



MINT Board Meeting 12/13 June, 2013

1. Opening: Attendance and raising of COI

Board members present: Allan Zuckoff, Chair; Judith Carpenter, Vice Chair; Colleen Marshall, Treasurer; Hiro Harai, member at large; Delilah Yao and Dee Ann Quintana, Operations Managers.

Meeting commenced at 2:00 PM Mountain Time

Regrets: Karin Nylind, Anette Sjøgaard Nielsen, Joel Porter

No Board members identified any COI regarding any of the agenda items to be discussed.

2. Minutes of the Last Meeting

Minutes of the May 28/29, 2013 meeting were unavailable for review.

Action: Dee Ann will draft the minutes and send them to the Board for review.

3. Old Matters

Action points of the previous meeting have been completed.

4. New Matters

There were no new matters to add to the agenda.

5. Employment and Volunteer Policy Evaluation

The legal advice that the Board received regarding employment policy was presented and discussed. The Operations Manager positions will need to be converted from independent contractors to part-time employment positions. The nature of the TNT Coordinator position was also judged to require a part-time employment relationship. We agreed that it would be prudent to seek estimates for the cost of administering employment/payroll and human resources tasks from a couple of sources.

The volunteer nature of the TNT Trainer, Support, and Reviewer roles was judged by the legal analysis to be sustainable. However, waivers for MINT Forum registration fees will need to be discontinued after the 2013 Forum for all volunteers who are not actually providing volunteer service during the Forum, to avoid the appearance of offering remuneration and thus treating the positions as though they were compensable.

We agreed, given the uncertainties surrounding the employment process and also regarding the affordability to MINT of hiring a full-time employee, and the likely length of time before these uncertainties are clarified, that we should go forward now with a call for applications for a part-time TNT Coordinator. This would allow the current TNT Coordinator, Jacki Hecht, to train the new employee through the final period of TNT preparations and during the TNT in Krakow, before the



new TNT takes over the role starting in November, 2013. There was also agreement that deferring the decision about turning that position into a full-time Project Director position seemed the safest decision. This would allow the Board time to determine the impact of these changes on the financial status of MINT prior to making a decision.

Action: Allan will send an e-mail to the Board members who could not be present today summarizing our decisions and requesting comments or concerns.

Action: Colleen and Anette will circulate the revision of the TNT Coordinator position specification they prepared previously for comments and finalization prior to posting the call for applications to the membership. The application review committee for the position was established previously: John Baer, Bill Miller, and current coordinator Jacki Hecht.

Action: Colleen is waiting for a bid from TriNet for an estimate of the costs of administering the employment/payroll and human resources processes. Colleen will seek out one more company to see if they will also bid on these services so we can compare costs. Colleen will also contact MINT's accountant about submitting a proposal for payroll administration. Once this information is available the Board will conduct a cost/benefit analysis among the options.

6. Nominating Committee Vacancies

The chair of the Nominating Committee will be vacant and a new chair will need to be selected. The Board discussed options for filling that position and for recruiting one more member for the committee.

Action: Allan will contact the current chair of the committee and ask if he would be willing to assist the rest of the committee in developing criteria for the Nominating Committee call for applicants.

Action: Allan will contact a candidate for chair identified by the Board to see whether she would be willing to be appointed to this role. If the candidate is unable to do so, Allan will draft a blog post to the membership inviting proposals to serve as chair.

7. Endorsed TNT Letter of Interest

The Board unanimously approved inviting ARGE SUCHTVORGEUGUNG Austria to submit a full application for MINT endorsement of a TNT to the MINT-Endorsed TNT Committee.

Action: Anette will send an e-mail to the group relaying the Board's decision, and notify the MINT-Endorsed TNT committee, too.

8. MI Across Cultures Proposal: Slovenia

After hearing Colleen's account of the conversation she had at the Board's request with the member who requested support for an MI dissemination project in Slovenia, the Board agreed that it would be appropriate for MIAC to consider the proposal. This judgment was based on clarification of the extent to which the local participants are stakeholders who are invested in bringing MI to their country and willing to contribute in a meaningful way to the process.



Action: Allan will send an e-mail to Joel, as the Board liaison to MIAC, asking him to contact Steve Rollnick, chair of MIAC, and request that MIAC review the proposal and consider whether it might be a viable and worthy pilot project that MIAC could use to develop the procedures and guidelines that the committee will follow in reviewing applications for support. Colleen will support Joel and Steve in this process.

9. Contract for 2014 TNT/Forum Venue

A provisional contract has been drafted and sent to the Board for review and approval.

Action: The contract will be considered for approval at the next meeting following further development by Joel, the Board event liaison for 2014, and Judith, the Board event liaison for the past several events, in consultation with Crispin of Hotels and Venues, the venue finder we are using.

10. 2013 Events

10.1 Public Services Fund Subsidy Update

Cristiana sent the Board a report and the recommendations of the committee for the 2013 TNT PSF subsidy recipients.

The Forum PSF application process is on going and will end on July 31, 2013. Recommendations will be made after that point.

An anonymised copy of the final report of the committee is appended to these minutes.

10.2 2013 TNT Update

The application process has slowed down, and it does not look like we will fill all this year's TNT slots. Judith and Jacki are working with Iga and Magda regarding the Polish applications.

10.3 2013 Forum Update

As of today there are 107 Forum registrations. The Early Bird period ends on July 18, 2013. A post has gone out to the membership outlining the preliminary Forum agenda.

The Salt Mines contract is ready to sign and the transportation and entertainment contracts are being developed. Once these are completed they will be signed. It was agreed that the entertainment for the evening be paid a small deposit to secure the date. Dee Ann and Delilah will work on the letter of agreement for the entertainment.

Action: The Board will make any necessary reductions to the contracts prior to the July 31st deadline. In the meantime Judith will speak with Crispin regarding the numbers.

11. Website Update

The Books and DVDs pages are now functional on the MINT Website. Some items need to be finalized, prior to notifying the membership.

Action: Final revisions will be made, and the pages will then be announced to the membership by the Website Coordinator.



12. Date and Time of Next Meeting

TBD

Action: Allan will send out an e-mail to the Board to set up the next meeting.

13. Adjournment

Adjournment at 4:00 PM Mountain Time