

MINUTES
BBI Board of Directors Meeting
October 15, 2021

(Attending: **Larry Gust, Jeanne McLaughlin, Spark Burmaster, Sonia Hoglander, Alex Stadtner, Christopher Bell, Annette Koch, Michael Conn**, Executive Director, **Erik Rosen**, scribe. **Miriam Lindbeck**, (SAC))

1. Call for additional agenda items
 - a. None
2. Approve September 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. Larry asked how we are doing on the "venue juggling act." Michael reported Oram and Erik will be assessing Synergia on Monday for the 212/312 make-up labs. Michael also shared efforts to potentially shield the Hotel Santa Fe classroom and make that our new permanent home.
6. Status: BBI 311 advanced seminar development. (AK)
 - a. Michael spoke with Stephen yesterday and suggested he temporarily turn his attention to the 212 manual/PPT first as Johannes from IBN will be attending that seminar. Stephen has the go-ahead to buy one set of the IAQ equipment (although will eventually need three). Re: the name, Michael isn't sure that calling it IBE 311 is really appropriate as it is more of a workshop than seminar. He suggests discussing that in the future.
7. Succession Planning (JM)
 - a. Still need Instructors and lab leaders generic job description
 - a) In progress.
8. IP agreement Status: Third Draft development. (MC)
 - a. Michael requested one more month from the board to complete the third draft.
9. Service MarkSM status: Review status due June/July
 - a. Michael reported everything is still pending.
10. Documentary status following COVID postponement (MC).
 - a. No update.
11. Do actions AND RESULTS support 2025 Strategic Plan? (Discuss at Jan, Apr, Jul, Oct meetings)
 - a. Postponed until next month.
12. Committee Reports
 - a. Membership Automation & Document Management System Execution Team (SH)
 - a) MS Business Premium implementation progress
 1. Sonia reported she's set up accounts on Microsoft for everyone (board/staff/volunteers) who already has a BBE email account but won't move the individuals over until they're comfortable using the new system. She said anyone who is ready to start using SharePoint, contact her to set up an appointment so she can walk them through it.

The CRM is on hold while she educates herself and researches everything to ensure things are done correctly from the start. She also wants another technical person as a backup – potentially Ken Gartner.

- b) Volunteer database manager Ken Gartner?
 - 1. Part of her report above.
- b. Membership Committee (SH)
 - a) UI/API membership tracking status
 - 1. Part of her report above.
 - b) Define meaning of BBI Membership levels
 - c) Adding membership value using segmented Zoom videos
- c. Potential New Board Member/Review Process (JM, ER)
 - a) Awaiting feedback on Board member package including cover letter asking for a what can you offer statement.
 - 1. Alex said Cathy is interested and has submitted her resume, and has time. She has a medical background which we don't currently have on the board. Alex said he feels good about the fact that we have three good applicants with time and passion. He added he thinks board term limits (or increasing the board size) should be part of the discussion.

Larry said if we fill this post, it takes us to eight, and the board would need to vote to increase the size. Larry talked about Andrew Guido's background especially in marketing.

Sonia asked if we are asking them what they can bring to the board? Larry said we haven't yet as he needs to integrate any comments from the board to the proposed recruitment package and cover letter.

Larry asked if we should send out the recruitment package when ready to the three candidates discussed today. He suggested the board review the cover letter and send comments today. He will then send out to the three.

- b) Is Ryan Blaser THE replacement for Misty Jordan (all)
 - 1. Part of the discussion above.
- d. Student Advisory Committee (ML)
 - a) Student Survey Development & Mailing List Compilation
 - 1. Miriam reported the committee is looking to get the Survey Monkey/MailChimp merger done by the end of the month. She reported on a meeting they held yesterday with Stephanie Kerst, who will come on board as a volunteer. Coincidentally, her husband was an executive at Survey Monkey, and could offer some valuable guidance.

They are also looking into a potential platform for BBI graduates to be in touch with each other for more personal/sensitive issues.

Erik will talk with Andrew Guido about whether he has something to offer, since he has expressed interest in the past in setting up a high-level IAQ group.

- b) New member recruitment status
 - 1. Part of the discussion above.
 - e. Professional Development Committee (AK)
 - a) Advanced EMF Training: MEP webinar by Mitch M
 - 1. Annette said Mitch had to set aside development for a bit due to some other responsibilities. He should have the MEP slides ready for review and feedback by the end of next week and possibly the video by the end of the month.
 - b) Results of 10/28 meeting with IBN
 - 1. Annette reported on the honest exchange (especially about past events) between Johannes and BBI, especially as it pertained to the SBM, the IBN correspondence course, etc.
- Michael reported Johannes has access to all IBE 312 materials in the hopes of our offering our seminars to their English-speaking students.
- c) Presentation materials format improvement (CB, AK, ML)
 - 1. Status of harmonization across all seminar offerings.
 - a. Michael covered this as part of the 311 discussion above.
 - d) BSP11– On hold
- f. 2022 BBI Conference Exploratory Committee
 - a) Move to 2023?
 - 1. Chris reported that based upon their conversation with IBN, perhaps there is an opportunity to have a joint/hybrid conference (online and in-person) in 2023.

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.