



MINT Board Meeting August 13-14, 2013

1. Opening: Attendance and raising of COI

Board members present: Allan Zuckoff, Chair; Judith Carpenter, Vice Chair; Karin Nylind, Secretary, Colleen Marshall, Treasurer; Anette Sjøgaard Nielsen, Hiroaki Harai & Joel Porter, Members at Large; Delilah Yao, Dee Ann Quintana, Operations Managers

The meeting commenced at 2:00 PM (MST)

There were no conflicts of interest on today's agenda.

2. Minutes of Last Meeting

Minutes of the meeting on July 30-31, 2013, have been approved and will be posted on the Motivational Interviewing website.

3. Old Matters

Action items of the past meeting were reviewed. All have been completed or are in the process of being completed.

The TNT Coordinator selection committee have reviewed the applications and have put forward two applicants for consideration. The Skype interview questions are being prepared and the interviews will be scheduled and conducted by Anette, Judith and Jacki. Selection of the new coordinator will be made by the Board.

Action: The applicants will be contacted to schedule an interview.

ADP was accepted as the company that will manage the payroll process for the US employees of MINT. The proposal that was submitted allows for up to 4 employees. They will be unable to handle the international employee payroll. It was suggested that the non-US employees be paid as a contractual post.

Ivan Balan, Chair of the International Advisory Committee, has asked to join the Committee Chairs meeting in Krakow by Skype. The Board will accommodate this request if possible in Krakow.

4. New Matters

No new matters were discussed.



5. Reinstatements

The Board received two applications for reinstatement. The Board will review the documents and vote during the next meeting .

Action: Delilah will notify the applicants that their applications will be considered at the next Board meeting.

6. Website : eForum Relaunch

Website Coordinator Chris Wagner joined the meeting to discuss the relaunch of the eForum, the online message board that will replace the MINT listserv as the venue for communication among MINT members. A decision needed to be made as to how the new eForum is going to be rolled out. Options included a continued graduated rollout or going live to the entire membership. If we were to roll out to the entire membership at once, some kind of support should be in place to help with any initial confusion. It was suggested that we try to reconnect the membership to the eForums through an inviting activity that would encourage eForum use. It was also suggested that once we reintroduce the e-Forum we also set a date by which the listserv would be discontinued and the eForum would become the exclusive means of MINT-wide communication.

The consensus following discussion was to move next to a membership-wide rollout by late September, invite feedback and provide individualized assistance at the Krakow Forum, and to discontinue the listserv after the 2013 Forum. An announcement will be sent out to all members, explaining the transition and providing easy access to website username and password for those members who do not remember them, as well as contact information for Delilah and Chris for anyone who needs further assistance. In order to simplify record-keeping and make it easier for Delilah to locate MINT member user information, website accounts of non-members (who registered with the website when it first opened, a function we have eliminated) will be deleted.

Chris also requested input from the Board about any other work or improvements to be done on the website.

Action: The new eForum will go live in late September and the MINT listserv will be discontinued shortly after the MINT Forum in Krakow. Chris will contact Events Online about possible options for notifying (reminding) the membership of their usernames and passwords en masse. If this is not feasible, a link to contact Delilah will be provided for those who require username or password support.

Action: Chris will ask Events Online to submit a quote to provide website formatting to improve the appearance and attractiveness of the website.

Action: Delilah will delete all non-member accounts from the website.



7. MINT Reserves

The Board discussed how to think about MINT's financial reserves and the growing of the reserves for support of MINT's mission. To begin this conversation the Board had asked to review operations expenses to know how much of MINT's reserves we would need to set aside to cover those expenses in event of a revenue shortfall. Colleen asked the Board to first decide what they wanted to consider as operations. This could include just the managing of the membership, website and dues, or this could include the running of the events as well. This would need to first be decided before the amount associated with operations could be reviewed. The Board discussed different ways to think about what operations meant. This topic was tabled for further discussion and consideration. Allan and Colleen agreed to consult with the financial consultant to ask clarifying questions about what operations need to include and how to think about the other ways to set aside reserves.

Action: Colleen will coordinate a meeting with Allan and the consultant to clarify the reserve parameters.

8. Non-US Bank Account

This item has been deferred to another meeting.

9. 2013 Events

9.1 TNT Update

The Park Inn Hotel agreed to a reduction of the numbers for the 2013 TNT functions; the new number is 70 day delegates.

A deadline for TNT applicants to complete their submissions and payments will be set at the next Events Committee Meeting.

9.2 Forum Update

Judith was contacted by ABE-IPS, a bookstore that is interested in setting up a table at the Forum. Judith contacted Guilford, who indicated that Taylor and Francis are the unique distributors of their books in Europe. She has not received a response from Taylor and Francis about setting up a bookstore at the 2013 Forum.

Action: Judith will contact Guilford about their willingness to provide a bookstore in Krakow. If she does not get a response she will be contacting ABE-IPS for more information on their offer.

10. Practitioners Certification

Action: The Board will start this discussion by email.



11. Date and Time of Next Meeting

August 27-28, 2013

2 PM MST - Dee Ann & Delilah

4 PM EST - Allan

9 PM BST – Judith

10 PM CEST – Karin & Anette

5 AM JST (August 28) Hiro

6 AM Australia (August 28) Joel

12. Adjournment

4:05 MST