



# MINT Board Meeting Minutes

## Krakow, Poland, October 9, 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; Karin Nylind, Secretary; Anette Sogaard Nielsen, Hiroaki Harai and Joel Porter, Members at Large; Dee Ann Quintana, Delilah Yao, Operations Managers

The meeting commenced at 9:00 AM Krakow, Poland Time

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

### 2. Minutes of Last Meeting

Minutes of the meeting on September 24, 2013, have been approved and will be posted on the MINT website.

### 3. Old Matters

Action items from the previous meeting were reviewed.

### 4. New Matters

A question regarding an advertisement for MIST, "Motivational Interviewing Supervisor Training," was raised by a MINT member. It was determined that this training has no relationship to MINT and that no steps need to be taken to address it. However, it was suggested that Theresa Moyers and Bill Miller, who we believe were involved in the development of MIA:STEP (the basis for the MIST credential) be consulted for further information.

**Action:** Allan will contact Theresa Moyers and Bill Miller to discuss this issue further.

### 5. Board Presentation to the Annual General Meeting

The draft report of the Board to the membership, in PowerPoint form, comprised of slides contributed by chairs of the committees as well as by members of the Board, was reviewed. Additions, revisions, and clarifications were made, and we distributed the further work still to be done to complete the report. The final version of the report is appended to these minutes. It was agreed that Allan would take the lead in presenting the Board's report to the membership and Judith would take the lead in organizing the committee breakouts to follow.



## 6. Chapter Affiliation Guidelines

The comments from individual members and several informal chapters on the Chapter Affiliation Guidelines were collated by Hiro. Due to limited time available to discuss these comments at this meeting the Board agreed to take this up again at a later time. The Board did agree that sufficient opportunity has been given for members to comment and that following our revision of the guidelines in light of the comments received, we should send the final version out the membership in preparation for a vote on adoption.

## 7. Employment Practices Update and Planning

The transition from independent contractors to employees has begun and the first payroll will be issued for the end of September, 2013. Colleen is working with ADP, the company that is handling this process for MINT, and has indicated that time reports will be due by the 3<sup>rd</sup> of each month for processing.

The Board will also need to determine what further actions are needed to complete the transition as well, e.g., developing an Employee Handbook.

The Board discussed the need to have formal supervision with employees. It was decided the Treasurer will supervise the Operations Manager involved in budgets, the Vice Chair will supervise the Operations Manager involved in membership. For now this means, Colleen will supervise Dee Ann and Allan (until the new elections are decided) will supervise Delilah. The supervision of the TNT Coordinator will be handled by Joel, as lead on the 2014 events, and the Website Coordinator for now (until new elections) will be supervised by Colleen.

**Action:** Allan will consult MINT's lawyers for their guidance on the needed steps. After the Board hears from the lawyers, Colleen will coordinate a list of items that need to be accomplished to the Board for review.

## 8. Financial Reserves Policy

Not addressed due to time limitations. This discussion will be started by e-mail, prior to the next meeting.

## 9. 2014 TNT/Forum Events Update and Planning

The 2014 TNT/Forum will be held in Atlanta, Georgia on October 6<sup>th</sup> through the 11<sup>th</sup>.

Joel has suggested a local public event such as a "state of MI" conference or "introductory" one day workshop at a minimal cost to the participants. This meeting would be held prior to the Forum, possibly Monday, and could involve offering continuing education credit (CEUs).

Joel is also compiling information regarding the Social Event.



**Action:** The Board supported in principle the idea of an event prior to the Forum open to the public, pending determination of its financial and logistical viability. Joel will send the information he has compiled thus far to Dee Ann, who will start the budget for the 2014 Events. Joel will also investigate what would be involved in offering continuing education credits for those attending a public event.

## **10. Lunch and meeting with MITI Coding contractor Denise Ernst**

Denise discussed issues about the MITI Coding of the 2013 TNT samples this year and how they were resolved. She also indicated that changes that may be coming for the 2014 TNT sample MITI coding process. The newest version of the MITI may be available for the 2014 coding process and if it is available, this is the version that will be used.

