

IOWA INTERIOR DESIGN EXAMINING BOARD  
MINUTES  
200 E. Grand, Suite 350, Des Moines | Bureau Conference Room  
**Monday, May 14, 2018 at 10:00 a.m.**

**Board Members present for all or part of the meeting:**

Joan Birk	Ben Snyder
Todd Mithelman	Danielle Williams
Jay Reyhons, Chair	Lori Wiles

**Staff:**

Lori SchraderBachar, Board Administrator	Rebecca Barloon, Assistant Attorney General
Tracy Lindgren, Licensing Specialist	

**Public:**

None

**Call to Order:**

Call to Order by Reyhons at 10:00 a.m.  
Quorum was established and introductions were made. New board members Lori Wiles and Ben Snyder were welcomed.

**Motion by Birk to approve the agenda.**

Seconded by Williams.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Motion by Williams to approve the open session minutes of March 5, 2018.**

Seconded by Mithelman.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Election of Officers**

**Motion by Snyder to elect Wiles as chair of the board.**

Seconded by Williams.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed unanimously.

**Motion by Wiles to elect Birk as vice chair of the board.**

Seconded by Mithelman.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed unanimously.

Wiles indicated Reyhons would finish out chairing the meeting.

**Board Member Report**

None

**Administrative Reports**

SchraderBachar reviewed per diems and travel vouchers and advised to sign and give to Lindgren. Card was sent on behalf of the board to former board member Jennifer Brand welcoming her new baby. SchraderBachar sent Chapter 2 and 3 to be noticed and they have not been approved by the Governors' office in order to move through the formal administrative rules process. SchraderBachar gave a brief overview of website and logging in to My Iowa PLB to create a contact. Public members will need to create a contact as well.

Lindgren reported there were four newly registered interior designers and no reinstatements from March 1 through May 11<sup>th</sup>. Forty-one interior designers are eligible for renewal in 2018, of which only 13 have logged in and created contacts.

**Board Member Training Review**

Barloon provided the annual board member training. Topics included purpose of the board, rule making authority, quorum requirements, and open vs. closed meetings and minutes. As a reminder, don't "reply all" to emails to/from board members and/or staff as this is then considered an electronic meeting. In the case of a disciplinary hearing board members will act as a judge (in a panel) and are reminded to not complete outside research as it is important to remain objective. Reviewed gift law, sales or leases of goods or services, noting that is the selling of items to registered interior designers.

**Public Comment**

None

**Upcoming Meetings & Last Minute Comments**

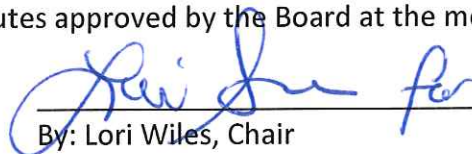
The next meeting is August 6, 2018, via teleconference.

**Adjournment**

Reyhons adjourned the meeting at 10:44 a.m.

These minutes accurately reflect the minutes approved by the Board at the meeting on:

8/10/18  
DATE

  
By: Lori Wiles, Chair