



IDNS BOARD MEETING MINUTES

Date: 13 June 2018
Time: 11:00am – 12:30pm
Location: MAC Interior Design, 1679 Bedford Row

MEETING #: 3-2018

Present:

- Heather Corrigan, President
- Shannon Murray, Vice President
- Lori Arnold, Past President/Treasurer
- Lori Ryan, Membership Director
- Kylie Mosher, Registrar
- Stephanie Black, Secretary
- Jennifer MacNeill, Public Member
- Fran Underwood, IDC Director

Regrets: Nikki Steele, CE Director

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

At 11:00 am 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: Fran
- 1.3 Seconded: Stephanie
- 1.4 Majority in favor
- 1.5 Motion Carried

2.0 APPROVAL OF MINUTES from February 28, 2017 meeting.

- 2.1 Additions & Deletions:
 - .1 Lori A: Addition of "Past President" to her title.
 - Removal of action item 4.3.4 – delegated to Lori R.
- 2.2 Motion to accept minutes from meeting 04 April 2018: Lori R.
- 2.3 Seconded by: Lori A.
- 2.4 Majority in Favor
- 2.5 Motion Carried

3.0 New Business

3.1 Board Orientation:

- .1 Board members to abide by Code of Ethics. Stephanie to send out updated Code of Ethics to all board members.

3.2 Goals for 2018

3.3 Proposal to contract cloud based file storage

- .1 Shannon, Heather and Lori A. met with an IT person to talk about putting papers in a cloud based storage system. Any person/computer could access all documents. Shannon drew up a document outlining options.
- .2 Lori R. asked what is the cost limit to have to go to the membership for approval. It was determined its \$1000. Administrative support (\$2800) is included in the budget already and it could go under this cost.
- .3 Lori R. asked if we received more than one quote, only one quote received. It was determined we should get a second quote. Heather to ask NSAA who they use.
- .4 Shannon to confirm payment options and inclusions before general membership meeting.

3.4 General Membership Meeting locations for 2018/19

- .1 September meeting with AWMAC, lunch & learn included
- .2 November meeting (either the 14th or 21st) with Wally Forest, Passion Floors - lunch & tour included

4.0 Director's Reports

4.1 President- Heather Corrigan

- .1 Heather meeting with NSAA president about outsourcing administrative support. Fact finding at this time.
- .2 Provincial presidents – will provincial associations be collecting IDC dues in the upcoming year (before September). If so, will we process the fee for free.
- .3 If a new member wants to be member of IDC they would contact IDC themselves.
- .4 Fran asked if we can still get insurance separate from membership rates and how much more will we pay if we aren't members. Insurer said we could still get the insurance through our provincial association. Lori R. to confirm cost.

4.2 Vice President – Shannon Murray

- .1 Shannon to spearhead planning for late January/early February. Jennifer volunteered to help. Shannon to get committee together before September general meeting. Suggestions for locations: Discovery Center room upstairs, Pier 21, Waegwoltic, Shubenacadie Canal
- .2 Shannon may have to go to IDC AGM - September 16-19

4.3 Past President- Lori Arnold

Nothing to report

4.4 Treasurer – Lori Arnold

- .1 Collecting for IDC dues - it would be complicated if we're collecting dues for some people and not others.
- .2 Lori will write up a statement that we will no longer liaise with IDC in terms of membership. Lori to bring up this at the general membership meeting.
- .3 Summary of last year's budget in comparison to what was spent and summary of where we are now
- .4 Review of 2018 Budget - what was presented at AGM with the addition of revenue and building code course revenue
- .5 It was agreed that we should have a float of cash in our bank account
- .6 Can we have a building code course more often so we could make revenue. Jennifer asked if we could wrap public awareness into these courses.
- .7 Motion to accept 2018 budget as revised: Lori A.
Seconded by: Fran
Majority in Favor
Motion Carried

4.5 Secretary- Stephanie Black

- .1 Changes to the website have been made as requested.
- .2 Request to change Fran and Kelly Moore's information on the website.
- .3 Stephanie to send email about Emma's info.

4.6 CE Director- Nikki Steele

Not present

4.7 Membership- Lori Ryan

- .1 Allison Bernard is new registered member

4.8 Registrar – Kylie Mosher

.1 Almost end of CEU cycle – will soon send out reminders to members.

4.9 IDC Director – Fran Underwood

.1 IDC board needs three members from Atlantic provinces. There will be equal representation on the board. Fran to call members for IDC board.

.2 Allison (PR Committee) to present Lake City Woodworkers tiny home lottery at the General Membership meeting.

.3 Asked if IDC has an application process to support IDC memberships - separate from provincial associations.

.4 IDC dues are going up this year - Fran to confirm. General membership needs to know.

4.10 Public Member- Jennifer McNeill

Nothing to report

5.0 DATES TO REMEMBER

June 28, 2018 - General membership meeting hosted by ABI at 12-1pm
- ABI/Steelcase CEU events (morning and afternoon)

September 16- 19, 2018 - IDC Conference

6.0 ADJOURNMENT

.1 Motion to adjourn: Jennifer

.2 Meeting Adjourned.