MINUTES
BBI Board of Directors Meeting
March 25, 2022

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

1. Call for additional agenda items
    a. Michael asked to add a discussion about Service Marking the new design badges. Michael explained the costs involved, the five-year renewal period, etc. Andrew added that the costs seem excellent compared to his experiences. Michael also outlined our past, unsuccessful past efforts and costs. The Board approved the costs and authorized Michael to move forward.
2. Approve February 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. Michael updated the board on the movement of our equipment to the new storage locker in Hendersonville.
6. Discuss Chris' potential replacements (see candidates info below)
    a. The Board discussed the two potential candidates. The Board voted with in majority for Ryan Blaser. Larry will notify him.
7. Succession Planning (JM)
    a. Still need Instructors and lab leaders generic job description
        a) In progress.
8. IP agreement Status: Personalized agreements completed. (MC)
    a. Michael has yet to write the individual agreements.
9. Service Mark^{SM} status: Review status review April 22
10. Documentary status following COVID postponement (MC).
    a. Michael said it might be worth revisiting. Erik will send the board the White Board Animation link, as well as the Unzapped dek. Chris asked if a movie was the best use of funds, understanding changing demographics, social media, etc.
11. Discuss Board size change due September '22.
    a. revisit third quarter
12. Committee Reports
    a. <u>Membership Automation & Document Management System Execution Team</u> (SH)
        a) CRM Implementation
            1. Membership Tracking Status
                a. Sonia updated the board on her current progress. She thinks she's very close to automation.
        b) SharePoint Implementation (doc management) progress
            1. Sonia wasn't able to connect with Larry to solve his uploading issues, but explained that Erik successfully uploaded the same videos.

d. <u>Student Advisory Committee</u> (AK)
  a) Status: Survey Monkey Student Survey out?
    1. Annette said Miriam is still working on the master list so the survey isn't out yet.
  b) New member recruitment status
    1. They met with Anni Valto from Finland as a possible member. They've talked to potential members who have expressed a willingness to volunteer on specific projects, such as women's development.
e. <u>Professional Development Committee</u> (AK)
  a) Advanced EMF Training: MEP webinar by Mitch M
    1. Addressed in Michael's ED report. May go live in mid-April.
  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) Annette shared Stephanie will join the PDC.
  d) Annette updated the board on the first International IEQ call. The board was well-represented. The Board also discussed the issue of liability on recommendations for labs and services, and potential solutions.
  e) BSPII– On hold
f. <u>2023 BBI Hybrid Conference Exploratory Committee</u> (CB)
  a) Annette spoke with potential members. It was a great start. Some people they were hoping for declined, but they've also gotten some solid volunteers. They've been discussing potential destinations. She thinks it is more likely for 2024 rather than 2023.

13. *Public Strategic Plan interim update – Planning meeting results (AG)*
  a. Andrew put together a proposal for a steering committee, which would figure out how broadly and widely they would cast their net and establish processes. Phase two would define and identify the industry as is, and then reduce that info to action items for BBI.
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?