

# NEBRASKA/IOWA CHAPTER of ASID

## BOARD MEETING MINUTES

*April 2, 2026 – 12:00 PM – Via Zoom/ In Person at Briggs*

### ATTENDANCE:

TITLE	NAME	PRESENT OR ABSENT
President	<b>Brianne Wilhelm</b>	Present
President-Elect	<b>Nikki Diamantis</b>	Present
Financial Director	<b>Robyn Petersen</b>	Present
Communications Director	<b>Nikki N. Klugh</b>	Absent
Director At Large	<b>Susan McMannama</b>	Present
Membership Director	<b>Amanda Chaney</b>	Present
Professional Development Director	<b>Diane Luxford</b>	Present
Student Representative to the Board	<b>Alexis Gross</b>	Absent
ASID NE/IA Administrator	<b>Kasey Sterling</b>	Present

### CALL TO ORDER

President **Brianne Wilhelm** called the meeting to order at *12:03 pm*.

No guests were present.

### APPROVAL OF AGENDA

**Motion:** Approve agenda as presented

**Seconded:** Yes

**Motion Carried**

### APPROVAL OF PREVIOUS MEETING MINUTES

Minutes from February 2026, and March 2026 board meeting approved with spelling errors to corrected. Seconded and carried.

### FINANCIAL REPORT

Administrator **Kasey** provided the financial update: New reports from QuickBooks reflect Balance Sheet and Profit & Loss under new names. Will continue building with refined account names as we move forward through the term.

- Checking Account Balance: **\$33,104.40**
- The board approved both the financial reports and the decision to post them transparently on the website. The group discussed payment options for the conference, including credit card processing fees of approximately 3% and the setup of Venmo and authorization forms for the silent auction.
- **CALENDAR/NEXT MEETING(S)**

May Board Meeting

**Thursday, May 7, 12:00 PM CT / 10:00 AM PST**

**Platform:** Briggs In Person or Zoom

**April: Enlighten Conference (4/16)**

Details below

**May:** The team discussed planning upcoming events, focusing on CEU (Continuing Education Unit) opportunities and potential locations. They explored hosting a CEU at Ferguson on May 12th, though they noted the need to confirm if Ferguson could provide CEU credit. The group also discussed avoiding conflicts with MOBA's ribbon-cutting ceremony on May 7th and considered offering events on both lunch hours and happy hours.

**June:** Edward Stone presentation on June 11<sup>th</sup> is a possibility, though concerns were raised about the remote location and low attendance at previous events there. The group agreed to pursue other opportunities with Fireplace Stone and Patio instead of Edward Stone potentially though both are sponsors so we need to work with both.

**July:** Amanda suggested offering a CEU on countertops with CE Smith be postponed as July is high heat season and most people are vacationing. Looking at later in August maybe.

## **REPORTS & ACTION ITEMS**

**PRESIDENT:** The conference will also be the chapter meeting and will serve as the annual meeting. They agreed to keep the meeting brief, with board members preparing short updates on their activities and a financial report being made available on the website.

**PRESIDENT-ELECT:** No Report

**FINANCE DIRECTOR:** No Report

**MEMBERSHIP:** Design Minds is almost ready to get started with a survey to be created and distributed, potentially including dedicated pages on the chapter website for this program

**COMMUNICATIONS:** No Report (Nikki plans to return at May board mtg)

**PROFESSIONAL DEVELOPMENT:** Conference Planning:

- appellations on name tags, with Kasey agreeing to look up and add these details.
- Create sponsor signage for the bar area, Kasey to design a graphic incorporating sponsor logos and thank-you messaging.
- Setup requirements for Wednesday from 3-5 PM, IP's will need to set up their own pipe and drape system with help from board members.
- Susan will be setting up silent auction items from 3-5 PM on Wednesday and helping managing check-in from 9 AM to noon.
- Current attendance numbers, with 38 confirmed attendees and 12 for the expo, noting they need to sell tickets up to a minimum of 81 to cover costs.
- The event is projected to show a profit of \$5,184.40, with silent auction items expected to generate \$2,600 in additional income.
- Outreach efforts to colleagues and potential social media promotion, with plans to leverage connections for PR and reach out to other companies
- create a schedule printout to share with registrants and committee members, which will include event sponsors and logos.
- The group also discussed pricing strategies for the silent auction items, with plans to start bids at appropriate levels based on item values.
- Brianne set to MC the event and introduce speakers.
- Saving Grace would be contacted to pick up leftover food for distribution to food banks.

