



INTERIOR DESIGN ADVISORY BOARD

MEETING NOTES

DATE: 9.21.23

TIME: 12:00-1:00 p.m.

I. ATTENDEES

- a) Jennifer Luque- SFASU INDS Program Coordinator
- b) Sally Ann Swearingen- SFASU Associate Professor
- c) Dr. Nathaniel Walker- SFASU Assistant Professor
- d) Cody Johnson
- e) Anna Jordan
- f) Stephanie Fallon
- g) Laura Umansky
- h) Heidi Breeding
- i) Jasmine Benton
- j) Lee Crowder
- k) Susan Hardesty
- l) Krystal Lucero
- m) Connie LeFevre

II. GOALS

- a) **INCREASED MEMBERSHIP WAS DECIDED AS OUR MAIN SHORT-TERM GOAL THIS SEMESTER.**
- b) Other Short-Term Goals discussed
 - i) Student engagement
 - ii) Local Involvement
 - iii) Career Fairs
 - iv) Consultant Collaboration
 - v) CEUs
 - vi) Internships

- vii) Guest Speakers
- viii) Field Trips
- c) Long-Term
 - i) Increase Membership
 - ii) Plans for Excellence Account
 - (1) Scholarships
 - (2) Events
 - (3) Program Needs

III. EXECUTIVE BOARD POSITIONS

- a) **PRESIDENT:** Responsible for meetings and agenda, Liaison with 1/3 of committee chairs, correspond with Coordinator of INDS program, review of responsibilities of all committees and make recommendations. Recruit new members.

- I) HEIDI BREEDING**

- b) **VICE PRESIDENT:** Resign when president cannot attend, Liaison of 1/3 of Committee Chairs, attend all meetings to learn duties, work with publicity and oversee IDEB website. Recruit new members.

- I) LAURA UMANSKY**

- c) **TREASURER:** Provide reports at all board meetings, Work with Foundation to assure money is being distributed correctly, and invoices and donations are recorded.

- I) CODY JOHNSON**

- d) **SECRETARY:** Take notes at all meetings and post. Keep information on membership and keep updated. Send out announcements to board.

- I) JASMINE BENTON**

IV. COMMITTEES

- a) **FINANCE & GOVERNANCE |**

It is the responsibility of this committee to provide an analysis of the expenditures of the previous fiscal period, prepare a budget for the succeeding fiscal year and make recommendations to the Board of Directors for updating the current budget.

- b) **STUDENT ENHANCEMENT |**

It is the responsibility of this committee to focus on student development beyond the classroom and to assist the faculty in recruiting the best possible students through scholarships and cooperative work programs.

- Maximize Experience
- Student Exposure
- Career Services
- Mentor Program
- Guest Lecture Program
 - I.e.: Residential Design, Commercial Design, Materials, Furniture, Lighting, CEUs

- c) **CURRICULUM & ACCREDITATION | STEPHANIE FALLON AND CODY JOHNSON**

It is the responsibility of this committee to ensure that the education program is excellent in all phases possible.

- Conduct Student Surveys
- Review Curriculum Content
- Accreditation Assistance

d) **MEMBERSHIP & FUNDRAISING |**

It is the responsibility of this committee to recruit members for the council and raise funds.

- Membership Retention
- Recruit New Members
- Donation Assistance
- Event Management and Coordination

e) **DEPARTMENT ENHANCEMENT |**

It is the responsibility of this committee to maintain an open dialogue with the faculty and to assist the department in the recruitment of new faculty and other needs of the department.

- Maintain Open Dialogue with Faculty
- Recruit New Faculty
- Equipment for the Classroom

f) **PUBLICITY & PROMOTION |**

It is the responsibility of this committee to create awareness of the council and to promote its activities in support of the INDS Program.

- Content Assistance
- Inform Members
- Council Awareness
- Creates & Maintains Social Media Accounts

g) **STEWARDSHIP & ACCOUNTABILITY |**

It is the responsibility of this committee to review the Interior Design Program's proposed use of funds donated through the IDEB, advise the program on the use of these funds, ensure the funds are used solely for the benefit of the program while providing long-term accountability to the Board.

- Reviews Proposed Use of Funds
- Advise on Use of Funds
- Ensure Funds are Used for the Benefit of the INDS Program

HOUSTON AD-HOC | ANNA JORDAN, STEPHANIE FALLON

It is the responsibility of this committee to collaborate among their geographic area membership to support committees and initiatives of IDAC.

DALLAS AD-HOC | CODY JOHNSON

It is the responsibility of this committee to collaborate among their geographic area membership to support committees and initiatives of IDAC.

CENTRAL TEXAS AD-HOC | KRYSTAL LUCERO

It is the responsibility of this committee to collaborate among their geographic area membership to support committees and initiatives of IDAC.

V. NEW BUSINESS

- a) Meeting dates and times (Zoom and in-person) **T.B.D. BY EXECUTIVE BOARD.**
- b) Teams Folder **JENNIFER LUQUE TO CREATE AND GET MEMBERS' ACCESS**
- c) Board Fees **CODY JOHNSON AND JENNIFER LUQUE TO WORK WITH HEATHER HOWELL (SFA) FOR PAYMENT PROCESSES TO INDS EXCELLENCE FUNDS.**
- d) Shirt Sizes **JENNIFER LUQUE TO CREATE SPREADSHET AND PLACE IN TEAMS FOLDER**

END OF MEETING NOTES