

MINUTES
BBI Board of Directors Meeting
December 17, 2021

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

1. Call for additional agenda items
 - a. None
2. Approve November 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 for an update on our work with Pam Krupp and Sheena Symington. Michael explained that he sent them the Physicians Course proposal and they will be helping us find a grant writer to fund the course. He also updated the board on the potential partnership with a European auto company. Andrew offered to make introductions with a potential auto parts manufacturing association head.
6. Status: BBI 311 advanced seminar development. (AK)
7. Succession Planning (JM)
 - a. Still need Instructors and lab leaders generic job description
 - a) In progress.
8. IP agreement Status: Third Draft review. (MC)
 - a. Michael said he has had responses from Paula, Stephen, and Andrea.
9. Service MarkSM status: Review status due Oct
 - a. Michael reported everything is still pending.
10. Documentary status following COVID postponement (MC).
 - a. No update.
11. Discuss Alex Stadtner's replacement.
 - a. The board discussed the two potential candidates. Jeanne suggested changing the by-laws to bring both candidates on as they are such strong candidates. Annette brought up a very strong potential third candidate. The board decided to hold off the decision until next month.
12. Committee Reports
 - a. Membership Automation & Document Management System Execution Team (SH)
 - a) MS Business Premium implementation progress
 1. Sonia updated the board on where we are with SharePoint. She met with Spark, Erik and Michael in the course of working to better understand the "idiosyncrasies" of the system. Erik will move some files over this weekend as a test. Andrew has several years' experience as a SharePoint user and administrator and has offered to be a resource to Sonia.
 - b) Membership Committee – Membership tracking status
 1. No updates.

- b. Membership Committee (SH)
 - a) Define meaning of BBI Membership levels
 - b) Adding membership value using segmented Zoom videos
- c. Potential New Board Member (JM, ER)
 - a)
- d. Student Advisory Committee (ML)
 - a) Status: Migration of student survey to Survey Monkey
 - 1.
 - b) New member recruitment status
 - 1. Miriam reported the Zoom classes are going very well. They're often going up to four hours and are participant driven. She added the IAQ question keeps coming up. People are looking to build up those skill sets professionally. There is also a need for a business/marketing course.
- e. Professional Development Committee (AK)
 - a) Advanced EMF Training: MEP webinar by Mitch M
 - 1. Annette reported development on this continues, and after the new year, the committee will turn toward additional advanced courses, as well as recruiting professional volunteers. The board discussed the need for more high-level groups in IAQ and New Build/Construction.
 - b) IBN reaction to November Intl EMF Zoom and BBI 212-2021? (ML)
 - 1. Johannes did make an appearance at 212 and introduce himself to the students, which is a good step forward.
 - c) BSPII– On hold
- f. 2023 BBI Hybrid Conference Exploratory Committee (CB)
 - a) No new info.

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.

14. Discussion of 2021 Principal Staff Bonus