

MINUTES
IBE Board of Directors Meeting
May 17, 2019

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

1. Call for additional agenda items
 - a. Chris wants to discuss email regarding keeping Strategic Plan lively.
2. Approve April meeting summary
 - a. Approved for posting.
3. Treasure's report: (JM)
 - a. Agrees with Michael'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 a Bridging Peace update, Michael explained the recent email exchanges, the genesis of the issues, and confirmed that all parties are now clear about responsibilities and expectations.

Michael also discussed the potential training program which would focus on locally trained BBI reps.
 - b. Sonia asked about 214/215 proposal to offer seminars bi-annually. Michael said we could back off on that quickly if we had at least 4-5 students enrolled in each seminar. Sonia suggested letting the new website run till end of summer to see if that helps. Paula suggested possibly holding the seminars in Ottawa, using our partnership with Algonquin College as a way to bring in students. Michael agreed this is a great idea, and they should reach out to Bobby to discuss.
 - c. Sonia offered kudos on the recent Facebook posts.
 - d. Chris asked why the first quarter revenue forecasts are still blank. Michael explained it was delayed due to the press of other work but the numbers look good.
6. Succession Planning (JM)
 - a. Progress with completing job descriptions (Michael, Erik, Larry, Jeanne, instructors)
 - a) Michael has a draft of his description.
 - b. Proposal from Cindy Spoor?
 - a) Cindy will go over the draft of the strategic plan again next week.
7. Status – IP Agreement (MC)
 - a. Michael has a clear understanding now from each of the seminar instructors as to who the authors are of each manual, PPT, and who the contributors are. This will help him ask informed questions of the IP attorney.
8. Status: Copyright of full certification names (Jan letter to attorney) (MC)
 - a. Still waiting to hear back.
9. Status: Malaysia (MC)
 - a. No developments.
10. Status: Conference Handout

- a. Progress on assembling components for long-term use (LG)
 - a) Michael mentioned the upcoming medical conference in context of not having handouts. He spoke with Peter Sierck about it (Peter is a presenter). Larry and Michael agreed the booths are very expensive (\$1800 for non-profits – only four available, or \$2200). Larry will have Monika K see if we can get a lower booth rate.

11. Committee Reports

- a. Distance Education Sub-committee (Waiting for delivery of 312 preload materials) (CB)
 - a) 312 preload videos still in progress.
 - 1. Spark will be talking with Sonia on this re the content aspect. Erik will contact Amber for a tech update.
 - b) 212 preload status (LG)
 - 1. Sonia will be recombining the four EMR courses. Michael still wants us to look into webinars as preload materials.
- b. Status: Five Year Strategic Plan Development – Complete (SH)?
 - a) Review by an outside party for applicability as a funder info doc
 - 1. Cindy will review the plan next week. Larry suggested sending to Anne Louise Gittleman as well for review. Sonia said she'd do that.
 - 2. Larry asked if the Board should thank Camilla for her input on the plan. Michael agreed. Larry will do so.
- c. Professional development Committee (SH)
 - a) BSMII – Team membership and development time table
 - 1. Waiting for agreement on Strategic Plan first.
- d. Membership Committee (SH)
 - a) InfusionSoft Data Upload Status
 - 1. Ongoing – All the members are in there. It just needs to be cleaned up.
 - b) Meeting with Erik
 - 1. Still needs to be scheduled.
 - c) Plugin to tie Moodle into Infusionsoft
 - 1. On hold while Shaun attends to some more pressing things. Erik will check with our Moodle person as well.

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

- a. Noted

13. Chris summarized the email he sent to the board about keeping the goals of the Strategic Plan in mind as all new decisions are made.

Board Assignments Carried from February Meeting

Assignment	Who	Start	Status/Comments	Due Date
Board thank you letter to course developers.	LG	4.19.19	In progress.	