



# MINT Board Meeting June 25/26, 2013

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## 1. Opening: Attendance and raising of COI

**Board members present:** Allan Zuckoff, Chair; Judith Carpenter, Vice Chair; Colleen Marshall, Treasurer; Annette Søgaaard Nielsen, Hiroaki Harai & Joel Porter, Members at Large, Delilah Yao, Dee Ann Quintana, Operations Managers

Regrets: Karin Nylind, Secretary

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 May 28/29, 2013, will be posted when they are approved by e-mail. Minutes of the June 12/13, 2013 meeting are approved and will be posted when the May 28/29 minutes are approved and posted.

## 3. Old Matters

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

## 4. New Matters

None

## 5. Translations of Chapter Guidelines

Hiro received the chapter guidelines that were translated and sent to native speakers of each language for review. The German language document has a couple of lines that are being double-checked. When that issue has been resolved, all six documents will be ready to post for 60 days for comments from the membership.

**Action:** Hiro will work with Allan and Colleen to get the documents and a note posted on the website.

## 6. MINT Support for ICMI 4

The ICMI Steering Committee has requested that MINT provide financial backing as they are arranging contracts for the 2014 event, similar to the backing that was provided in preparation for ICMI 2012. The Board voted unanimously to approve this request.

**Action:** Joel will contact the ICMI Steering Committee and let them know the Board's decision.



## 7. TNT Coordinator Call for Applications

Final review and approval of the service specification for the 2013-14 TNT Coordinator position were completed. The text of the Board blog posting from last year's call for applications will be revised to include suggestions from several Board members. The approved document will be posted for 30 days.

**Action:** Allan will revise the posting and ask Colleen to post the document.

## 8. 2013 Election Cycle

Director Emeritus Cristiana Fortini accepted the Board's invitation to chair the Nominating Committee (NC) for the 2013 election cycle. 2012 chair and interim 2013 chair Rik Bes will remain as a member of the committee.

The NC sent the Board the nominations materials and timeline for the 2013 elections. The Board voted unanimously to approve the proposed timeline and materials.

### Election Timeline

June 28, 2013	Nominations open
August 30, 2013	Nominations of other members close
September 28, 2013	Nominations close
October 9, 2013	Nominations Committee sends report to the Board
October 28, 2013	Candidate Questionnaires posted for membership review
November 4, 2013	Elections open
November 18, 2013	Elections close
November 25, 2013	Announcement of successful candidates

The NC had previously recommended that a post be sent to the membership reviewing the history of the NC, its present make-up and functioning, and proposals for changes to the nominating process. It was suggested that the portion of the bylaws that ensures representation of non-Anglophone members on the Board be included in the posting.

**Action:** Allan will contact the NC to inform them of the approval of the timeline and materials and inquire whether the past/present/future posting to the membership will be ready to allow opening of nominations on June 28 as proposed.

## 9. 2013 Events

### 9.1 TNT Update

There are currently 81 applicants. Of those, 47 have been approved and 2 of these have declined for personal reasons; 19 have been declined and the rest are in the application process.



It is estimated that there will be two sections of 30 of the English language TNT Training. The deadline for applications is July 31, 2013.

The Polish TNT currently has two applicants, both of whom have been accepted. The deadline for applications for this section is August 16, 2013. Jacki and Judith have been liaising with the local hosts regarding the TNT process and encouraging as early applications as possible from the Polish applicants.

## 9.2 Forum Update

The Program Planning Committee has indicated that they have accepted 23 workshop proposals for the agenda, plus plenary and panel sessions. A Draft Forum Program will be posted to the website after it has been reviewed by the Board.

Melanie Seddon agreed to chair the Silent Auction. Judith contacted her regarding her role. Melanie will be forming a committee to support this event and may ask for assistance from the membership.

The contracts for the social event at the Salt Mines and the related transportation will be signed and sent to the respective companies.

**Action:** Judith will sign, scan and email the contracts and send the originals in the post.

The letter of agreement for the entertainment is currently being worked on and should be ready for signature soon.

**Action:** Dee Ann will be working with Magda on the letter of agreement.

## 10. 2014 Events

The contract from the 2014 venue has been received and reviewed. It has been suggested that we seek to reduce the number of guaranteed room nights for this function. The deposit amount was reduced and a Master Account will be set up to make payment. It is anticipated that the contract will be ready to be signed next week.

**Action:** Judith will speak with Hotels and Venues to see if it is possible to reduce the room allocation and then will sign the contract for 2014 on behalf of MINT.

## 11. Financial Consultant Recommendations on Managing MINT's Reserves

The Board reviewed the recommendations of the financial consultant for managing MINT's financial reserves consistent with legal guidelines and MINT's best interests.

Colleen presented the report to the Board and has indicated that MINT can have reserves with a specific purpose such as: Future Operations Expenses, Future Programs, Developing Programs and Strategic Initiatives.

The Board will review this issue carefully and it will be a discussion item on a future Board Meeting.



## **12. Non-US Bank Account**

Deferred until the next meeting

## **13. Website Update (discussed in 3. Old Matters)**

The Books and DVDs page are now functional on the MINT Website, and we are currently getting comments from the membership.

## **14. Date and Time of Next Meeting**

July 9/10, 2013

July 9 2:00 Mountain, 4:00 Eastern, 9 PM BST, 10 PM CEST; July 10 5 AM JST, 6:00AM AEST

## **15. Adjournment**

4:00 MST