Iowa; Robyn is working on a CEU presenter.

March Mixer with PRO:

Date not yet set per PRO's website; Brianne will reach out to Sarah to see if they want to include NKBA as well.

REPORTS & ACTION ITEMS

PRESIDENT

Brianne working on content for Newsletter and working with Kasey to create the format via Mailchimp.

Virtual Meetings App – Teams is going away due to per user cost from Microsoft changes; will be using Zoom moving forward and will need to pay for Chapter Account for \$167 annual expense.

Motion: Approve Kasey set up a Zoom account for the Chapter for an annual expense of \$167.

Seconded: Yes

Motion Carried

Bring-a-friend initiative from HQ: \$300 credit towards ASID Merch to be used as gifts for guests or for people who bring guests. Each board member to send Brianne their top three items and she will order for January Social. Must place order by January 31st. Promote for January Social.

PRESIDENT-ELECT

No report.

SPONSORSHIPS & FUNDRAISING

Brianne and Robyn provided updates to confirmed sponsorships:

- Total sponsorships secured to date: **\$18,000**

MEMBERSHIP

Discussed State of the Chapter report for use by Membership Committee.

COMMUNICATIONS & SOCIAL MEDIA

Will work on details for Winter Social to get invite out ASAP, but goal by December 16th, which is one month out.

PROFESSIONAL DEVELOPMENT & CONFERENCE PLANNING

Diane Luxford presented two venue options for Conference on April 16th:

1. Hotel in Bellevue for \$7200
2. DC Centre for \$7500

Both venue quotes based on estimate of 90 attendees with space for EXPO, conference and luncheon with drinks throughout the day. Discussion regarding convenience of location and urgency to secure location ASAP. April is a busy time of year for conferences and many venues are already booked.

Motion: Proceed with securing the DC Centre for our 2026 Conference on April 16, 2026 for a total not to exceed \$7500.

Seconded: Yes

Motion Carried

Discussion regarding current reporting cycle coming to an end and some members reporting that their Conference CEUs from 2025 were not submitted to IDCEC. Brianne will look up info from presenters and include in December Newsletter.

DIRECTOR AT-LARGE/ADVOCACY & STUDENT AFFAIRS

UNL Foundation letter and NE/IA ASID Scholarship Fund Report: Letter was sent to very old address; Brianne will call to update. Spendable balance is \$598.43. Discussion to contribute Chapter funds to offer a 3rd Year Scholarship of \$1000 this spring.

Motion: Contribute \$401.57 of Chapter funds to offer \$1000 UNL 3rd Year Scholarship in 2026.

Seconded: Yes

Motion Carried

2026 UNL College of Architecture Internship and Career Fair on February 12/13, 2026. Brianne will ask if IIDA wants to do a booth with us. Susan and Amanda would both help.

Share ASID's Student Competition with NE/IA Education Partners.

STUDENT REP TO THE BOARD - No report.

NEW BUSINESS

Review State of the Chapter Report. Brianne still needs to get info from HQ and Katrina; Kasey will help with fill in our membership data. Will try to have final draft to approve in January.

MOTION TO ADJOURN

Motion: Adjourn the meeting

Seconded: Yes

Motion Carried

The meeting adjourned at *02:00 PM*

FOLLOW-UP ITEMS:

Responsible	Action Item
Brianne	Newsletter content and layout Work through access issues with UBT and send payment request to Mohawk for CC payment of 2026 Sponsorship. Continue sponsorship outreach Connect with Sarah re: PRO Mixer in March Continue editing State of the Chapter Report 3 rd Year Scholarship and update Foundation
Kasey	Establish Zoom account Newsletter layout Continue updating website Connect Quickbooks and bill pay system once access is granted.
Nikki Klugh	Finish editing minutes from November meeting and submit December Meeting Minutes within 1 week after meeting.
Communications Team (Nikki + Kasey)	Organize social media access + content planning, create invite for January Social and send out before holidays.
Robyn	Continue sponsorship outreach CEU presenter for February meeting @ Briggs
Susan	Finish planning for Winter Social in January. Attend advocacy meetings. Contact Treasury Secretary re: Tax seminar
Diane	Continue conference planning and speaker outreach
Full Board	Send Brianne top three ASID merch items Sponsorship follow-up

RESPECTFULLY SUBMITTED,

Nikki N. Klugh, ASID
Communications Director