## **11. Report of the Nominating Committee**

The committee indicated in the document it created and shared with the membership during the summer that the current bylaws regarding the automatic election of one non-Anglophone member to the Board each year may end up being very un-democratic. The Board had independently developed a similar concern and discussed possible changes to the bylaws in our annual meeting in Surrey. We also agreed that in addition to ensuring diverse representation on the Board, it is important that at least one director reside in the country in which MINT is incorporated. As a result, we developed a proposal to make changes the bylaws. The proposed language will be presented to the membership during the AGM (please see Appendix A, "Election of Directors," for this language) and will later be put to the Membership for vote and adoption.

There will be a vacancy on the Nominating Committee when Rik Bes steps off as planned following the 2013 election. The Board requested that a list of possible replacements be sent to them for consideration.

The Board accepted the proposed candidates for the upcoming election of directors: Patrick Berthiaume, Tim Godden, Jennifer Luther. The election opens on November 4, 2013. The candidates are to be notified by e-mail that their candidacy has been accepted, and their candidate questionnaires will be posted for membership review after their notification.

## **12. Mid-Year Board Meeting Planning**

Deferred due to time limitations.

## **13. Meeting with MINT TNT Coordinators**

Jacki Hecht and Colin O'Driscoll (the current and new TNT Coordinators) met with the Board to discuss the 2013 process and possible changes to the 2014 process.

The Board welcomed Colin and thanked Jacki for her dedication to MINT and the TNT Training.



Please see Appendix A, “Preparing for MINT TNT - 2013,” for further information on the work of the TNT Coordinator in collaboration with the MITI coding team.

#### **14. Meeting with International Advisory Committee Chair (IAC)**

Ivan Balan joined our meeting via Skype. The IAC has been invited to attend meetings of other MINT committees to offer IAC input on the issues being discussed. The Board asked that the IAC work with the Reinstatement Committee to review the current reinstatement application to make it more culturally competent. It was suggested that volunteers or university students might be recruited to translate MINT official documents, under the supervision of the IAC. The Board agreed to provide financial support for this work.

The Forum this year had some International interactions. The IAC recommended that MINT Forum organizers work towards providing simultaneous translation of plenary sessions, based on a minimum number of Forum attendees requiring translation to a specific language.

We discussed the fact that we have not received as much feedback from members on the Chapter Affiliation guidelines as we’d hoped. The IAC will seek to collect more feedback from regional groups regarding the guidelines and submit a revision of the document based on that feedback as well as feedback already received by January 31, 2014.

#### **15. Meeting with Polish and International TNT Sections**

The Board met with all three TNT sections in a plenary session. Essentials of MINT membership were reviewed and the newest members of MINT were welcomed.

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

October 22/23, 2013

2 PM MST - Dee Ann & Delilah

4 PM EST – Allan, Colleen

9 PM BST – Judith

10 PM CEST – Karin & Anette

5 AM JST -Hiro

6 AM Australia -Joel

#### **17. Adjournment**

5 PM Krakow, Poland Time

# **Appendix A**

## **Report of the Board of Directors**

### **Annual General Meeting**

**Krakow, Poland**

**October 11, 2013**

**10:30 am**

# Acknowledgements and Thanks

## Founders

Bill Miller, Steve Rollnick

## Directors Emeritus

Rik Bes, Cristiana Fortini, Kathy Goumas, Christina Näsholm

## Operations Managers

Dee Ann Quintana and Delilah Yao

## Website Coordinator

Chris Wagner

## Committee Chairs

Ivan Balan, Denise Ernst, Cristiana Fortini, Heather Flynn, Tim Godden, Karen Ingersoll, Magnus Johansson, Fiona McMaster, Cathy McNeilly, Allan Zuckoff

# Acknowledgements and Thanks

## **TNT Coordinator 2012-2013**

Jacki Hecht

## **TNT Trainers and Trainer Supports**

Stephanie Ballasiotes, Igor Koutsenok, Jeff Breckon, Kylie McKenzie, Rik Bes, Iga Jaraczewska

