MINUTES
IBE Board of Directors Meeting
January 25, 2019

(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*.) **Miriam Lindbeck**, *SAC Chair*

1. Call for additional agenda items
    a. none

2. Approve December meeting summary
    a. Approved for posting.

3. Treasure's report: (JM)
    a. Agrees with Michael's 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 asked about the lack of support for Erik this year. Michael explained the funding background, and that he recently emailed the funders for confirmation that they will no longer fund the position. He is waiting for a response.
    b. Larry asked if the revenue report is now fully in the new format. Michael explained it is a stopgap version and he is working to clean it up more and simplify it.

6. Discuss Pros/Cons of shortening our name: (JM)
    a. Jeanne explained why she thinks we need to rebrand, and suggested Building Biology Institute. Spark and Sonia both like it. Michael added that he supports the change and thinks it is excellent. Paula added the hbelc domain is difficult. Michael said he already purchased buildingbiologyinstitute.org and .com with Jeanne's prompting. Alex thinks rebranding is a good idea as well, but he is suggesting we give it another month before making the final decision. Andy agreed with this. Larry said it will be on the agenda for the next board meeting.

7. Succession Planning Assignments (JM)
    a. Jeanne has been speaking to staff and board about writing down our responsibilities for possible succession issues; specifically, Michael, Erik, Larry, Jeanne, and possibly the instructors. Alex will forward a job description template to the board.

8. Status – IP Agreement – Mtg with Attorney (MC)
    a. Planning on having an answer next month.

9. Status: Copyright of full certification names (MC)
    a. Michael wrote to the attorney today. Added we were supposed to hear back November 15th but some agencies are still underfunded and staffed, and now there is a government shutdown.

10. Status: Malaysia (MC)

    a. Postponed until second quarter

11. Status: Conference Handout

    a. Progress on assembling components for long-term use (LG)

        a) Larry has yet to pull all the pieces together. Michael suggested that once Larry does, we can hire a professional to design the format.

12. Committee Reports

    a. Distance Education Sub-committee (CB)

        a) Chris explained we are still awaiting printed and video materials for preloading. Erik and Amber will meet to talk about furthering our technical understanding of what capabilities we have.

    b. Professional development Committee (SH)

        a) BSMII (Waiting for delivery of Strategic Plan).

    c. Membership Committee (SH)

        a) InfusionSoft Data Upload Status

            1. Sonia still needs to meet with Erik. Currently Monika is uploading data as it comes in.

        b) Plugin to tie Moodle into Infusionsoft

            1. Ongoing discussions with Shaun K.

    d. Status of new five-year Strategic Plan (SH)

        a) Sonia has been exceptionally busy working on the EMR and other papers, so has yet to have the final meeting with the advisor group. She is trying to schedule with the group.

    e. Mini-Course Development Status (LG)

        a) Sonia will have her course ready by end of month. Larry added we have others coming in on the 30th. Albina sent a rough draft in last month. Oram is still working on his. PV Systems is complete. Stephen's three pieces are complete. Andrea Allen-Sis is complete. Paula said Charlie Almoney's piece is going slowly but is working on it. Paula's Community Planning and Water Courses are complete.

13. Based on this meeting, what do we need from advisory board members? (All)

    a. noted

Board Assignments Carried from December Meeting

Assignment	Who	Start	Status/Comments	Due Date
1. Create new online Water Quality course.	LG	6.21.13	Completed.	Jan 2019