

**MINUTES**  
**BBI Board of Directors Meeting**  
**September 17, 2021**

(Attending: **Larry Gust** in person, then from car, **Jeanne McLaughlin**, ran the meeting, **Spark Burmaster, Sonia Hoglander, Alex Stadner, Christopher Bell, Annette Koch, Michael Conn**, Executive Director, **Erik Rosen**, scribe-  
**unable to attend, Miriam Lindbeck**, (SAC ), acted as scribe for this meeting)

1. Call for additional agenda Items
  - a. No additional items
2. Approve August meeting summary
  - a. Approved for posting
3. Treasurer'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 reported 212 has 38 students now that it is online.
  - b. Trademark on Certification and Service Mark is still pending. Can take 6 months, May know before next Board meeting.
  - c. Status of 311: Stephen Collette accepted the assignment. Is working out the number of days and what will be covered.
  - d. Stephen has finished the 312 slides. He will move on to a new focus.
  - e. IP Agreement status: 3rd level—not ready
6. Committee Reports
  - a) **Membership Automation & Document Management System Execution Team (SH)**

Sonia has been working the last few weeks with the on boarding process

MS Business Premium New Information on implementation:

Share Point Doc. Management is up;

On-Boarding Plan: Can have 15 email names. 4 are set up, 5 are generic, 3 are active people: Larry, Mitch, Jeannie;

Microsoft side is not yet ready;

All emails on Pair to be moved to Microsoft must be ready to be done all at once as the mail switch is all or nothing—takes some coordination;

There are three other emails to be moved if appropriate: Jeannie Woody, Monika Krajewski., Dora (architect).

101 is computer corrected, so no longer is a person checking, correcting;

On-line courses can be moved; Seminar content can be moved;

Will work with Larry on timing;

Stephen and/or Paula—need their input/approval.

All Board documents can be moved but Larry's must be done first;

Committee documents and Executive documents (MC/ER) can follow;

Dynamic 365 CRM: Very sophisticated; data based; lots more than a spreadsheet; Sonia is learning on a continuous basis; can have adds-in, plugins, education-specific applications, track CEU's; either manual or digital data base; sequel experience; Very robust, go carefully, no rush so as not to mess it up; EcoDwell can be tied in; additional education, Courses, sign up, completions, security—if we can use it, it is phenomenal

Need a volunteer manager for the sophisticated Data Base. Ken Gartner's name was suggested by Miriam. She will provide Sonia his email address

Date needs to be scrubbed/cleaned. Sonia has a friend in IT who will scrub

Design the move up front—simple stuff to the complex; Annette Koch stated we need the instructors Drop Boxes and it would be a good idea to purge them.

Sonia replied to move it all over, lock, stock and barrel and clean up over there; she prefers the cleanup; Student folders improve with each iteration;

Larry Gust said to clean them and offer newest version and Annette said to gibe them the most current folders. Past students need access to the current materials; could be a project for the SAS to handle;

There are 100 gigs on Google Drive between Michael Conn and Erik Rosen;  
Sonia suggested we move the current and over time move the other stuff; it is open and ready; each individual instructor to come up with a plan: Gust, Collette, Baker-LaPorte; This is the hardest part—working with the Data Base. We will have it for time immemorial going forward;

On-Boarding needs a schedule;  
CRM is a learning curve for Sonia

#### On-Boarding Plan

Long term job, not an over night job but once the flip is made, we are “stuck” with it;

Sonia is keeping the host (Pair) for the mailbox;

#### b. Membership Committee (SH)

UI, API interface will show on website the membership, membership payments and CEU information;

#### c. Potential New Board Member (JM, ER)

Ryan Blaser is best candidate:

Great skills; Engineer, EMRS, BBEC;  
expanding EMRS business, 4 companies in 4 cities;  
teaching employees; big business mind; IAQ  
what can he bring to the board?

Larry Gust took up the question to produce a document whereby the Board candidate can state their skill sets and what they would bring to the Board and what being on the Board will require of them; Leadership experience;

Sonia suggested we send the candidate a copy of the Strategic Plan and ask where do they see themselves inside of that?

d. Student Advisory Committee (ML)

Miriam reported the questions for the survey are completed and are to be uploaded to Survey Monkey. Emails provided by Erik must be moved over to Mail Chimp, any non-working emails will be eliminated and the survey can be sent out with a target date of 10/30/21.

Contacting Volunteers for the PDC is a on-going yet selective process. Stephanie Kerst has been contacted to become a volunteer.

e. Professional Development Committee (AK, CB, ML)—AK reporting)

The Advanced Content Group held a meeting. Mitch Marchand working very hard on MEP videos; 5 learning modules, 3 field guides, one of which is contact current, templates are cohesive; keeping with the branding, lighting; is taking more time and is blazing the trail for all the rest and will be a template for all the other topics. Gone above and beyond; is well respected. LG said the advanced course is bringing order to chaos; AK reports this course will be salable on the website not necessarily used in 312 carte blanche; LG state huge number of people don't have that info; need add on seminars; MEP is most complicated thing to fix—need to up the game in 312; AK stated Mitch would cherry-pick for 312

Strategy meeting 9/21 with MC, ER, LG, AK, CB, ML

meeting on 9/28 with IBN including Peter Sierck as  
a get to know each other and see how we might  
work together in the near future

312

Collette completed the 312 slides and is reviewing  
those of 212; the 312 slides will be used the first  
quarter of 2022; Collette now moving onto  
advanced IAQ

- f. 2022 BBI Conference Exploratory Committee (CB AK, ML—CB reporting)

Still up in the air as to location.

MC reported Canuga is not “home”; charge for things  
others do not @ \$1100/day; mask mandate for inside is a  
restriction for some; ER & MC not giving up on searching  
for a location; SF, NM locations have WiFi situations  
particularly the Santa Fe Inn; Taos shuts off electricity at 5 PM;  
Old Town Inn not sure of facilities; Bainbridge Island, Fly-  
Train-Ferry;

Zoom is option for conference, yet need guest count to  
fill and pay for the space;

The questions was posed about bending over backwards  
for the extreme EHS—are we giving that too much  
weight? MC responded BBI has centered itself around the  
needs of students; most are EHS; there is alumni,  
student, and staff and Erik feels it is important to focus  
on the EHS. AK suggested we do a hybrid—some Zoom  
some in person; MC said BBI would like a general public  
reach yet found them unresponsive; CB suggested we

form a relationship with EHS associations. It's a disconnect otherwise.

MC mentioned mycotoxins attracted attendees; CB said nationally we have not attracted people. MC Suggested we vet them first as on a FB/BBI page so that only BBI receives likes but not to send them;

CB suggested IBN could participate in the conference; MC said it is reasonable to say 2022 for the conference is too early-2023 is a reasonable goal

LG summed the meeting up with "very interesting meeting!"

End of meeting at 11:53;46

Next Board Meeting is scheduled for 10/15 at 10:30 PT