Daniel Mullin, Mary Dugan, Helen Mentha, Mark Farrall, Magda Polec

## **Local Hosts**

Iga Jaraczewska, Magda Polec

## **Programme Planning Committee**

Katie Brogan, Nicki Venable, Pilar Lusilla

## **Silent Auction**

Melanie Seddon, Chair









# MINT Reserves



# MIAC

## Chapter Affiliation

Lets  
grow  
together



- Practitioner certification
- Public 1-day event prior to the TNT/Forum

# The Board

- 7 directors
  - 4 officers, 3 members at large
  - Volunteer service
- Meetings
  - Biweekly on Skype
  - Mid-year 3-day retreat (2013: Surrey, England, UK)
  - 1-day meeting before the Forum
- Each director works on Board business 5-10 hours/ week in addition to meetings
- Consensus model of decision-making
  - Decisions by vote if consensus cannot be reached

# The Board

- Supported administratively by Operations Managers
- Advised by Founders Committee and Directors Emeritus
- Guided by committee recommendations and member consultation through surveys and informal solicitation of views via listserv / Eforum / Board blog
- Major changes of policy or direction require a vote of approval by the full membership

# Election of Directors

- Nominating Committee (NC) 2013
  - Chair: Cristiana Fortini
  - Members: Rik Bes, Christina Näsholm, Karin Nylind (Board liaison)
  - Recruits and recommends candidates to stand for election to the Board
    - Two seats open as of this autumn
  - Feedback and comments requested via Board blog on document proposing changes in the NC
    - <http://www.motivationalinterviewing.org/mint-nominating-committee-past-present-future-2013>

# Election of Directors

- Candidates for 2013: Patrick Berthiaume, Tim Godden, Jennifer Luther
- 2013 Election timeline
  - 28<sup>th</sup> October 2013 - Candidate questionnaires will be posted to website for membership review
  - 4<sup>th</sup> November 2013 - Board Elections open
  - 18<sup>th</sup> November 2013 - Board Elections close
  - 25<sup>th</sup> November 2013 - Board announcement of successful candidates



# Election of Directors

- Section 6.15 A. (Current)
  - In any election of directors, the candidates receiving the highest number of votes are elected, except that one director whose native language is not English, and who resides in a country the primary language of which is not English, will be elected in each annual election of directors...
- Section 6.21 A. (Current)
  - [The Nominating] committee will nominate at least one candidate in each election whose native language is not English, and who resides in a country the primary language of which is not English.

# Election of Directors

- Proposed changes to be voted on by the membership
  - The candidates who receive the most votes are elected, regardless of language / country of residence, unless not electing a non-Anglophone director would result in no non-Anglophone member of the Board
  - The Board will always have at least one member who lives in the country in which MINT is incorporated
- Why the changes?
  - To balance the values of ensuring diversity on the Board and respecting the choice of the majority of the membership
  - To ensure that the Board has the necessary knowledge and capacity to manage the legal requirements of the country in which MINT is incorporated

# Election of Directors

- Section 6.15 A. (Proposed)
  - In any election of directors, the candidates receiving the highest number of votes are elected, except that if there will be no director whose native language is not English, and who resides in a country the primary language of which is not English, following an election, unless a candidate whose native language is not English, and who resides in a country the primary language of which is not English, is elected, then one director whose native language is not English, and who resides in a country the primary language of which is not English, will be elected in the annual election of directors.

# Election of Directors

- Section 6.15 A. (Proposed)
  - If there will be no director who resides in the country in which MINT is incorporated following an election, unless a candidate who resides in that country is elected, then at least director who resides in the country in which MINT is incorporated will be elected in the annual election of directors.

# Election of Directors

- Section 6.21 A. (Proposed)
  - If there will be no director who resides in the country in which MINT is incorporated following an election, unless a candidate who resides in that country is elected, then the Nominating Committee will nominate at least one candidate who resides in the country in which MINT is incorporated.

