

MINUTES
BBI Board of Directors Meeting
August 20, 2021

(Attending: **Larry Gust**, **Jeanne McLaughlin**, *unable to attend*, **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. Michael announced we received a \$15K grant yesterday from a Foundation that has previously supported us.
2. Approve July 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. Michael said Florida has approved us as Building Biology Institute corp.
 - b. Larry asked about Pam Krupp and Sheena Symington. Michael reported we've had meetings with them and they've put us in touch with a philanthropist who we are trying to set up a meeting with re: the medical course.
 - c. Larry asked about Michael's take on our revenues/expenses and if we are where he expected us to be. Michael said he feels good about where we're at, but there are a lot of variables which may affect where we end up at the end of the year (workshops/labs/in-person 212 seminar).
6. Approve/Change: Endorsement Policy and guidelines for Staff (attached)
 - a. Chris asked if it should be read and also displayed on the screen during the upcoming Zoom calls. The board thought displaying it was a good idea. Larry made a motion to approve the guidelines. Chris seconded it. Passed unanimously. Erik will let Sharon know.
7. Proposal: Remove Mercola and add Sharon Goldberg to BBI Advisory Board (MC)
 - a. The board discussed the reasons for the proposal. Larry made a motion that Sharon be added to advisory board. Annette seconded. Carries unanimously.
8. Status: BBI 311 advanced seminar development. (AK)
 - a. Annette said she and Stephen are looking to Michael for the appropriate costs. Stephen is considering two assistants for the class. They've also discussed post-class Zoom Q&A sessions, which would also carry a cost for participants. Annette asked what the next step is. Larry asked about the development costs and Annette and Michael reiterated the equipment costs cost \$18-\$20K. The PDC suggested the course immediately follow the 211 seminar the next day. Larry feels this is long overdue. Larry made a motion that the board give Stephen and the PDC permission to move forward with development. Spark seconded. Motion carried unanimously.
9. Succession Planning (JM)
 - a. Still need Instructors and lab leaders generic job description
 - a) In progress.
10. IP agreement Status: Third Draft development. (MC)

- a. No update this month.

11. Service MarkSM status: Review status due June/July

- a. Still pending. Applications are submitted.

12. Documentary status following COVID postponement (MC).

- a. No update.

13. Do actions AND RESULTS support 2025 Strategic Plan? (Discuss at Jan, Apr, Jul, Oct meetings)

14. Committee Reports

a. Membership Automation & Document Management System Execution Team (SH)

a) Projected annual expense MS Access & Sharepoint; Infusionsoft

- 1. Sonia reported we've gotten the MS Business Premium online. It does come with Office 365. Annette already has access to Sharepoint for her committee. She needs to create a transition plan to "onboard" all the new users, including the Board. Once we start onboarding people, we will also start migrating all documents under one roof as well.

Sonia will need to work with a third party to use the Dynamic 365 CRM software. This is under way. She is talking with a database architect about how to consolidate all of the data in Infusionsoft and clean it so when we import it into Dynamic 365 it will be clean.

b) Probable timeline for major elements

- 1. In progress but no specific timeline discussed.

c) 2021 CRM impediments identified?

- 1. Addressed above.

b. Potential New Board Member/Review Process (JM, ER)

a) Erik 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 still working on the surveys and moving the emails to Mailchimp.

b) Volunteer candidate list culled from Intl Zoom Meeting

- 1. Miriam is compiling this as well.

e. Professional Development Committee (AK)

a) Advanced EMF Training: MEP webinar

- 1. Annette reported Mitch has been working on developing a template with BBI branding baked into it. He will be interviewing some people next week on MEP protocols to help guide his videos.

b) Relationship building with IBN

- 1. Annette said she's still waiting to hear back from Peter who is currently in Germany.

c) Presentation materials format improvement (CB, AK, ML)

- 1. In progress.

d) BSPII– On hold

f. 2022 BBI Conference Exploratory Committee

- a) On hold: 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.

15. 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.