

**MINUTES**  
**BBI Board of Directors Meeting**  
**June 18, 2021**

(Attending: **Larry Gust, Jeanne McLaughlin, Spark Burmaster, Sonia Hoglander, Alex Stadtner, 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 June meeting summary
  - a. Approved for posting.
3. Treasure's report: (JM)
  - a. Agrees with Michael's ED report. She added the report came out two days ago but the working capital increased another \$6K.
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 asked for an update on the venue situation. Michael explained there is a chance the Santa Fe may come back, but everything is dragging out so nothing is confirmed. We are proceeding as if Kanuga is our new home.
6. Implications of and actions needed to address the Bathgate seminars (MK, AK, SB, CB)
  - a. Chris said that while we have a non-endorsement policy, he wasn't sure if it has been written down. He said he was on the last monthly meeting where Oram Miller was very effusive about the work of Bill Bathgate. Chris did call Oram to raise the situation with him, explaining we shouldn't be endorsing products and services and that it would be discussed at the board meeting. Oram did come "quite strongly" to Bill's defense. Chris said we just need to be VERY CLEAR that we don't endorse products, services, and personal views, especially at the beginning of these outside meetings. Michael added that perhaps a script should be provided and read upfront at each meeting.

Annette said she attended the Bathgate seminar. She was shocked at the disorganization and erroneous information. She felt the "scary part" was that she received calls from others that the institute supported this, and she had to clarify we didn't. She said BILL implied in his documents that we support what he is doing. They also asked why we provided CEUs if we don't support what he's teaching? Bill also announced he is opening an online EMF University. Annette outlined how the Institute can fill this need for advanced CEUs, laying out some courses and potential costs. Annette asked for approval from the board to get started on this process.

Spark "presented from the electrical engineering perspective." Spark called and visited Bill and said after listening to him talk for a couple of hours, concluded he really doesn't know what he's talking about. There was this feeling that you "don't disagree" or he'll get upset. He "puts on a good show" and "sounds like he knows what he's talking about" but doesn't reflect the info he's offering, plus he sells expensive gear that doesn't always work.

Larry said we should bring some of these meetings back in-house and vet and control what is being taught. He also said we should rescind the offer of CEUs for Bill Bathgate's courses.

Annette Koch offered the following resolution: *The Board hereby approves the Professional Development Committee to develop up to 15 webinars/in-person continuing education courses (quantity dependent upon cost workup) and to advance professionalism and credibility within the Building Biology community in coordination with the institute's faculty and executive director. In addition, all rights to the materials shall be fully retained by the Building Biology Institute, following existing BBI practice and our newest Intellectual Property draft agreement.* The resolution passed unanimously.

BBI will create a policy which specifies that you cannot promote products or services on BBI-sponsored events, either face-to-face or online.

7. Status: BBI 311 advanced seminar development.
  - a. Annette said reviewing Stephen's document, the committee thinks two days would be ideal, and one day too short. They would like an idea of what the costs would be to be able to cap enrollment at 15. The committee will clarify additional details with Stephen.
8. Succession Planning (JM)
  - a. Still need Instructors and lab leaders generic job description
    - a) In progress.
9. IP agreement Status: Third Draft development. (MC)
  - a. Michael said the agreement will be going out soon.
10. Service Mark<sup>SM</sup> status: Review status due June/July
  - a. Michael said the applications are all still pending.
11. Documentary status following COVID postponement (MC).
  - a. No update.
12. 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. Sonia took the feedback from the last meeting and sent the new document to the board reflecting those changes. Larry shared the charts via the screenshare function so the board could review and discuss the various metric.
    - b) Development of remaining baseline indicators (SH)
      1. In progress.
    - c) Create 2020 baseline for practicing BBs in good-standing over baseline (Membership, Experts listed & paid)
13. Committee Reports
  - a. Membership Automation & Document Management System Execution Team (SH)
    - a) Projected annual expense MS Access & Sharepoint; Infusionsoft
      1. Sonia reported we've been approved by Microsoft for non-profit eligibility, and the offers are surprisingly good. She ran through the various features and costs. She's waiting for a phone call from Microsoft so she can get access to the CRM. She also met with Michael and Erik this week, as well as with our webmaster/programmer and Moodle programmer. She stated the Professional Development Committee

should be the first ones to have access to the Sharepoint tools to test out the functions.

- b) Probable timeline for major elements
    - 1. Addressed above.
  - c) 2021 CRM impediments identified?
    - 1. Being addressed as part of the research into exporting and importing from Infusionsoft to Dynamic 365.
  - b. Potential New Board Member/Review Process (JM, ER)
    - a) Jeanne reported no new developments.
  - c. Membership Committee (SH)
    - a) Status: Board nominations for new team members
      - 1. In progress.
    - b) Status: Tracking or contacting not-active but listed professional BBI members
    - c) Define meaning of BBI Membership levels
    - d) Adding membership value using segmented Zoom videos
  - d. Student Advisory Committee (ML)
    - a) Student Survey Development & Mailing List Compilation
      - 1. Miriam reported they are developing the Survey Monkey questions, and will be uploading the final email list once Erik finishes cleaning up duplicates.
    - b) Volunteer candidate list culled from Intl Zoom Meeting
      - 1. Miriam said this will be explored in the future.
  - e. Professional Development Committee (AK)
    - a) Status: Prioritized future projects list.
      - 1. Annette said priority #1 is to get these smaller courses out (especially Mitch's 2-part MEP class), and then Stephen's IBE 311 proposal.
    - b) Relationship building with IBN
      - 1. Spark said Peter Sierck has taken this project on to see what kind of cooperation we can engage in.
    - c) Presentation materials format improvement (CB, AK, ML)
      - 1. No update.
    - d) BSPII– On hold
  - f. 2022 BBI Conference Exploratory Committee
    - a) On reported the committee is currently treading water as they won't be making a decision on the site until after the December 212 seminar in Kanuga.
14. 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.