



Building Biology Institute

The science of healthy buildings

MINUTES BBI Board of Directors Meeting July 26, 2024

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

1. Call for additional agenda items.
 - a. CEUs to be added to August meeting agenda
2. Approve June meeting summary.
 - a. Approved for posting.
3. Keep in mind as we proceed: What do we need from advisory board members?
4. Treasure's report: (JM)
 - a. Jeanne agreed with the ED report.
5. ED Report, P&L: Questions and Comments
 - a. None
6. Appoint co-administrators for Bank Accounts (MC)
7. EMFIS: Partnership: Due Diligence with Europe and Dubai's BB connections
 - a. Michael added the EMFIS vision statement to the ED Report.
8. Merkel marketing proposal: Do we pass onto BBs?
 - a. Nothing new. Turned over to Oram. We can invite Oram to the next meeting if he's made any progress.
9. Committee Reports
 - a. Membership Automation & Document Management System Execution Team (SH)
 - a) Membership Committee (SH) Define Membership Levels (On Hold)
 - b. Social Media Outreach Committee (SK, RB)
 - a) Develop personalized video intros for people funneled to specific learning destinations:
 1. Ryan reported we have four videos loaded to the website already, with 25 more in the queue to create. We are also talking about reaching out to the alumni to record intros, etc., for our social media. Currently, Stephanie, Ryan, and Stephanie are dividing the videos. However, they're open to bringing in other experts.
 - b) Status: Affiliate Program (on hold)
 - c) Contacting Advisory Committee members
 1. A
 - c. Student Advisory Committee (AK)
 - a) Volunteer recruitment status

- 1. No update.
 - b) Status: Conference survey
 - 1. No update.
 - c) General Student Survey
 - 1. No update.
 - d. Professional Development Committee (AK)
 - a) Electrical wiring course development review with Mitch M (SK)
 - 1. No update.
 - b) Post-certification Continuing Ed: Ideas for new courses.
 - 1. No update.
 - c) Results of meeting with Ken Gartner re: heading Investigative team for Searchable BBI Data base using AI – realistic goal?
 - 1. No update.
 - d) Toronto Metro U– Get YT’s reaction to BBI developing a 13-week curriculum & to own the IP. (AG)
 - 1. Andrew stated YT is traveling until the summer. Will revisit September/October.
 - e) Delivery of 311 equipment
 - 1. Will be delivered in September when Erik is onsite to receive it.
 - f) Slimmed down BBI 101 course development for industry professional education (AG)
 - g) Status: Use of EcoNest articles for CEU courses
 - e. 2025 BBI Hybrid Conference Exploratory Committee (AK)
 - a) Survey of members & other parties as to interest commitment strength.
 - 1. In progress.
 - b) Additional potential speakers beyond Hope, Goldberg, and D Davis
 - 1. Michael reported we have a full-house/slate of speakers, and a couple of tentative speakers. It’s an incredible lineup, all listed in the ED report, and covers all three pillars of Building Biology.
 - f. What about John Banta, Michael Schrantz, Peter Matthews?
 - a) See above.
 - g. Succession Planning
 - a) Jeanne reported the vice-president should be Stephanie Kerst. She made the formal nomination, Larry seconded. Passed unanimously.
 - b) Treasurer – Someone is in mind but it hasn’t been formalized yet. Should be by the August meeting.
10. Public Strategic Plan interim update – Discuss how to get done by 1/1/2025 (AG, SB)
11. Status Advisory Board contacts to discuss attending board meeting and social media involvement? (Waiting on SK & RB)
- a. Ryan and the board agreed to defer this subject until we have more social media infrastructure and metrics in place.