

MINUTES

IBE Board of Directors Meeting

February 15, 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.**)

1. Call for additional agenda items
 - a. Restarting 311: Advanced IAQ course. Paula reported that John Banta is interested in becoming involved with the Institute again (he was one of our first instructors). He is a well-regarded mold expert. Paula suggested he teach an advanced course in mold every other year. Michael thinks a focus on mold makes the course viable. Sonia suggested also incorporating an MCS component.

Michael suggested someone ask John about an online mold course as well. Paula will further the conversation with him.
2. Approve January 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. Spark thought the objective of the video should be clearer. Michael explained the video will reside on a fundraiser site with an explanation of the documentary we are attempting.
 - b. Larry noted the new P&L is much cleaner. At Larry's request, Michael explained some of the intricacies of the new accounting. Michael asked if the board was okay with him lumping all seminar expenses in one line item. Jeanne thought this was a good idea. No one else objected.
 - c. Sonia asked about funding for Erik. Michael said it looks like the funders have indicated they're going to fund him again. We are waiting to hear back on specifics. Michael also gave a brief update on the steps we are taking toward the proposed documentary.
6. Revisit Jan proposal to shortening our name to **Building Biology Institute**: (JM)
 - a. Alex said he thinks it is a good new name and doesn't see any reasons for not going with that name. Larry said our existing name has always been an awkward name, and this is much better. Chris also likes the change. Jeanne said Building Biology Institute is so easy to say, whether it is shortened to BBI or not isn't an issue. Andy added he likes the shorter name and the fact that the name and website address would be the same. Alex made a motion that we change our name to **Building Biology Institute**. Jeanne seconded. The motion carried unanimously.

Larry asked Michael about the timeline with the new name. Michael explained we already owned the URL, and our other URLs will eventually forward to the new URL. He has already applied for a DBA for the new name. Everything will be timed to launch

with the new site and new courses.

Alex suggested we also purchase .edu if available.

Jeanne also suggested someone formally notify Susannah Ziehe.

7. Succession Planning Assignments (JM)

- a. Progress with completing job descriptions (Michael, Erik, Larry, Jeanne, instructors)
 - a) Jeanne mentioned that we're coming along on this. She also said that due to our fast growth, we could use some outside consulting. Cindy Spoor has spent 30 years in non-profit fundraising. She has a phenomenal resume and would be willing to begin as a volunteer and then give a reasonable price going forward as a consultant which will guide our growth. The consulting would be on fundraising, structure of the board, organization, etc. She is already on the SAC and Sonia's strategic planning committee.

Larry and Alex both think Cindy should submit a proposal to the board. Jeanne and Sonia will talk with her first, and then ask her to submit something and then set up a meeting for her to answer questions at the next board meeting.

Larry asked where we stand on fundraising. Michael said he's not unhappy with the current grant writer. He believes she is researching two potential funders and then hand it back to Michal and Erik to follow through.

8. Status – IP Agreement – Mtg with Attorney (MC)

- a. Michael has nothing to report this month, although he did confirm we are still waiting on our trademarks.

9. Status: Copyright of full certification names (Jan letter to attorney) (MC)

- a. We are still waiting on our trademarks.

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 it is still on his list to get to.

12. Committee Reports

- a. Distance Education Sub-committee (Waiting for delivery of 312 preload materials) (CB)
 - a) Sonia did deliver a number of documents ready for preload via Dropbox.
- b. Professional development Committee (SH)
 - a) BSMII (Waiting for delivery of Strategic Plan).
- c. Membership Committee (SH)
 - a) InfusionSoft Data Upload Status
 1. See below.
 - b) Meeting with Erik
 1. Sonia and Erik have yet to meet.
 - c) Plugin to tie Moodle into Infusionsoft
 1. Waiting for some additional info from Shaun Kranish.
- d. Status of new five-year Strategic Plan (Final group meeting) (SH)
 - a) Final meeting scheduled for February 18th.
- e. Mini-Course Development Status (LG)
 - a) Michael asked Larry about some line items that read "Delayed due to

scheduling,” and what that means. He said it refers mainly to some of Paula’s and Stephen’s work. Paula explained she won’t get to those courses this round as she is revising *Prescriptions*.

- 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.	PB-L	6.21.13	Completed.	Completed