

Tau Sigma Delta (ΤΣΔ)

Meeting Minutes: Board Meeting, 2016

June 29, 2016, 12:10 p.m. (EST)

In attendance:

Kelly Carlson-Reddig, ΤΣΔ Treasurer

Michelle Rinehart, ΤΣΔ Secretary

Stephen Schreiber, ΤΣΔ Northeast Regional Representative

Hofu Wu, ΤΣΔ Vice-President

John White, ΤΣΔ Former President and Advisor

Maria Jeffery, Administrative Support

Don London, visitor

Absent:

Thomas Fowler, ΤΣΔ President

Roger Schluntz, ΤΣΔ Past President

1. **Approval of May Minutes** (Michelle)
 - a. Review of the May Annual Meeting minutes
 - i. Approved unanimously (Michelle; second: Hofu)
2. **Administrator's Report** (Maria)
 - a. No new chapter requests
 - b. New chapters that have not requested certificates; Tom and/or Hofu to follow up
 - i. University of Manitoba, South Dakota State University, School of the Art Institute of Chicago, Northeastern University, New School of Architecture + Design, American University of Sharjah
 - c. Certificates are down 17 (this year compared to last year)
3. **Website corrections** (Michelle)
 - a. Edits sent to Maria in May
 - b. Sent to Don for correction today
4. **By-Laws Reconfiguration** (Tom & Maria)
 - a. Maria sent her edits this morning
 - b. All to review and get edits back to Maria before July 31
 - i. For discussion on the August 1 agenda
5. **Website proposal** (Don London)
 - a. Flat fee of \$1,400
 - i. Provides for a membership system to give different levels of access
 - ii. An interactive, moderated Message Board (moderated by a Board member; for discussion later)
 - iii. Guidelines for Facebook presence
 - iv. MailChimp email automation
 1. A nominal costs for MailChimp once we exceed 2,800 members
\$50 a month between 2,801 and 5,000 members
 2. We may grow our list by 1,000 members per year
 - b. Communications subgroup will get together to review the proposal
 - i. Approved unanimously (Hofu; second: Kelly)
6. **Treasurer's Report – May 24, 2016** (Kelly)
 - a. Will begin to save the Excel export as the reports are pulled to be able to check for errors/questions
 - b. Changes to **May report (5/24/2016)**
 - i. Current Balance: \$100,064.00
 1. Cash Available: \$53,872; Investments: \$46,192 (Change since investment: \$-1,808)
 2. New report will be noted as a revision (with changes highlighted)
 - c. **June report (6/29/2016)**
 - i. Current Balance: \$99,552.00
 1. Cash Available: \$53,876.77; Investments: \$46,436 (Change since investment: \$-1,564)
 - d. Both reports approved unanimously (Kelly; second: Michelle)
7. **New Business** (All)
 - a. ACSA annual meeting in Detroit – tabled until August
8. **Future Meetings**
 - a. Monday, August 1, at 12:00 pm Eastern time
 - b. Future Meetings
 - i. Tuesday, September 6
 - ii. Monday, October 3

Meeting Adjourned at 1:04 pm