



MINT Board Meeting November 19/20, 2013

1. Opening: Attendance and raising of COI

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

Regrets: Joel Porter, Member at Large

The meeting commenced at 1:00 PM (MST)

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

2. Minutes of Last Meeting

Minutes of the meeting on November 5/6, 2013, have been approved and will be posted on the MINT website.

Action: Allan will send Dee Ann a final draft of the minutes to post on the Website.

3. Old Matters

Availability of all 2013-2014 directors and candidates has been confirmed for two blocks of days during which the mid-year meeting can be held. The next step in planning is to find a low-cost and accessible location and venue. The Board will wait until the new Board members are confirmed to continue the discussion on the 2014 mid-year meeting planning.

Due to the recent change in employment status of the Operations Managers an employment policy manual must be developed. At the Board's request, MINT's lawyers drafted a group of legally required policies for the manual. These need to be integrated with other policies governing MINT's treatment of its employees.

Action: Allan and Colleen will draft a document on employment policies for the Board to review.

4. New Matters

The Board received the final report on the 2013 TNT process from TNT Coordinator Jacki Hecht and MITI Coding provider Denise Ernst. The Board will review the report and discuss it at our next meeting.

Action: Judith will send a thank you email for a job very well and thoroughly done, and this item will be added to the agenda for our next meeting. The report will also be made available to the 2014 TNT Coordinator.



Judith made the Board aware that the UK MINT members are commenting on guidance from the National Institute of Clinical Excellence on weight management. As MINT has registered as a stakeholder for guidance comments the Board would like to see what is to be sent before the final version is submitted on behalf of the organization.

The process document that Colleen developed and sent to the Board has been approved for dues collections through 2015.

Action: Colleen will announce the changes to the dues process for 2015 to the membership with a link to the document on the website. The document is appended to these minutes as Appendix A.

5. Results of the 2013 Election

The 2013 elections results have been tabulated and the successful candidates are Patrick Berthiaume and Tim Godden.

Action: Karin will notify all of the candidates of the results and announce the results to the membership. Allan will send a welcome email to the new directors, including the updated Guide to the MINT Board of Directors, copies of MINT's articles, bylaws, and policies, and an inquiry regarding their availability to meet on the same day and time when we have been meeting during the past year.

6. 2014 TNT/Forum Events Planning

6.1 TNT

The Board approved Colin O'Driscoll moving forward with the plans that he sent to the Board to begin the 2014 TNT process. The Board discussed appropriate remuneration for former TNT Coordinator Jacki Hecht in the support and consultation role we requested she play for the 2014 TNT process. The Board also discussed asking her to step back into the role of Director Emeritus now she is no longer a contractor for MINT.

Action: The Board unanimously agreed to invite Jacki to resume her role as Director Emeritus and to offer her an honorarium for taking on the added role of TNT Coordinator Consultant. Allan will contact Jacki with regard to both of these matters.

6.2 2014 Forum

Joel sent the Board an update on the progress of planning for the 2014 TNT/Forum event.

There is a local group of 5 Georgia MINT members who have committed to participating and helping out with the Forum and the public event prior to the Forum. Joel sent them a fairly extensive brief on what will be involved. They are set to have a Skype calls with Joel before the end of the year to consolidate commitment and begin laying out a plan. They are planning to highlight Georgia's uniqueness and history.



For the social event, Joel is working with Emory University and Pat Andrews (the booking agent for the proposed band) about the costs involved. The Georgia MINT members are in agreement that music and food are key local uniting forces in the state and would be an authentic way to have a fun and memorable social event.

7. 2015 TNT/Forum Events Pre-Planning

The Board asked Judith and she accepted taking on the lead for the 2015 TNT/Forum venue selection. A survey asking the membership where and when the 2015 TNT/MINT Forum should take place will be developed and sent out to the membership.

Action: Judith will develop the survey questions and send them to the rest of the Board for comment. Once the Board are happy with the questions a survey will be sent to the membership via Survey Monkey.

8. Transition Planning

Because all directors were not able to be present for this meeting Allan proposed holding a special meeting prior to the transition of directors to discuss the transition process. The Board also agreed that we would like to informally welcome the new Board members by Skype before holding the new Board's first formal meeting. No MINT business will be conducted.

Action: Colleen will send out a Doodle request for available meeting dates and times for the special meeting of the current directors.

9. Practitioner Certification

The Board discussed what the next steps should be in considering MINT's involvement in certification of practitioners in MI. The comments collected at the Forum session on practitioner certification need to be collated and shared with the Board to inform our decision about next steps.

Action: Hiro will summarize the opinions, comments and views expressed during the session and in the listserv, and send them to the Board.

10. Trainer Certification Pilot

The Board reviewed the documents sent by the Professional Development Committee (PDC) regarding the proposed pilot trainer certification process. It was agreed that the draft trainer evaluation tool needs to be in completed form and sent to the Board for review before the pilot process can begin. The Board agreed that the committee should be permitted to conduct the initial pilot according to its best judgment once the trainer evaluation tool is approved.



Action: Allan will summarize the comments and send them to PDC chair Heather Flynn. Colin will be asked to coordinate with the PDC to ensure that the TNT training covers the domains the PDC have developed for the trainer certification process.

11. End of Year Message to the Membership

It was noted that the end of the year is approaching and the Board will need to prepare its annual message to the membership.

12. MINT-Endorsed TNT Committee Update

An application from Austria is expected early December. It is expected that this application will be reviewed by the committee and sent to the Board by mid-December 2013 with the committee's recommendation. If the application and the recommendation are received by that time, the committee requests that the Board can take a decision and let the applying group know the decision by January, 2014.

Action: The Board agreed to place this item on the agenda for the first meeting after the application and recommendation are received.

13. Date and Time of Next Meeting

Provisionally, pending availability of the two new directors: December 3/4, 2013

1 PM MST - Dee Ann & Delilah

3 PM EST - Allan

21:00 PM CEST – Anette

5 AM JST Hiro

6 AM Australia Joel

14. Adjournment

Meeting adjourned at 3:10 PM MST