

**MINUTES**  
**IBE Board of Directors Meeting**  
**March 29, 2019**

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

1. Call for additional agenda items
  - a. Michael proposed a separate Final Project kit be created for Canadian students, if we can identify someone in Canada who would handle the shipping.
2. Approve February 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. Larry noted we have an attendance record for IBE 213 (31 students).
  - b. Jeanne asked if we can get an estimate on redoing the Ron & Lisa Beres intro so they can change to the new name. Michael said we can look into it.
  - c. Re: The P & L, Larry asked for clarification on specific line items.
6. Need Bridging Peace Thank You email?
  - a. Larry asked if we have formally thanked them for Erik's funding. Michael said not yet. He usually waits until the check is in hand.
7. Succession Planning Assignments (JM)
  - a. Progress with completing job descriptions (Michael, Erik, Larry, Jeanne, instructors)
    - a) Jeanne reported everyone has been so busy, so it is still in progress.
  - b. Proposal from Cindy Spoor?
    - a) On the back burner due to press of other work.
8. Status – IP Agreement (MC)
  - a. Michael reported nothing has to report yet.
9. Status: Copyright of full certification names (Jan letter to attorney) (MC)
  - a. The attorney has explained to Michael that everything “government-related” is moving significantly slower, so we have yet to hear yet.
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 reported the materials are not yet ready.

## 12. Committee Reports

- a. Distance Education Sub-committee (Waiting for delivery of 312 preload materials) (CB)
  - a) Sonia reported she needs to have a conversation with Larry regarding some of the new materials, and her work on 204.3. In addition, we are waiting for 312 preload webinars from Spark and Amber.
  - b) Sonia and Larry discussed which of Sonia's four new EMR courses will be prerequisites for IBE 212 attendance.
- b. Status: Five Year Strategic Plan Development – Final Feb Group Meeting (SH)
  - a) Sonia reported she has received feedback from several board members, and she will be finalizing the report based upon those comments. Michael added he will be showing the final plan to someone with experience evaluating strategic plans to ensure we have all the information potential funders would be looking for.
- c. Professional development Committee (SH)
  - a) BSMII (Waiting for delivery of Strategic Plan).
- d. Membership Committee (SH)
  - a) InfusionSoft Data Upload Status
    1. Database upload is ongoing and already being used.
  - b) Meeting with Erik
    1. Has yet to take place.
  - c) Plugin to tie Moodle into Infusionsoft
    1. Waiting for more information from Shaun Kranish.
- e. Status of Online Course Development Status (MC)
  - a) Michael reported we are in pretty good shape. By the time the website is ready to go, the courses should be ready as well. Larry reported Oram's 5G is close to being finalized and well-done.

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

- a. noted

### **Board Assignments Carried from February Meeting**

Assignment	Who	Start	Status/Comments	Due Date
1. Create new online Water Quality course.	PB-L	6.21.13	Completed.	Completed