

**MINUTES**  
**BBI Board of Directors Meeting**  
**February 18, 2022**

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

1. Call for additional agenda items
  - a. Annette said with two new board members, it would be a good time for more clarification, especially re: succession planning and the BB issue. Larry and Michael both said they have yet to get their job descriptions in. Jeanne suggested the process start all over since the ones she has received are two years old.  
  
She also asked about the staff page; why they're listed, if they're being paid, etc. Michael explained why certain people were on because of some of their volunteer/donation activities.
2. Approve January meeting summary
  - a. Approved for posting.
3. Treasure's report: (JM)
  - a. Agrees with Michael's ED report. The money is in the bank.
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. The board talked about the new certification badges created by our graphic designer.
  - b. Larry asked about the Northern Lights College agreement. Michael discussed our most recent meeting with them, their enthusiasm, and how the program might be structured. Annette asked if it was a two-year contract. Michael explained it is a Memorandum of Understanding (MOU), which is not enforceable, so either party can walk away if necessary. Annette mentioned that working with the First Nations communities would be a huge opportunity for them and for the institute. She's suggested a team be brought together to talk about a separate program designed for First Nations.  
  
Michael explained to the board that our P&L in January always shows a loss. He explained the reasons (seminar expenses from last year being billed this year, quarterly salaries, creation and editing of Mitch's MEP course, IBE 311 equipment purchases, new online course authorship, make-up labs, etc.).
6. Succession Planning (JM)
  - a. Still need Instructors and lab leaders generic job description
    - a) In progress.
7. IP agreement Status: Signature of personalized agreements. (MC)
  - a. Michael needs to work with some individual instructors to tweak some of the language. He hopes to get to this soon.
8. Service Mark<sup>SM</sup> status: Review status due Oct
  - a. Michael reviewed the TM issue for the benefit of newer board members, and why the new badges were designed.

9. Documentary status following COVID postponement (MC).

- a. Larry wondered whether it is time to renew our efforts in the spring. Michael hasn't spoken with Spencer (the proposed producer) in over a year due to Covid.

10. Discuss Board size change due September '22.

- a. revisit third quarter

11. Committee Reports

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

a) MS Business Sharepoint implementation progress

- 1. Sonia reported that Larry successfully onboarded all of the 212 materials, and the ongoing discussions as to where files will be housed (including seminar videos), space limitations, etc.

b) Membership Committee – Membership tracking status (Dynamic 365)

- 1. Sonia talked about how CEUs and membership tracking is priority number one.

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) No Activity at present

d. Student Advisory Committee (AK)

a) Status: Migration of student survey to Survey Monkey

- 1. Annette reported they're still working on uploading all the names to Survey Monkey. Once the final survey questions tweaks are made, Stephanie will review the questions prior to sending out.

b) New member recruitment status

- 1. Annette said they have some names, but need to have a better idea of things that are needed so people can be brought on for specific tasks.

e. Professional Development Committee (AK)

a) Advanced EMF Training: MEP webinar by Mitch M

- 1. Reported above. Annette added that there is a need for a preparatory course for people coming into IBE 212.

b) BBI 311 seminar development by Stephen Collette.

- 1. On the back-burner until there is a decision as to when to hold it in person.

c) Status IBN

- 1. No updates.

d) BSPII– On hold

f. 2023 BBI Hybrid Conference Exploratory Committee (CB)

a) No new info.

12. Strategic Plan interim update? (AG)

- a. Andrew went through the plan. He feels the world has dramatically changed since the plan was written. BBI has become even more relevant. He thinks it is worth revisiting all of the drivers in the plan. He outlined how many of the external changes around the world create new opportunities for BBI. Sonia thinks it might be worth thinking about including some of these drivers (climate change, etc.) in a future plan. Sonia and Andrew will talk more offline.

13. BB Issue

- a. Michael reviewed the incident and background with the board, the email he sent to BB,

and his students, and the resolution.

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 once decided with Spencer?