



IDNS BOARD MEETING MINUTES

Date: 06 February 2019
Time: 12:00pm-2:00pm
Location: Main Floor Level, 1359 Barrington Street (Office of NS Architect's Association)

MEETING #: 1-2019

Present:

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

Regrets:

Nikki Steele, CE Director

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

At 12:00pm 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: Stephanie
- 1.4 Majority in favor
- 1.5 Motion Carried

2.0 APPROVAL OF MINUTES from December 13, 2018 meeting.

- 2.1 Business arising from the Minutes
- 2.2 Motion to accept minutes from meeting 13 December 2018: Fran
- 2.3 Seconded by: Kylie
- 2.4 Majority in Favor
- 2.5 Motion Carried

3.0 NEW BUSINESS

4.0 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

A. May 25, 2019 has been named World Interiors Day. Small event - do you wrap this into our event.

B. CIDQ has published new definition of Interior Design.

C. FARPA questionnaire to be completed - Kylie

D. \$3000 has been awarded from CIDQ, use as a credit

E. DesignEx wants to hold a table top show - they are persistent - see below for more

F. Social Media Contract - see below for more

G. Update to info @ on website - it doesn't work/direct to anyone's email.

5.0 Update on file storage project – target date to have files uploaded is the IDNS AGM in March

6.0 AGM date & location – Wednesday March 27, 2019 at 3:30 pm, location The Fairbanks Centre, 54 Locks Road, Dartmouth, Shubenacadie Canal Waterway Park. Please have Board reports into the IDNS Secretary by Monday March 4, 2019. Notice of AGM must be emailed to the IDNS membership by March 15, 2019. 2:30 - 6:30pm allowable and can bring our own wine and cheese.

7.0 Nominating Committee – chaired by Lori Arnold & Fran Underwood committee member - see below.

8.0 Industry event – Rock the Boat - Friday May 31, 2019, 7:00 – 11:00 pm

9.0 DIRECTOR'S REPORTS

4.1 DIRECTOR'S REPORTS (New Business)
President- Heather Corrigan

- Attended President's Council meeting on January 25. Working on practice manual - templates for processes in ID. Intern log book review - Kylie to review and give comments.

Vice President – Shannon Murray

- Event planning underway, save the date has been sent out.
- Kylie is getting quotes for catering.
- Six companies have volunteered to donate to the silent auction. Three companies for the \$1000 donation. Platinum level has been awarded to H2 Atlantic.

Treasurer – Allison Bernard

- Another student application received
- Financial statements - still waiting on binder back from accountant.
- Has started budget for 2019. Send to President & VP for review.

Secretary- Stephanie Black

- Waiting on Kevin to update website. Kylie has given Secretary all membership updates.

CE Director- Nikki Steele

- Not present
- Upcoming CEU opportunities: Steelcase CEU, hardware CEU, DesignEx CEU

Membership - Lori Ryan

- Nothing to report

Registrar – Kylie Mosher

- Introduce penalty to members who don't get application in on time. Propose amendment to bylaws that can be voted on at AGM.

Public Member- Jennifer MacNeill

- Event and PR Committee - wants email on website
- Should give public member an IDNS email.

Director at Large – Fran Underwood

- Nominating committee - VP name put forward - Shannon Robinson from FBM.
- Director at Large position to be found. Definition of position is not made - bylaw to be made to change IDC Director title to Director at Large.
- Social media contract: Shannon stated a strategy to be developed and executed with social media manager. Group (Nicole, Allison, Fran, Shannon and Jennifer) has to be in control of content that's posted and general strategy.
- Decision was to get more quotes for the work.

10.0

DesignEx:

- Membership voted no.
- Secretary motioned to accept the contract of IDC for DesignEx Event on April 11, 2019 and Allison seconded.
- Shannon amended the motion for no fees for CEUs and no cost for attendance, only manufacturer's pay. Fran seconded. Two in favor, five contrary minded, 2 abstentions.

11.0

Dates to Remember:

- CGC Ensemble CEU – Friday February 15, 2019, Gale LeBlanc (lunch provided by Fortech Architectural Agency)
- IDNS AGM: Wednesday March 27, 2019, location Fairbanks Centre at 3:30 pm
- IDNS Board: Wednesday April 10, 2019 – 12 Noon – Location TBD - Tentatively at NSAA - TBC

12.0

Adjournment