



MINT Board Meeting July 30-31, 2013

1. Opening: Attendance and raising of COI

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

Regrets: Judith Carpenter, Vice Chair; Annette Sjøgaard Nielsen, Member at Large

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 9-10, 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 Membership Handbook should be available by the 2013 Forum, but a copy needs to be available to the Board for review and approval.

Action: Karin will keep in contact with the chair of the Committee about the timeline for the document.

MINT registered successfully as a Stakeholder with NICE (The National Institute for Care Excellence; <http://www.nice.org.uk>), a UK based non-governmental organization that provides guidance and advice to improve health and social care. A group of UK MINTies collated a response to a draft piece of guidance on Behaviour Change that included comments on MI and its role in behaviour change counselling. Guy Undrill submitted the response by MINT by the deadline on July 31. The official repository document will be stored on the MINT website. The Board would like to thank Guy for all his work in making this deadline.

Action: Judith will post the document and send the link to Guy so that he can notify the membership.

4. New Matters

No new matters were discussed.



5. Reinstatements

The Board reviewed an application for reinstatement. The reinstatement was approved unanimously.

Action: Delilah will notify the member of the Board's decision.

6. 2013 Events

The Park Inn Hotel agreed to a reduction of the numbers for the 2013 functions, and a payment schedule has been set up.

6.1 TNT Update

There are currently 94 applicants; of those, 59 have been approved and 3 have declined for personal reasons, 22 have been declined and 13 are in the process of applying and/or being reviewed.

The deadline for applications is July 31, 2013.

The Polish TNT currently has 5 applicants; three were accepted, and two are in the review process. The deadline for applications for this section is August 16, 2013.

6.2 Forum Update

A draft of the Forum program has been sent to the Board. The Board would like to see more robust descriptions prior to posting on the MI Website.

Action: Judith will send the draft Forum schedule to Dee Ann to post on the website.

7. Employment Policy

The Board received proposals for the management of payroll and human resources (HR) functions for the transition of independent contractors to employees. Two proposals were reviewed and the Board discussed the differences between the two proposals. One provided significantly more support, including a human resource expert assigned to MINT, legal advice and guidance around HR laws, updated policies and standards to ensure MINT is compliance with all states laws, and guidance in developing Employee Handbooks and required HR documentations. This vendor also shared risk in being the employer on record so if there were an issue with an employee they would support MINT in any legal situations. In addition this vendor also provides all services needed for payroll and tax reporting. The other vendor simply provided payroll and tax reporting support. They have some tools to start the process of being an employer and newsletters to keep MINT updated on changing employment laws but did not have human resource support to the proposal.

The Board discussed what MINT's main focus and need was as we move to being an employer and felt that the second proposal providing payroll and tax reporting was what MINT needs at this time, noting that MINT could always obtain additional support from the first proposal in the future if needed. The Board members on the call all voted to move forward with the second proposal but will contact the Board members not on the call for their consideration and vote.



Action: Colleen will contact Judith and Anette regarding these proposals, summarize the differences, and ask if they prefer to comment and vote through email or would like to revisit on the next call.

8. Trademark Update

We received notice from MINT's law firm that MINT's trademark applications have been approved in the US. Pending the absence of public opposition during a 30 day review period, MINT will be able to register the service mark MINT, the service mark "Excellence in Motivational Interviewing," and the MINT logo. Successful application for these service marks in the US will be used to support our pending applications for protection of these same service marks in the European Union and several other countries.

9. Website Update

We discovered recently that some former MINT members have inadvertently been permitted to continue to have subscriptions to the MINT listserv.

Action: Colleen will follow up with Website Coordinator Chris Wagner regarding the changes to the listserv subscription list.

We previously agreed to have a page added to the MINT website dedicated to the new Motivational Interviewing Across Cultures (MIAC) committee. Chris indicated that this is a high priority. Website Committee chair Magnus Johansson has indicated that he is willing to create the page when he has the needed content. Steve Rollnick is organizing the committee.

Action: Joel will contact Steve to get an update on the committee process and offer support from the Board. He will also relay to Steve that the information for the MIAC webpage should be sent to Chris or Magnus directly, but Chris should be notified when the content is ready.

We requested an update on the maintenance of the Books and Multimedia Resources pages on the website and on the reorganization of the Files Library. Chris has developed a tracking system to track all website requests and will update Colleen monthly on website activities. Chris is also creating a Project Plan that he will submit to the Board for review and approval, which will include reengaging the Website Committee, the roles and responsibilities of all roles involved in the website, the reorganization of the website and specific items that will be worked on first.

Regarding the re-launch of the eForums, Chris had several suggestions for ways forward. He first would like all Board members over the next two weeks to test the revised eForum and provide him any feedback directly. He also suggested several options in how to launch the eForums 2.0. Colleen suggested that the Board invite Chris onto the next call to discuss these options.

Action: Colleen will ask Chris to join the Board Meeting on August 13th to discuss the eForum launch ideas. Colleen will also ask Chris to join the August 27th call to review his website project plan.



10. Financial Support for ICMI

In line with the previous agreement to provide financial back-up for the planning of ICMI 2014 in Amsterdam, the ICMI Steering Committee (SC) has asked MINT to provide a bridge loan of €17500 to secure the venue for the 2014 ICMI.

Action: The Board voted unanimously to provide this financial support. Joel will contact the ICMI SC and inform them of the Board decision. Allan will coordinate with MINT's lawyers to draft a letter of agreement and will facilitate the transfer of funds once the letter is approved by the Board and signed by a representative of the ICMI SC.

11. Date and Time of Next Meeting

August 13, 2013

2 PM MST - Dee Ann & Delilah

4 PM EST - Allan

9 PM BST – Judith

10 PM CEST – Karin & Anette

5 AM JST (July 31) Hiro

6 AM Australia (July 31) Joel

12. Adjournment

4:05 MST