



IDNS BOARD MEETING MINUTES

Date: 13 December 2018
Time: 4:00pm – 5:10pm
Location: 30 Oakdale Crescent, Dartmouth

MEETING #: 5-2018

Present:

- Heather Corrigan, President
- Shannon Murray, Vice President
- Allison Bernard, Treasurer
- Stephanie Black, Secretary
- Jennifer MacNeill, Public Member
- Nikki Steele, CE Director
- Kylie Mosher, Registrar

Regrets:

- Fran Underwood, IDC Director
- Lori Ryan, Membership Director

Note: If you disagree with any of the information contained herein, please advise Secretary immediately.

At 4:25 pm the meeting was called to order.

CONFIRMATION OF QUORUM - Quorum was met.

Call to Order- Heather Corrigan, President

1.0 REVIEW OF AGENDA

- 1.1 Additions and Deletions: none
- 1.2 Motion to approve: Jennifer
- 1.3 Seconded: Nikki
- 1.4 Majority in favor
- 1.5 Motion Carried

2.0 APPROVAL OF MINUTES from October 17, 2018 meeting.

- 2.1 Business arising from the Minutes
- 2.2 Motion to accept minutes from meeting 17 October 2018: Jennifer
- 2.3 Seconded by: Allison
- 2.4 Majority in Favor
- 2.5 Motion Carried

3.0 NEW BUSINESS

- 3.1 Update on administrative support (Shannon & Heather)
- 3.2 Goals as established by the IDNS Board for 2018
 - Host an industry event possibly in cooperation with NSAA
 - Establish "File Cloud" for hosting IDNS file storage, emails, website & registration
 - Engage part-time administrative assistance to support IDNS activities
 - Financial stability by covering cost of running the Association supported by membership dues
- 3.3 Update on file storage project – target date to have files uploaded (Shannon)
- 3.4 General Membership Meeting dates & locations for 2019
- 3.5 Board Meeting dates 2019

4. DIRECTOR'S REPORTS

4.1 President- Heather Corrigan

- .1 NSAA still interested in sharing part-time administrative position.

4.2 Vice President – Shannon Murray

- .1 Discussion of social event and possible venues.
- .2 Jennifer recommended contacting sponsors now as budgets are being set.
- .3 Board should look at membership fees. New Brunswick charges more for out of province members.
- .4 All members should try to have files uploaded to the server in the next three months.
- .5 Look into safety deposit box for critical paper documents, all other documents to be scanned and shredded.

.6 Past president should have access to regulations folder.

4.3 Treasurer – Allison Bernard

- .1 Slowly getting fees delivered.
- .2 CIDQ payment was sent in.

4.4 Secretary- Stephanie Black

- .1 Will send out meeting invites for future meetings.

4.5 CE Director- Nikki Steele

- .1 Global CEU on January 16th. Secretary to send invite.
- .2 Looking into CEU for AGM.

4.6 Membership - Lori Ryan

- .1 Not present

4.7 Registrar – Kylie Mosher

- .1 Nothing to report.

4.8 Public Member- Jennifer McNeill

- .1 Nothing to report.

4.9 Director at large – Fran Underwood

- .1 Not present
- .2 PR committee is looking at hiring social media manager.

6. Dates to Remember:

General Membership Meeting: Wednesday January 16, 2019 hosted by Global Furniture

Board Meeting: Wednesday February 6, 2019, location TBD

IDNS AGM: Wednesday March 27, 2019 @ 3:30-5:00pm, Location TBD

7. Adjournment