

MINUTES
BBI Board of Directors Meeting
July 15, 2022

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

1. Call for additional agenda items
 - a. None
2. Approve June meeting summary
 - a. Approved for posting.
3. Treasure's report: (JM)
 - a. Agrees with Michael's ED report. The money is in the bank.
 - b. Michael informed the board that our aggregate bank balance still exceeds the FDIC amount. He needed to dig up the original articles of incorporation so he can open a third bank account, which he now has located.
4. Keep in mind as we proceed: What do we need from advisory board members?
 - a. Noted
5. Discuss/approve charter for BBI partnership with Magda Havas and her Global EMF Monitoring Project. Mitch Marchand will join us to answer questions.
 - a. Mitch is traveling today so will be revisited in August.
6. ED Report, P&L: Questions and Comments
 - a. Michael brought up the aborted Kitchen Course: Annette suggested Michael talk to Paula re: Cecilia R. and authoring a course for her BBNC Final Project.
7. IP agreement Status: Personalized agreements completion. (MC)
 - a. Michael sent the final draft for approval to all the instructors, except Paula. Paula has a unique situation and is thinking about how to handle it before Michael sends the final version to her.
8. Service MarkSM status: US Govt response
9. Committee Reports
 - a. Membership Automation & Document Management System Execution Team (SH)
 - a) CRM Implementation
 1. Membership Tracking / status with outside consultant
 - a. Sonia reported on the meeting she had with Michael and Erik. Automated emails are being drafted and everything is moving along.
 2. SharePoint Implementation (doc management) progress
 - a. Delayed to January 2023
 - b) Membership Committee (SH) Define Membership Levels (On Hold)
 - b. Social Media Outreach Committee (SK, RB) *Established 4/15/22*
 - a) Status: New Landing Page for social media users

1. Ryan reported we're going to have a meeting to discuss how this will look. In addition, our IG person has returned so posts have resumed. Ryan also created an intro video for potential Building Biologists which will be posted on the IG page.
 - c. Student Advisory Committee (AK)
 - a) Status: Survey Monkey Student Survey
 1. Ashley continues to be swamped, but it is slowly progressing.
 - b) New member recruitment status, beyond Anni Valto
 1. No update, or progress due to holidays. She said not to expect too much progress over the summer.
 - d. Professional Development Committee (AK)
 - a) Advanced EMF Training (due mid-April): Results of MEP webinar launch
 1. Not covered.
 - b) Status: PDC program for women; Electric Wiring Course Development; Meter Usage videos
 1. Annette reported Stephanie is hoping to connect with Oram and Dave Green at Kanuga in August.
 - c) Annette and Stephanie think we should have basic recording equipment available at the labs to record for continuing education. The board discussed pros and cons and logistics of filming at the make-up labs.
 - d) BBI 311 seminar development on hold
 - e) BSPII– On hold
 - e. 2024 BBI Hybrid Conference Exploratory Committee (AK)
 - a) July Zoom Meet and Greet
 1. Annette said the group is still short a chair for the committee. Now that Jennifer is back, she's going to try to set up a meet and greet. Not sure she can do it, however, with different people traveling. Michael reminded the group we still have two years to plan this.
10. Public Strategic Plan interim update – Planning meeting results (AG)
- a. ID 4 or 5 members?
 - a) Andrew said he's had some brief conversations but he needs to identify a group of well-meaning, well-intended volunteers to really get the process started. He's also studying some structured approaches to strategic planning he'd like to bring to the board.
11. 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?