



MINT Board Meeting October 22/23, 2013

1. Opening: Attendance and raising of COI

Board members present: Allan Zuckoff, Chair; Judith Carpenter, Vice Chair; Colleen Marshall, Treasurer; Hiroaki Harai; Members at Large; Delilah Yao and Dee Ann Quintana, Operations Managers

Regrets: Anette 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 October 9, 2013, have been approved and will be posted on the MINT website.

Action: Allan will send Dee Ann a final draft of the minutes and attach the Board presentation as an appendix to the minutes to post on the Website.

3. Old Matters

The Board received information from a member about an advertisement for training services that contrasted MINT membership with the quality of services offered. Initial discussion among the members of the Board and consultation with advisors did not result in consensus regarding any further steps to be taken. We agreed on further follow-up to get more information.

Action: Joel will follow up to investigate further and report back to the Board.

The Board approved up to \$100 for the purchase of a Thank You gift for our event management representative, Crispin of Hotels and Venues, for all his successful efforts in helping us organize the TNT and Forum in Krakow.

Action: Judith will select, purchase and send the Thank You gift.

The Board needs to pick dates for our mid-year face-to-face meeting. Colleen has sent a link to a Doodle poll to the rest of the Board. Colleen asked the Board to please respond to the request for availability of dates for the mid-year meeting.

MINT has not received the administrative fee from the Oslo endorsed TNT training as of yet.

Action: Colleen will follow up to collect the administrative fee for the Oslo TNT training and will let Allan know if a follow up request from the chair is needed.



4. New Matters

The Board was notified by Mieke Zinn about the death of a member: Ardjoeni Soekardi.

Action: Karin will follow up with Mieke on behalf of the Board.

5. Reports on Meetings in Krakow outside of the October 9th Board Meeting

5.1 Website Coordinator

Allan, Colleen and Anette met with Chris Wagner. They discussed the impending change of employment status for his position from independent contractor to employee, and what this change will mean to the position of Website Coordinator. Chris asked for time to discuss with his University administrator about being employed by another organization.

The Board also discussed with Chris the progress on the website and the desire to first create a vision and project plan that the Board approves prior to the work being created. Chris agreed to set up a forum for the board to share their ideas, then create a project vision and plan for the board to review and approve.

Action: Colleen will follow up with Chris on the employment conversation and the Website Project Plan. Delilah will send Chris a mock-up of her vision for the front page of the website.

5.2 Professional Development Committee Chair

Judith and Allan met with Heather Flynn to discuss the progress of the committee's work on trainer certification and specifically a plan for a Trainer Certification pilot process involving past TNT Trainers.

Action: Allan will send a list of past TNT trainers and their contact information to Heather. She will send a plan to the Board with details of how the piloting process will be done in the next few weeks.

5.3 Meeting with the Former Public Service Fund Committee Chair

Rachael Green met with members of the Board to discuss the continuation of the PSF Committee. Rachel shared with the Board her concerns about the way decisions regarding the role of the committee had been made. The Board thanked Rachel for sharing her concerns and for her ongoing support of the PSF and conveyed our excitement that Rachel has agreed to resume this role.

Action: Rachel has agreed to resume her service as the Chair of the PSF Committee. The PSF committee will be reinstated with a clarified and narrower role and is expected to work with MIAC.

6. Reinstatements

There were no reinstatement requests to review.



6.1 Member-proposed Reduction of Dues for Reinstated Members

Tom Barth sent an e-mail to the listserv asking the Board to consider charging reduced dues to reinstated members. Currently reinstated members are charged a prorated dues amount for the year in which they resume membership. The Board discussed this suggestion.

Action: The Board decided to keep the process as is.

The Board discussed a new MINTie's suggestion that dues for new members be reduced or eliminated for the first year following their TNT. Currently new members' prorated dues for the final three months of their TNT year (Sept. to Dec.) are included in their TNT registration fee and thus they have that period to evaluate whether they want to continue their membership. The Board agreed that this does not appear to be enough time and that MINT's financial status now permits consideration of waiving or reducing first year MINT dues. We also considered the option of increasing the TNT registration fee for the first time in a number of years to partially offset this decrease in revenue.

Action: The Board voted unanimously to offer one year of membership without dues payment to new members following their TNT, beginning with the 2014 TNT. The TNT registration fee will be increased by half that amount, to \$900.

The Board discussed the possibility of opening the dues collection process either after or well before the TNT/Forum event (October 15th). This would allow the Operations Managers an opportunity to deal with the dues process without interfering with the Event preparations.

Action: The Board agreed that the policy of starting dues collection during the final preparations for our annual event should be changed. We will return to this topic to come to a final decision regarding when to start the dues collection process.

Action: Colleen will prepare a Board Blog for Board review to remind the members about the availability of a dues waiver for those with financial hardships and the procedure for requesting a waiver.

6.2 Exploration of Reasons of Dropping out from MINT

Jeff Breckon sent an e-mail to the listserv suggesting that MINT follow up on reasons why people leave or drop out from MINT. This prompted the Board to reconsider an earlier idea to survey past MINT members as to their reasons for leaving the organization.

Action: Judith will develop a draft questionnaire for the Board to review that can be sent out as a survey to members who decided not to continue their membership.

7. Employment Practices

This item was moved to the end of the meeting to allow the Operations Managers to leave the meeting, and the Board to discuss personnel issues.



8. 2014 TNT/Forum Events Planning

8.1 TNT Update

Colin sent an opening report to the Board suggesting changes to the TNT process. The Board will be asking Jacki Hecht to take on an advisory role with MINT to assist with these changes.

Action: Allan will contact Colin and invite him to join the next Board meeting to discuss the opening report, and to ask him to forward the opening report to Jacki Hecht for feedback prior to that meeting.

9. 2013 Election Process Update

Candidate Questionnaires are ready to be posted on the website for members to review.

Action: Karin will post the questionnaires on the website and send out a Board Blog.

10. Chapter Affiliation Guidelines

This item was deferred until the next meeting.

11. Financial Reserves Policy

This item was deferred until the next meeting.

3:49 PM Mountain Time the Operations Managers left the meeting for the Board to discuss personnel matters.

12. Date and Time of Next Meeting

November 5/6, 2013

1 PM MST - Dee Ann & Delilah

3 PM EST – Allan, Colleen

8 PM BST – Judith

21:00 PM CEST – Karin & Anette

5 AM JST (November 6) Hiro

6 AM Australia (November 6) Joel

13. Adjournment