

**MINUTES**  
**IBE Board of Directors Meeting**  
**November 16, 2018**

(Attending: **Larry Gust**, **Jeanne McLaughlin** (unable to attend), **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 October meeting summary
  - a. Approved for posting.
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. Sonia asked about the 214/215 numbers and what the break-even is. 214 has 3 students and 215 has 6 or 7. Two more students would put us about break-even. We are going forward nevertheless.
  - b. Larry asked about the landing page redesign. Michael explained we are still in the planning stages with the designer. We are hoping to have the entire site redesigned by the first of the year.
6. Status – IP Agreement – Mtg with Attorney (MC)
  - a. Michael still has not had time to get a hold of the IP attorney. Will try to set something up for early December.
7. Status: Copyright of full certification names (MC)
  - a. Too early for a response from the federal government. Tabled until January 2019.
8. Status: Malaysia (MC)
  - a. Damien texted Erik this morning. They have signed up an organic farm as a partner, and are looking into property developers now. They are looking at doing some paid workshops next year. His other work – providing an online learning platform for all civil servants in Singapore – has been going well, and they have been partnering with Udemy, Alibaba, PTC, Microsoft, Amazon Web Services, etc. So eventually they can use this infrastructure to set up an online training portal for IBE-related materials and work.
9. Status: DE Course Development for 312
  - a. Larry reported as we come down to the wire on 312, they know what they are going to do, the manual is completed, and they are writing the labs.
10. Status: Conference Handout

- a. Progress on assembling components for long-term use (LG)
  - a) Larry reported he will be working on this in December after 312 concludes.
- 11. Status: Succession Planning
  - a. Alex is awaiting a draft from Jeanne.
- 12. Pending Resolutions:
  - a. Larry proposed the resolution increasing board size to 8. Passed.
  - b. Larry proposed the passing of the Board Member absence policy. Passed.
- 13. 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. Sent out a special offer for Professional Membership to the 63 unpaid members, and have seven responses so far.
  - d. Status of new five-year Strategic Plan (SH)
    - a) Sonia requested a new meeting date with her volunteers, then she hopes to write it up before the end of the year.
  - e. Mini-Course Development Status (LG)
    - a) Larry sent a Project Tracking Sheet to the Board. Anja is about 70% complete on lighting. Albina has been out of the country and Larry has tried to contact her. The Smart Meter paper is done. Oram is working on the 5G and should be done by end of year. PV systems is completed. Stephen is on track for the end of year with his papers. Andrea has handed in her piece. Charlie continues to work on hers, and will update her status soon. Paula's Community Planning work is done as well.
- 14. 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 MiniCourse course.	LG	6.21.13	Update of Prescriptions piece done. Write summary. Larry will meet deadline.	Dec 2018