# Service Mark Protection

- “MINT,” “Motivational Interviewing Network of Trainers,” and the MINT logo are now registered service marks in the US
- Applications for service mark registration in numerous other countries are in progress
- This allows us to control how and for what purposes the name of MINT is used

# MINT Employment Practices

- At the suggestion of MINT's primary attorney, a review of MINT's employment practices was commissioned from a law firm specializing in employment practices
- Their advice was that our Operations Managers, Website Coordinator, and TNT Coordinator met the US federal definitions of employee rather than independent contractor
- Contracted with a payroll and human resources company, ADP, to manage MINT's new employment payroll beginning September, 2013

# Treasurer Report

- We continue to be financially stable and projecting to have a surplus in the next fiscal year (financials are posted on the website for membership review)
- Dues remain the same for 2014:
  - Dues paid in regular time Sept 15 to Dec 31, 2013 are \$110
  - Dues paid from Jan 1 to Sept 14, 2014 will include late fee and will be \$160
- MINT reserves



# *Preparing for* **MINT TNT - 2013**



# A Year in the Life...

1. TNT Trainer/Support Selection
2. Set up Online TNT Application Process
3. TNT Participant Application Review
4. TNT Workshop Development

# TNT Trainer/Support Selection

- Assemble/Oversee Review Committee
  - ✧ Prior TNT Trainers
    - ★ Steve Berg-Smith
    - ★ Ralf Demmel
    - ★ Cristiana Fortini
    - ★ Terri Moyers

# Invited Applications

- 2010 – Invited Applications for TNT Trainers
  - ✧ Returning TNT Trainers
  - ✧ New TNT Trainers
  
- 2012 – Invited Applications for TNT Supports

- **Selected Trainers**

- ★ Stephanie Ballasiotes and Igor Koutsenok
- ★ Jeff Breckon and Kylie McKenzie

- **Supports**

- ★ Mary Dugan and Daniel Mullin
- ★ Mark Farrall and Helen Mentha

## **Polish TNT**

- ★ Rik Bes and Iga Jaraczewska
- ★ Magda Polec

# Online TNT Application Process

- Reformatted application questions
- Added self-reflection questions
- Added questions on TNT learning goals
- Included MITI Coding in 2012

# TNT Participant Application Review

- Separated Application Review Process from TNT Workshop Development
  
- 2012 TNT Trainers Served as Reviewers
  - ★ Cathy Cole and Colin O'Driscoll
  - ★ Tim Godden and Ali Hall
  - ★ Paul Burke and Mindy Hohman

# TNT Workshop Development

- Standardizing TNT Training Sections
- Collaborating with TNT Supports
- Incorporating Concepts from MI-3
- Generating ideas for the future



# 2014 TNT Coordinator Colin O'Driscoll



**Na zdrowie! – To Health!**

# Work Sample Submission

- Clarified requirements regarding target behavior
- Gave guidance about using real clients or real-plays versus role plays
- Required the applicant to do a self-review and evaluation of his/her own recording
- Provided longer time frame for completion of the work sample

# 2013 Work Sample Reviews

- 116 work samples submitted
- Samples in 12 languages
- 25 individual reviewers/coders
- Double coding done with several English samples; used routinely in languages where coding is new
- All questionable or borderline samples are double coded/reviewed

English 49

Polish 17

Dutch 5

Swedish 20

Hebrew 4

Cantonese 3

Danish 3

Norwegian 1

German 1

French 2

Japanese 7

Spanish 1

Estonian 4

# MITI coding

- MITI coding completed when there were trained coders in a given language. We were looking for coders with demonstrated reliability.
- Active coding labs (English and Swedish)
- Trained coders or newer coding labs (Estonian, Dutch, Norwegian, Danish, Spanish, French, German)

# No coders!!!!!!!

- A qualitative review process was initiated for using in languages in which coding was not available (Japanese, Cantonese, Hebrew).
- MINTies were recruited to review these work samples and provide an evaluation of the MI.
- Building capacity and making MI available in new and diverse areas was considered in this effort.

# Qualitative Review



1. What is the context of this session?
2. What evidence was there for the spirit of MI? How was that spirit conveyed?
3. How did the clinician demonstrate a preference for change talk? Were there many missed opportunities to do so?
4. How well did this clinician avoid the righting reflex? Were there opportunities in the session to respond to discord within an MI perspective?
5. Was there evidence of MI-Inconsistent behaviors, such as giving advice without permission or confronting the client?
6. Based on the MI skills demonstrated, does this person seem prepared to participate in a TNT? If not, what might help the person prepare for a future TNT?

