



Building Biology Institute
The science of healthy buildings

May 16, 2025 Board Minutes

Quick recap

The board discussed several organizational updates including financial status, visa matters, and plans for a new interior design seminar, while also addressing issues with managing email lists and call recordings. The group reviewed potential new board members and their qualifications, with plans to interview candidates next month and potentially add two new voting members. The meeting covered various operational matters including fiscal sponsorship arrangements, course development initiatives, and professional development committee updates, with discussions about creating new training courses and exploring international collaborations.

Summary

- The financial situation looks strong, though Erik notes a typical slowdown in summer months. Regarding visas for Canadian instructors, Erik has an appointment with a lawyer experienced in this area. Andrew shares his recent smooth travel experience to the US, despite initial concerns. Stephanie reports on a positive instructor call in April, highlighting momentum for a new 5-day BBID interior design seminar planned for May 2026, with Paula and Steven leading the development alongside Lauren and Clay.
- The group discusses issues with managing the email list for EMR Zoom calls. Erik offers to email all interested parties to clarify that Ken should have full control over the EMR Zoom call process, including managing the email list and sending invites. The team agrees this would streamline the process and make it easier to add new people to the list.
- The board discusses potential new members and the process for selecting them. They agree on the need for in-person interviews with candidates. Ryan suggests defining specific qualifications and gaps to fill before selecting new members. The board considers the importance of business acumen, networking abilities, and commitment to the organization's mission.
- The board discusses the composition and voting structure of the board, deciding to have 7 voting members including the President. They agree to interview three potential new board members next month, with the intention of adding two new members. Andrew expresses a preference for adding representation from the environmental side. The board also discusses Andrew's future involvement, suggesting he could transition to an advisory role if he steps down from the board in the future. Andrew mentions his goal of finding a sponsor within his industry network to support the organization. The meeting concludes with plans to invite the board nominees for interviews at the next meeting.
- The board votes to approve BBI becoming a fiscal sponsor for CEC (Clinical Electromagnetic Collaborative). Erik explains that this arrangement means the board has oversight of the CEC program, and donations to CEC must be made through BBI with appropriate language on the

website. The board discusses the responsibilities and risks involved, including IRS compliance and additional accounting work. Stephanie suggests that Cheryl will act as a liaison between CEC and the board. The next step is for CEC to work with a lawyer to draft an operating agreement for BBI's review. Separately, Sonia updates the board on SharePoint access issues and changes to Microsoft's donation program, which will reduce some features but maintain core functionality at a slightly higher cost.

- The Professional Development Committee (PDC) held a productive meeting with Dr. Lisa Del Alba joining as a new member. Annette expresses excitement about working with Dr. Lisa and suggests that Jen could potentially be a valuable asset to the committee, particularly for programming and revising online courses. The committee is considering expanding its membership to include individuals with relevant skills, such as writing and review expertise.