

MINUTES
BBI Board of Directors Meeting
June 18, 2021

(Attending: **Larry Gust, Jeanne McLaughlin, Spark Burmaster, Sonia Hoglander, *Alex Stadtner, unable to attend, Christopher Bell, Annette Koch, Misty Jordan, on leave of absence, Michael Conn***, Executive Director, **Erik Rosen**, scribe. **Miriam Lindbeck**, (SAC)

1. Call for additional agenda items
 - a. None
2. Approve May meeting summary
 - a. Approved for posting. Change 212 to 312 in 15G.
3. Treasure's report: (JM)
 - a. Agrees with Michael's ED report re: BoA and PayPal, but can't currently access the Chase account. She and Michael will work it out.
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 about the process for contacting a college re: BBNC and if a committee is required. Michael explained the steps and agreed that a committee/team of volunteers is necessary.

Jeanne asked about state-by-state fictitious name searches, and Michael explained why the Florida-based lawyer said it wasn't necessary.

Re: Document Management Committee, Michael explained he has had the board mandate for a long time to automate processes, and how some of these processes (memberships, CEU-tracking) would look. He explained how Sonia's outline was brilliant and fully addressed our needs, and how we're moving forward on this. Sonia added how vulnerable we currently are and how getting control of our documents and processes will allow us to focus on growth and other projects. Chris asked about costs associated with this. Sonia explained we would be using Microsoft Dynamic CRM and Sharepoint, and she's trying to ascertain our non-profit costs. She explained costs are determined by number of users.

Larry asked if the current numbers for 212-2021 is average or ahead of the game based upon past performance, and Michael said we are definitely ahead (not counting the Covid surge).

Michael reported on the medical program. He explained that he reported to Sharon that we cannot fund this on our own. Sharon has come up with two organizations that are interested in talking to us about helping fund this.

6. Discuss 311 course content; need for advanced 311 with test methods & equipment (Annette's discussion with Stephen Collette).
 - a. Annette reported that she spoke with Stephen about this. While he thinks the course we offer as-is is the best course, he's open to the idea of a Saturday/Sunday workshop following the normal five-day 211 which concentrates on advanced tool usage, and

which would be optional for students. She also reported that the institute would need to invest about \$6,000 x three for the equipment necessary for this workshop (three meters/three kits). The PDC feels this is very necessary for all students to truly call themselves Building Biologists, and should be explored further.

Larry asked Michael what his feeling is from a business perspective. Michael said he thinks adding two-days at the end is a great way to start, although it may eventually evolve into a stand-alone course.

7. Succession Planning (JM)
 - a. Still need Instructors and lab leaders generic job description
 - a) In progress.
8. IP agreement Status: Results of Second Draft evaluation by interested parties. (MC)
 - a. Michael reported that he's only received feedback from Larry, and it brings into question what happens when certain instructors have much more private/proprietary info they're using in their teaching duties. He thinks this will make it difficult to license to any third-party entities if BBI does not have the complete ability to make decisions re: the IP. He thinks the issue needs to be reviewed by he and Chris Bell. Larry & Chris discussed excluding those personal reports/templates and it shouldn't address the teaching package at all.
9. Service MarkSM status: Review status due June/July
10. Documentary status following COVID postponement (MC).
 - a. No update.
11. Discuss SH May KPI report (attached); Reaction, Suggestions?
 - a. Do actions AND RESULTS support 2025 Strategic Plan?
 - a) Board will review Sonia's KPI email and take it up next month.
 1. Larry said he thought the graph was a good start, although he is looking for something more simplified and broken out, especially as it relates to the different seminars. He thinks the board should take their time to review this and figure out if this has long-term value. A discussion will be had next month.
 - b) Development of remaining baseline indicators (SH)
 1. The Board discussed the tracking of social media indicators and which are worth tracking. Will be revisited next month.
 - c) Create 2020 baseline for practicing BBs in good-standing over baseline (Membership, Experts listed & paid)
12. Committee Reports
 - a. Document Management Execution Team (SH)
 - a) Strategy & plans
 1. Discussed above.
 - b. Potential New Board Member/Review Process (JM, ER)
 - a) Jeanne reported no new developments. We will have another meeting next month and will have more info then.
 - c. Membership Committee (SH)
 - a) Status: Board nominations for new team members
 1. In progress.
 - b) Meeting results: InfusionSoft vs WooCommerce vs MS Access & Sharepoint:
 1. Covered above in item #5.
 - c) Status: Tracking or contacting not-active but listed professional BBI members

- 1. On hold pending finish of membership drive.
- d) Status: Tracking BBCEUs
 - 1. On hold pending end of membership drive.
- e) Define meaning of BBI Membership levels
 - 1. On hold pending end of membership drive.
- d. Student Advisory Committee (ML)
 - a) Student Survey Development
 - 1. Miriam reported they have the survey monkey account and have started creating the survey.
 - b) Volunteer candidate list
 - 1. Miriam went through the International Zoom Meeting email list and identified those who she thinks may have qualities we need, and will be reaching out to them. She also said they will be looking to increase the SAC size itself.
- e. Professional Development Committee (AK)
 - a) Revise Charter/Increase team size
 - 1. The board had no questions/comments.
 - b) Status: Prioritized future projects list.
 - 1. Have been working on the Final Project guideline changes, and will continue to develop future projects as new people volunteer. She reported on Stephen's efforts on the 212 slides, and is ready to move onto 312 when the EMR instructors have approved the 212 changes. Larry will put the 312 PPTs into a folder for Stephen to access.

Annette also listed a number of other projects they are working on, from increasing the utility of Moodle, creating an online Moodle course for Final Projects, and other ideas they're vetting as a committee.

Annette has also been in contact with Peter Sierck re: reaching out to the new leaders of IBN.

- c) Proposed general structure for world-wide BB Governing Board
 - 1. Improve Professional Quality
 - 2. Graduate Discipline
 - 3. World-wide standards
 - a. .
- d) Status: Tracking CEUs etc. with software. (Move to Automation)
 - 1. Will be part of Sonia's automation efforts.
- e) BSPII– Who should we ask to head up team?
 - 1. On hold. Currently it is a lower priority than the automation issues.
- f. 2022 BBI Conference Exploratory Committee
 - a) On hold to see how people react to attending Kanuga in person. Michael added that Islandwood on Bainbridge Island would be a good fallback. He floated some possible names, including Paula (especially if her revised book is out), Stephen Collette, Peter Sierck, and others.

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

- a. noted
- b. Keep Peter Sullivan in the loop re: documentary format and plans? (AS)
 - a) On hold.

Advisor	Area of Expertise	Liason	Comments
David Fisher	EMR,advocacy,policy,marketing	Chris	
Ann Louise Gittleman	Zapped, Nutrition, promotion/marketing	Sonia	
Karl Maret	Electrical & Biomedical Engineer, Building Biologist, MD–past president ISSSEEM, environmental medicine, research	Sonia	
Cindy Mercer	Grant funding strategy	Paula	On leave
Dr Joe Mercola	MD, Web site, Big following	Larry	
Sim Van der Ryn	Sustainable Architecture	Paula	
Camilla Reese	EMR advocacy, policy, marketing	Sonia	
Peter Sullivan	Grant funding strategy, TV Industry contacts	Alex	