# Looking to the future

- We are actively looking for interested MINTies to participate in the coding and review processes as we move forward; to provide feedback on the process and to help with work sample reviews in the future
- Contact Denise if you are interested.  
[denise.ernst9@gmail.com](mailto:denise.ernst9@gmail.com)



# TNT and Forum 2014

- Meeting details
  - Emory Conference Center, Atlanta, Georgia, USA
  - October 6<sup>th</sup> – 8<sup>th</sup> (TNT), 9<sup>th</sup> – 11<sup>th</sup> (Forum)
- Selected following call for recommended cities to all MINT members
  - Short list of 6 cities that met revised criteria (based on Site Selection Survey)
  - Investigated by contracted venue finder, Hotels and Venues
  - Final selection made by the Board
- Call for recommendations for 2015 site (Europe) will be coming out after the Forum

# Review of Committees

- Professional Development
- Member Services
- International Advisory
- Website
- Finance
- Founders
- MITRIP Editorial Board
- Nominating
- Reinstatement
- MINT Endorsed TNT
- Director Emeritus
- MI Across Cultures

# **MINT Professional Development Committee (PDC)**

**Update MINT Forum 2013**

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# Mission of the PDC

- To develop and refine, in conjunction with the MINT BoD, recommendations, standards and processes supporting continued MINT trainer development post-TNT and *voluntary/elective* trainer certification
  - To help promote ongoing professional development for MINTees who would like such guidance
    - MINTees of course are free to pursue any such opportunities as well as *voluntary/elective* trainer certification
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# Two Major Parts of Recent PDC Work

## The WHAT:

- What should core competencies should MINT trainers have and be able to demonstrate?
- How to operationally define and assess these competencies for the purposes of assessment, demonstration and improvement

## The HOW

- Pilot process for evaluating proposed domains and assessment system and implementation issues involved in certification
-

# PDC Sub-Committees

- Trainer Evaluation System Development
  - New Mintee Development Program
  - International Advisory Committee Liaison
-



# Member Input since Ft Wayne on Key aspects of our work

1. Feedback forms and PDC members available throughout the 2012 Forum
  2. Work with the International Advisory Committee
  3. 2012 PDC workshop
  4. Listserve
  5. 2012 MINT Member survey (n=478)
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# Phased work proposed last year and progress

- **Phase 1** Expert consensus process to inform MI trainer competencies linked to quality in conjunction with review of existing trainer quality rating tools (Completed)
- **Phase 2** a manageable scaled pilot led by a sub-committee (Devised and ready)
- **Phase 3** Qualitative and quantitative feedback from pilot trainer evaluation process and content to be refined and implemented (Jan-March 2014)

\*\*Aspects will be informed by MINT Plus pilot underway!

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# Now and Next...

- Domains and accumulated feedback and consensus on principles have been compiled into a pilot trainer assessment process with accompanying tool
  - Core (minimal competencies) that may be observable, feasible, developmental, and reliable (across cultures) are included
  - All of these aspects and more will be tested in the pilots
  - Multiple opportunities for input and feedback will continue to be sought
-

# MI Across Cultures

- Chair: Steve Rollnick

# Website Committee

- Website Coordinator: Chris Wagner
  - Eforum and listserv changes
  - Changes or improvements to the website
  - Future of website
  - Ways to contribute to vision and help of moving website forward

# International Advisory Committee

- Members:

- Ivan C. Balan (Chair)
- Ivalyo Raynov (Vice Chair)
- Harai Hiroaki
- Carolina Yahne
- Mieke Zinn
- Georgi Vasilev
- Pilar Lusilla
- Helen Mentha
- Patrick Berthiaume

- Structure

- Hold conference calls every other week
- Elections are held yearly in November.

