



INTERIOR DESIGN ADVISORY BOARD

MEETING NOTES

DATE: 11.29.23

I. ADVISORY BOARD ATTENDEES

- a) Jennifer Luque- SFASU INDS Program Coordinator
- b) Cody Johnson
- c) Laura Umansky
- d) Heidi Breeding

II. CALL TO ORDER

- a) Heidi Breeding called to order the first advisory board meeting to be held on 11/28/2023 to discuss yearly goals and roles and responsibilities.

III. APPROVAL OF MINUTES FROM PREVIOUS MEETING

- a) The minutes were approved as read.

IV. OLD BUSINESS

- a) Board Position Open - Secretary – Jennifer Luque to act as interim secretary until the correct candidate is recruited.
- b) Additional Members – Brooke Ritchie was recruited from Houston and will serve on the student engagement board. Jennifer Luque to reach back out to Jamie Manceaux, Kendall Aseltine, and Marcy Newman, along with several alumni.
- c) Board Treasurer Financial Updates – Cody Johnson to create new private executive board folder in Teams. Jennifer Luque to check on the status of the official paperwork in response to new UT operating procedures. Next steps after approval involve working with the business office to set up online payments.
- d) Ad-Hoc Follow-ups and Delegation of Recruitment-the board agreed each Ad-Hoc member would be responsible for 3 duties a quarter. These three duties include recruiting new members, recruiting sponsors, and securing speakers/CEUs for the students.

V. NEW BUSINESS

- a) Career Fairs – Delegate a committee that is filled to work on company sign-ups. All members encouraged to participate in one a year. Tables may be shared.
 - (1) Create Forms and Paperwork Necessary for the Committee to give to potential companies to get the sign-up started for Spring-SFASU Career Services to create a flyer for the next career fair. Official advertising to be distributed next week.
 - (2) Date for the Career Fair in the Spring, Time and Goals of How Many and What Companies are Best to Fit the Students' Interests- Thursday, Feb. 8 from 1-4 pm in the Twilight Ballroom. Companies can register through the provided QR code on the flyer. The Twilight Ballroom can host 35 tables. Fall 2023 had 85 students attend and Spring 2023 had 40 total students attend.
- b) Consultant Collaboration – Specialists for Training and Seminars – Student Enhancement
 - (1) Are these collaborations worth paying for, or do we ask for sole donation of time and resources? ie. Code Specialist Class- Board agreed specialty consultants such as codes specialist would be worth paying for.
 - (2) Collaborations of Trades and how to understand shop drawings vs. actual design drawings and how to bridge the gap. ie. Millwork.- Board to recruit speakers. Spring offerings include residential design, codes, materials and cabinetry, and history of interior design. INDS program strives for a min. of 1 CEU/speaker series per month. Board to set recurring dates and times.
 - (3) ID panel scheduled for Wednesday, Jan. 31 at 11 a.m. Cody Johnson, Laura Umansky, and Gin Braverman have confirmed attendance. Jennifer Luque to reach out to Stephanie Fallon-healthcare.
- c) CEUs/Student Exposure – Student Enhancement
 - (1) Manufacturer Reps for Demos and Lectures. ie. Lighting Reps, Material Reps.
 - (2) On-site CEUs, Demos, Install Trainings, NeoCon Chicago
 - (3) The board discussed student organization's (IIDA, ASID, NKBA) roles and opportunities for students through NCIDQ study sessions, portfolio submissions/reviews, sponsorship for dues and testing, LEED GA and the IDFX are encouraged examinations for the seniors.
- d) Curriculum & Accreditation
 - (1) Team schedules the site visits and reviews as necessary-CIDA is scheduled to come the last week of April 2024 for their review.
- e) Meeting Days and Times
 - (1) Upcoming meeting dates:
 - (a) Executive Board- Jan 10, 12-1
 - (b) All Advisory Board- Jan. 24, 12-1
 - (c) Executive Board- April 10, 12-1
 - (d) All Advisory Board- April 24, 12-1

VI. END OF MEETING NOTES