



MINT Board Meeting August 27-28, 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 August 13/14, 2013, have been approved and will be posted on the MINT 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 members have interviewed the applicants and have sent the Board their recommendations.

Action: Colleen will contact Jacki Hecht for her opinion on a couple of issues regarding the TNT Coordinator position. The selected candidate will be contacted by Colleen, and a final decision will be made.

The Members Handbook process will be updated and sent to Karin as soon as Fiona McMaster is able to do so.

The Professional Development Committee (PDC) has been making good progress on trainer development and certification. They will be piloting the MINT Plus project, which would connect new TNT participants with MINT Guides to help them develop as MI trainers, at this year's TNT in Krakow. Surveys will be sent to registrants for the TNT and to MINT members who are attending the Krakow Forum to recruit volunteers to pilot this process. They will be sharing and piloting a first draft of a trainer rating tool at one of the plenary sessions at the Forum. They are proceeding with developing a process for pilot certifying a first group of MINT members as certified trainers.

Action: Allan will be assisting the PDC with sending out the MINT Plus surveys via the MINT Survey Monkey account.



Little feedback has been received on the Chapter Guidelines that were translated into several languages. The comments that have been received, together with the comments on the English version, will be sent to the International Advisory Committee for final revisions and returned to the Board.

Action: Hiro will send the comments to the IAC.

4. New Matters

No new matters were discussed.

5. Reinstatements

The Board received two applications for reinstatement. The Board approved both applicants unanimously.

Action: Delilah will notify the applicants of the Boards decision.

6. Website Coordinator Management Plan

Website Coordinator Chris Wagner joined the meeting to discuss his management plan for the website.

- Chris reported that most of the major renovations to the website are nearing completion and that the inherited programming from Smile-On that did not work correctly has been taken care of in collaboration with Events Online. Because Events Online lost its primary programmer in July and are understaffed, and because it would be more cost-effective to do so, he recommended that MINT begin to use individual Drupal programmers for as-needed work rather than relying exclusively on Events Online. The Board supported that request.
- Based on discussions with Website Committee chair Magnus Johansson, Chris recommends turning the website into something much more member-involved, instead of the current use of the website by just a few members. He would like to work with a committee of members to come up with ideas for improvement and help in carrying out the work to implement the recommendations. Areas that he will ask for feedback on include getting a simple structure and organization of resources and materials. His plan is to have each committee member “own” an area of the website so they are able to organize the work needed to improve it. He believes that the committee needs about six more members. He suggested that we disband the current Website Committee and that he and Magnus meet with volunteers interested in joining the newly structured committee. The Board supported these recommendations.
- Chris asked that we recognize members who volunteer to support the website for their service at the Forum and on the Website. The Board supported this request.
- **Action:** Chris will report to the Board monthly to update us on the progress of the website. The agreed-upon steps described above will be carried out in the coming months.



7. 2013 Events

7.1 TNT Update

August 31, 2013 is the deadline for payments to attend the English-language TNT. We may have as many as 65 paid participants for the international TNT sections.

The Polish TNT section has received 12 applications, and the deadline has been extended for one more week at the request of the Polish MINTies. Full and final payments are due on September 13, 2013.

7.2 Forum Update

Guilford Publishing has responded to Judith's communication and has approved the bookseller who will work with Taylor and Francis for the Forum. Judith sent an e-mail explaining our conditions for the book sales, which include a 20% discount to members as well as a fee of 10% of the total sales paid to MINT. She has not yet received a response to this e-mail.

Local host Iga Jaraczewska, Programme Planning Committee chair Katie Brogan, and Dee Ann will work together to post the Forum schedule and other useful information regarding Krakow, either on the Website and/or sent directly to the Forum registrants.

Action: Iga will contact Katie and Dee Ann and get the relevant posts out to the membership.

The Public Service Fund Committee request for volunteers to help at the auction has received an overwhelming response, and they feel certain that they have adequate help.

8. Non-US Bank Account

The Board researched the possibility of establishing an account in a bank outside the US to save on fees on transactions outside the US (primarily in Europe). If we did so, MINT would need to file a report once a year with the IRS. If there is a transaction of over \$10,000 this needs to be reported as well. The process of reporting can be time consuming and if the required forms were filled out by our attorneys it would cost more than the estimated savings in transfer fees.

Action: At this time, MINT will not set up a non-US bank account. The Board will revisit this issue if the need arises.

9. 2013 Election Process

This item was deferred due to time constraints.

Action: Karin, as Nominating Committee liaison, will update the Board on this process at the next meeting or by email if she is unable to attend the next meeting.



10. Date and Time of Next Meeting

September 10/11, 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