# Activities: Oct. 2012 to Oct. 2013

- November 2012
  - Feedback from meetings at 2012 Forum
- January 2013
  - Consultation with the Professional Development Committee regarding trainer certification in an international context
- February 2013
  - Began to collaborate with MINT PPC on their preparations for the 2013 Forum
  - Consult with Jackie Hecht on the TNT application process and offer support for international applicants
- March 2013
  - Submitted recommendations to Board on Increasing Accessibility of International MINT Members

# Activities: Oct. 2012 to Oct. 2013

- April 2013
  - Review, discuss, and provide feedback to the PDC on the trainer development survey
- June 2013
  - Begin preparations for Forum activities and presentations
- August 2013
  - Discuss Board minutes regarding IAC and prepare response
- September 2013
  - Finalize plans and presentations for the Forum and meetings with the Board

# Member Services Committee

- Chair: Fiona McMaster
- Primary goal: to produce a Member Handbook by end of 2013
- One stop for questions that new and old MINTies may have
  - Codes of conduct
  - Committees and links to groups
  - Web-ready and printable

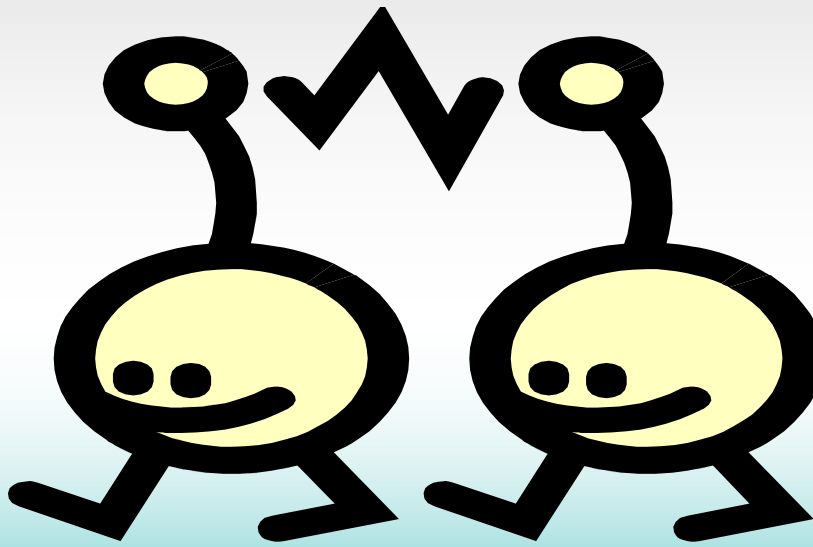
# New Committee Members Welcome

- Timeline before the end of the year
- Writers (content)
- Editors
- New MINTies with questions to help shape the document
- Talk to Fiona McMaster now or before the end of Saturday



# Cloning a Fraternal Twin:

An update on the work of the MINT-  
Endorsed TNT Committee



2013 MINT Forum,  
Krakow

# Committee membership

- Ali Hall
- Anette Søgaard Nielsen (BoD liaison)
- Christina Näsholm
- Denise Ernst
- Jacki Hecht
- Jonnae Tillman
- Karen Ingersoll
- Ralf Demmel
- Tim Godden (chair)

(Thanks to former member Gian Paolo Guelfi)

# Current process:

- All the details described in “Application to Host A MINT-Endorsed Training of New Trainers” document (available on MINT website)
- Brief overview:
  - Letter of interest sent to Board
  - If the letter is approved, then application is prepared and submitted.
  - If application successful, then event planning proceeds in partnership with MINT.

# Reinstatement

- Chairs: Denise Ernst and Karen Ingersoll

# Finance Committee

- Chair: Cathy McNeilly
  - Three additional members
- Activities – 2012-2013
  - Review and audit MINT tax returns
  - Discuss committee goals and needs
- Goals
  - Develop clear financial policies
  - Coordinate with other committees to increase donations
- Needs
  - Add members who are not from North America

# MITRIP Editorial Board

- MINT's open access online journal
- Editor: Allan Zuckoff
  - Editorial board
- Two issues have been published but we are behind schedule...
- Submissions and assistance welcomed!

# With Gratitude...