**DIRECTOR AT-LARGE:**

The group also discussed legislative updates, including Idaho's passage of House Bill 790, making it the 30th state to regulate the interior design profession, and the failure of Nebraska's LB1244 bill.

**STUDENT REP TO THE BOARD** - No report

**NEW BUSINESS:**

**Election Nominations:** The group also discussed the need to secure a student representative to the board and explored the possibility of offering discounted headshots at future events

**Motion:** The board approves the following slate of candidates for FY27:

President Elect: Sadie Anderson

At large: Susan McMannama

Membership: Amanda Chaney

**Seconded:** Yes

**Motion Carried**

**Motion:** The board approves paying the balance due to DC Centre for venue and catering per Brianne's in person meeting to verify final numbers and expenses.

**Seconded:** Yes

**Motion Carried**

**Gather:** Table discussion until after election

## **CLOSED SESSION**

Update from HQ.

## **MOTION TO ADJOURN**

**Motion:** Adjourn the meeting

**Seconded:** Yes

**Motion Carried**

The meeting adjourned at 2:01 *PM*

## **FOLLOW-UP ITEMS:**

<b>Responsible</b>	<b>Action Item</b>
<b>All board members</b>	Prepare brief reports on their positions/activities for the annual chapter meeting at the conference.
<b>Brianne Wilhelm</b>	At venue meeting, request and review detailed line-item list of expenses from DC Center for conference balance due.
<b>Nikki Diamantis</b>	
<b>Robyn Petersen</b>	
<b>Nikki N. Klugh</b>	
<b>Susan McMannama</b>	Email headshot to ASID for use on website/election materials.

	Continue to apply for grants as planned, including lobbyist funding, and update board on progress.
<b>Amanda Chaney</b>	<p>Create a Design Minds survey (using Google Forms or similar), send to ASID for distribution by Monday/Tuesday.</p> <p>Email typed report to Brianne for annual meeting (if unable to attend in person).</p> <p>Send CEU options and cover sheets via email to Diane and Susan for review.</p>
<b>Diane Luxford</b>	
<b>Alexis Gross</b>	
<b>Kasey Sterling</b>	<p>Create a credit card authorization form (with 3% fee) for silent auction/credit card payments and provide printed copies for the event.</p> <p>Design and provide a printed schedule of the day (including sponsor logos and event timeline) for conference registrants and committee/board.</p> <p>Design and provide event sponsor signage (with sponsor logos) for conference, following input from Susan on sponsor breakdown, and coordinate with her for printing.</p> <p>Distribute the Design Minds survey to chapter members after receiving from Amanda</p> <p>Email updated attendee list to Diane and committee</p> <p>Inform venue contact (Faith) of current attendee, vendor, and booth numbers for conference, and request leftover food be donated to Saving Grace.</p> <p>Initiate election process for new board slate, ensuring two-week election period and submission by April 30.</p> <p>Look up and add appellation information to name tags for conference attendees.</p> <p>Post both the balance sheet and profit and loss (financial) reports to the chapter website under a new "Monthly Financial Reports" category.</p> <p>ASID: Research and clarify the "President's Gift" expense from banking records and update the financial report category as gifts.</p> <p>Set up and provide login information for a new chapter Venmo account for event payments.</p> <p>Update attendee list for conference and follow up with group ticket purchasers to obtain names of all attendees for name tags.</p>

**RESPECTFULLY SUBMITTED,**

Kasey Sterling, ASID Affiliate  
Chapter Administrator NE-IA