

MINUTES

IBE Board of Directors Meeting

December 21, 2018

(Attending: **Larry Gust, Jeanne McLaughlin, Spark Burmaster, Sonia Hoglander, Paula Baker-Laporte, Alex Stadtner, Christopher Bell, Andrew Pace, Michael Conn**, *Executive Director*, **Erik Rosen**, *scribe*.)

1. Call for additional agenda items
 - a. none
2. Approve November meeting summary
 - a. approved
3. Treasure's report: (JM)
 - a. Agrees with MC's ED report.
4. Keep in mind as we proceed: What do we need from advisory board members?
 - a. noted
5. ED Report, P&L: Questions and Comments
 - a. Chris commented the possible collaboration with India sounds like a good thing for the Institute and our students.
 - b. Larry commented he would like to talk about the P&L length, categorization, etc. after the new year.
 - c. The Board discussed redoing 204.9 Cell phone course. Will be added to the curriculum agenda for next year.
6. Status – IP Agreement – Mtg with Attorney (MC)
 - a. *Postponed until January 2019*
7. Status: Copyright of full certification names (MC)
 - a. *Postponed until January 2019*
8. Status: Malaysia (MC)
 - a. Nothing new
9. Status: Conference Handout
 - a. Progress on assembling components for long-term use (LG)
 - a) *Delayed to 2019*
10. Status: Succession Planning (JM)
 - a. *Postponed until 2019*
11. Committee Reports
 - a. Distance Education Sub-committee (CB)
 - a) Waiting for delivery of preload materials. By beginning of next year.
 - b. Professional development Committee (SH)
 - a) BSMII (Waiting for delivery of Strategic Plan).
 - c. Membership Committee (SH)

- a) InfusionSoft Data Upload Status
 - 1. Sonia asked for clarification on the plug-in mentioned in the ED report. Michael explained it is a plug-in that would interface with the new WordPress platform.
 - d. Status of new five-year Strategic Plan (SH)
 - a) Sonia has had problems getting everyone together due to end of year stiff. She is hoping to get a final meeting in January and then will write up the new plan for Board review.
 - e. Mini-Course Development Status (LG)
 - a) No status report.
12. Based on this meeting, what do we need from advisory board members? (All)
- a. noted

Board Assignments Carried from October Meeting

| Assignment | Who | Start | Status/Comments | Due Date |
|--|-----|---------|--|----------|
| 1. Create new online Water Quality MiniCoursecourse. | LG | 6.21.13 | Update of Prescriptions piece done. Write summary. Larry will meet deadline. | Dec 2018 |