



**IDNS BOARD MEETING MINUTES**

Date: 17 October 2018  
Time: 12:15pm – 1:15pm  
Location: Global Showroom, 1061 Marginal Road, Suite 120

MEETING #: 4-2018

Present:

Heather Corrigan, President  
Shannon Murray, Vice President  
Allison Bernard, Treasurer  
Lori Ryan, Membership Director  
Stephanie Black, Secretary  
Jennifer MacNeill, Public Member  
Fran Underwood, IDC Director  
Nikki Steele, CE Director

Regrets:

Kylie Mosher, Registrar  
Lori Arnold, Past President

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

At 12:15 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: Lori R.
- 1.3 Seconded: Jen
- 1.4 Majority in favor
- 1.5 Motion Carried

**2.0 APPROVAL OF MINUTES from June 13, 2018 meeting.**

- 2.1 Business arising from the Minutes
- 2.2 Motion to accept minutes from meeting 13 June 2018: Lori R.
- 2.3 Seconded by: Stephanie
- 2.4 Majority in Favor
- 2.5 Motion Carried

**3.0 NEW BUSINESS**

3.1 Administrative support (Shannon & Heather)

- .1 Met with NSAA to discuss doing part-time work for IDNS.
- .2 Administrative tasks would include sending out emails, membership renewal notifications, CEU locations and registrations, updating website information, liaise with IDC, help with social media, develop design awards for Atlantic Provinces and find location for meetings.
- .3 Develop list of duties for administrative assistant of necessary tasks vs. nice to haves. Will reassess position in 12 months.

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 Proposal to contract out cloud based file storage (Shannon)

3.4 General Membership Meeting dates & locations for 2018/19

- .1 Meeting dates in April, June & October.

3.5 Board Meeting dates 2018/2019

- .1 Mid-January and February to plan for AGM. Heather to distribute dates for all meetings.

#### **4.0 DIRECTOR'S REPORTS**

##### **4.1 President- Heather Corrigan**

- .1 Host a Christmas get-together, will send out invite.
- .2 Secretary to send out AGM attendance list to membership.

##### **4.2 Vice President – Shannon Murray**

- .1 Spring event, date to be confirmed.

##### **4.3 Past President- Lori Arnold**

Not present

##### **4.4 Treasurer – Allison Bernard**

- .1 Budget has been updated to reflect IDC membership increase.

##### **4.5 Secretary- Stephanie Black**

Nothing to report

##### **4.6 CE Director- Nikki Steele**

- .1 Member's issues with IDC and IDCEC conflicts.
- .2 Will look into organizing hardware CEU for spring.

##### **4.7 Membership- Lori Ryan**

Nothing to report

##### **4.8 Registrar – Kylie Mosher**

Not present

##### **4.9 Director at Large – Fran Underwood**

Nothing to report.

##### **4.10 Public Member- Jennifer McNeill**

- .1 Will look into event coordinators.

#### **5.0 DATES TO REMEMBER**

**November 21, 2018** - General membership meeting hosted by Passion Floors & Interiors

**January** – General membership meeting hosted by ABI

**March** – AGM

#### **6.0 ADJOURNMENT**

- .1 Motion to adjourn: Fran
- .2 Meeting adjourned.