

## MINUTES

### IBE Board of Directors Meeting

### October 19, 2018

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

1. Call for additional agenda items
  - a. By-laws and Board Attendance Policy (LG)
    - a) The policy currently specifies you cannot miss more than 10 out of 12 meetings, which seems too strict with everyone's other responsibilities, etc. Spark said there shouldn't be a number at all, and should be discussed individually. Michael suggested board members who miss two meetings in a calendar year that results in the lack of a quorum, should either step down or make the case why they shouldn't. Larry said since our organization is so small, we would know if someone is taking advantage. Andy said he thinks we need wording like that, and Michael said it would be good for potential funders to see in the by-laws. Andy said perhaps add "unexcused absences" to the 10 out of 12 wording. Larry will prepare the resolution.
2. Approve September 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 where we are with grants. Michael answered that while AS is enthusiastic and energetic, she was temporarily diverted by family issues. She and Niki have reconnected and he will be seeking an update soon. While he is happy with the grant writer, he is unhappy with the grant situation in general.
6. Status – IP Agreement – Mtg with Attorney (MC)
  - a. Michael hasn't had time to contact him yet. He needs to look at the Wisconsin meeting notes and Paula's comments first.
7. Status: Copyright of full certification names (MC)
  - a. Too early for a response from the federal government.
8. Status: Malaysia (MC)
  - a. No recent communication since the conference in Malaysia. Michael added it does mean we need to have the IP stuff secured soon.
9. Status: DE Course Development for 312

- a. Larry reported work continues, and while it will be close, they will be ready for 312.
- 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. Discuss options for sourcing of Erik's 2019 salary (JM)
  - a. Michael reported IBE will find a way to pay his salary through the middle of next year.
- 12. Discuss creating the MC succession plan (JM)
  - a. Jeanne said she thinks there should be a succession plan for everyone involved. Larry commented it is easier for the board because there are so many members, but it is a bigger issue for Michael or Erik. Jeanne said Larry should be president of the board, Michael should be president and CEO, and Erik should be vice-president which would help Erik if he needed to search for another job. Larry made a motion to change Erik's title to Director of Operations. Spark seconded. Approved unanimously.

Sonia asked about written succession plans for critical positions. Larry suggested some consultation off-line. Alex and Jeanne will work together on a document.

### 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). Sonia said she needs to regroup and manage her volunteers better. She will get this done before the next board meeting.
- c. Membership Committee (SH)
  - a) InfusionSoft Data Upload Status
    - 1. Same as above. Sonia will set up a regular meeting so she can manage things better.
- d. Status of new five-year Strategic Plan (SH)
  - a) Same as above
- e. Mini-Course Development Status (LG)
  - a) Larry reported things are progressing and most of things should be done by the end of the year.
- 14. Based on this meeting, what do we need from advisory board members? (All)
  - a. noted

## Board Assignments Carried from September 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