

MINUTES
IBE Board of Directors Meeting
June 21, 2019

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

1. Call for additional agenda items
 - a. none
2. Approve May 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. Jeanne – Asked to elaborate on why we didn't get the copyright for our certifications. Michael checked the status in April which showed as Pending, and then he checked late last week and it showed as Denied. It claimed it sent us a request for additional info last September, and because we didn't send it, it denied us in March of this year. Michael never did receive a request for additional information. Michael called our IP attorney, but he is out of town this week. Michael will speak with him next week about options.
 - b. Sonia asked about the status of the grant writer. Erik explained about his meeting with a potential Development Funder, and that while it won't lead to direct funding, it might lead to other contacts.
 - c. Michael explained that we are hoping the new site will be up next week. He explained the reason for some of the delays.
 - d. Sonia asked if the 2nd quarter will be in the for the next meeting. Michael said yes.
6. Competition: North American Sleep Medicine Society (LG)
 - a. Postponed until next meeting
7. Succession Planning (JM)
 - a. Progress with completing job descriptions (Michael, Erik, Larry, Jeanne, instructors)
 - a) Jeanne said after the website launches.
8. Status – IP Agreement (MC)
 - a. Waiting for attorney meeting.
9. Status: Copyright of full certification names (MC)
 - a. Same as above.
10. Status: Malaysia (MC)
 - a. No developments.
11. Status: Conference Handout
 - a. Status: IBE participation in EMFC 2019, Scotts Valley, CA
 - a) Michael explained that this came together really well. We'll have three or four volunteers manning the booth. We'll have new branding in place, and materials to hand out to the public.
 - b. Progress on assembling BBI handout components EMC 2019 (LG)

- a) Erik explained Monika is putting together a PDF handout of our fact sheets, and we'll have other documents on the thumb drive as well. Paula suggested we create a master package of info for other conferences (not just EMR info). Michael agreed.

12. Committee Reports

- a. Distance Education Sub-committee (Waiting for delivery of 312 preload materials) (CB)
 - a) 312 preload videos still in progress.
 - 1. Sonia needs to speak with Larry about 312 first. Erik will reach out to Amber for an update.
 - b) 212 preload status based on post April BOD meeting agreement (SH)
 - 1. Sonia gave it to Larry and Michael, and is waiting to hear back specifically about whether she needs to update the introduction.
- b. Status: Five Year Strategic Plan Development – Complete (MC)?
 - a) Plan Review: Ann Louise Gittleman & Cindy Spoor
 - 1. Michael hasn't had time yet, and is waiting for time to meet by phone with Cindy. Sonia sent the doc. To Ann Louise Gittleman and will call to follow up.
- 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 after website goes live.
 - c) Plugin to tie Moodle into Infusionsoft
 - 1. Same as above. Erik will look into a Wordpress plugin for Infusionsoft. Alex said there is a plugin called Zapier that might work.

13. Do our actions support the 2025 Strategic Plan?

- a. Financial Stability – Getting the funds to carry out a 6-year plan
- b. Human Resources – To transform Finances into Products
- c. Products – Relevant, timely educational materials for public, students, and professionals.

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

- a. Noted

15. Paula explained she did a two-day training for Algonquin faculty and Stephen will be going out in August. There is a whole lot of buzz and interest in incorporating Building Biology. Michael said we have an agreement that has been agreed by Bobby and Michael, adding additional input from Paula. It is now with the head of the department at Algonquin. Their enthusiasm is huge on their end.

16. Michael is in frequent contact with Mayank so he is aware of our estimated launch date so he can begin his promotions.

Advisor	Area of Expertise	Board Liaison
Camilla Rees	EMR, advocacy, policy, marketing	Sonia Hoglander
Sim Van der Ryn	Architecture / Sustainable Architecture	Paula Baker-LaPorte
David Fisher	Program & Curriculum Strategies Development	Chris Bell
Ann Louise Gittleman	Author of "Zapped", nutrition (detox, EMR, environmental), promotion and marketing	Sonia Hoglander
Karl Maret	Electrical & Biomedical Engineering, Building Biologist, Medical Doctor – past president of ISSSEEM, environmental medicine, research	Sonia Hoglander
Cindy Mercer	Grant Funding Strategy	Paula Baker-LaPorte
Peter Sullivan	Grant Funding Strategy	Alex Stadtner

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.	