



IDNS BOARD MEETING MINUTES

Date: 16 April 2019
Time: 12:00pm-1:30pm
Location: Basement Level, 1359 Barrington Street (Office of NS Architect's Association)

MEETING #: 2-2019

Present:

- Shannon Murray, President
- Shannon Robinson, Vice President
- Heather Corrigan, Past President
- Allison Bernard, Treasurer
- Stephanie Black, Secretary
- Lori Ryan, Membership Director
- Nikki Steele, CE Director

Regrets:

- Jennifer MacNeill, Public Member
- Kylie Mosher, Registrar

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

At 12:07pm the meeting was called to order.

CONFIRMATION OF QUORUM - Quorum was met.

Call to Order - Shannon Robinson, President

1.0 REVIEW OF AGENDA

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

2.0 APPROVAL OF MINUTES from February 6, 2019 meeting

- 2.1 Business arising from the Minutes
- 2.2 Motion to accept minutes from meeting 06 February 2019: Stephanie
- 2.3 Seconded by: Heather
- 2.4 Majority in Favor
- 2.5 Motion Carried

3.0 NEW BUSINESS

- 3.1 Introduction of new Vice President, Shannon Robinson.
Heather to update Board Orientation document for next meeting
- 3.2 Goals as established by the IDNS Board for 2019
 - 3.2.1 Allison – automated drop-in for next year’s budget
 - 3.2.2 Hiring an admin
 - 3.2.3 Social media and marketing campaign. Will need a new head of communications committee.
 - 3.2.4 Introduction of events for Interns – Heather to lead.
- 3.3 Review of AGM activities
 - 3.3.1 Budget has been reconciled against financial statements.
 - 2019 dues counted in 2018 as cheques were deposited in 2018.
 - CIDQ fee was paid twice.
 - Budget to be sent to members 14 days before general meeting.
 - 3.3.2 Process to update our By-Laws regarding IDC Representative. Lori to update the live document and Policies and Procedures manual to suit new by-laws.

4.0 DIRECTOR’S REPORTS

- 4.1 President- Shannon Murray
- Nothing to report.
- 4.2 Vice President – Shannon Robinson
- Nothing to report.
- 4.3 Past President – Heather Corrigan
- Nothing to report.
- 4.4 Treasurer – Allison Bernard
- Nothing to report.
- 4.5 Secretary- Stephanie Black
- Nothing to report
- 4.6 CE Director- Nikki Steele
- Nothing to report.

4.7 Membership - Lori Ryan
- One new intern member and one new non-resident member.

4.8 Registrar – Kylie Mosher
- Not present.

4.9 Public Member- Jennifer MacNeill
- Not present.

5.0 Website

Kelly Moore came in to discuss website revisions. Discussion around what's required and what further changes need to be made.

6.0 Dates to Remember:

- 5.1 Next General Membership Meeting – Thursday, May 30, 2019, location: Atlantic Business Interiors (TBC)
- 5.2 World Interior's Day – May 25, 2019
- 5.3 Next Board Meeting – June 19, 2019 location: TBC

7.0 Adjournment