**APPROVED**

**INARS Executive Meeting**

**March 2, 2015**

**1:00 pm-2:30 PM EDT**

Present: Georgena Eggleston, Bonnie Muller, Theresa Pettersen-Chu and Nan Shugart

Absent: None

|  |  |  |  |  |  |
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|  | **TOPIC** | **DISCUSSION** | **ACTIONS/**  **COMMENTS** | **RESPON-SIBILITY** | **TIME-**  **FRAME** |
| **1** | Budget Process | Georgena is still gathering data for next year’s budget plan. She will be meeting this week with Faina to put data into QuickBooks and develop a budget.  By this Friday, Georgena will email the Exec. Board a budget summary for 2014-2015 and a proposed draft budget for 2015-2016 in preparation for March’s Board meeting. | Send Board budget summary | Georgena | This Friday |
| **2** | Nominating/Elections | Member at Large (3 year position) – Paul F. emailed Nan and will be sending Nan his ‘statement of intent’.  Member at Large (1 year position) – Sally Doran wants to talk to Nan. Nan to follow up.  President-Elect – Bonnie spoke with Justin, but feels like he won’t take it.  Theresa has decided not to serve as past president next year and will inform the Board at the meeting. She will also state that she’s willing to be named chair of Certification Maintenance until she finds a replacement. She will not be coming to Board meetings, however. This way, we can still have a named chair of CM which is ESSENTIAL!  Bonnie says we need to just keep going. | Follow up with Sally D. | Nan | asap |
| **3** | Maestro Class | General invitation to members or specific invites?  Sarah Baker who is a current Maestro suggests that we find several people that would be interested in this role and Sarah could train them. We agreed that an “open invitation” to all to sign up with Sarah Baker is the best plan. |  |  |  |
| **4** | Gifts for departing Board members | Shell gift type agreed upon. Cost reasonable and would be shared by all Board members. Bonnie will send an email updating Board members who are staying about the gift plan. Georgena will bring gift bags and tissue. | Email Board members who are staying about gifts | Bonnie | asap |
| **5** | Brochure | We can accomplish minor changes to the brochure by email exchange. Theresa has an image that she will send to us to substitute for the front of the brochure. Bonnie would like us to respond to each other with our comments on the brochure. Recommendations taken by the Board and at the Board meeting make a decision. Maybe print 500 to begin with. | Comment on brochure changes  Make a final decision | Executive Board  Board | Asap  March Board mtg |
| **6** | Annual Meeting Format | At March Board meeting, Bonnie will describe the map and the 11 stepping stones. Board member representing that stone would wear a “sandwich sign” and would have a handout that summarizes that stone. Everyone at the conference will go to every station, mill around, talk and share, get handouts. Have some specific guiding questions for dialogue at the beginning and the end. Motivational set up. Then the people go back to the stepping stone that perked their interest. Interest groups. Engage and activate people - “empower” synergists. Power point on the wall the Visibility Vista. Watch webinar that Theresa recently emailed to us about motivating members. | Watch webinar | Exec. Board | asap |
| **7** | Next meeting: | Sunday, April 12th at 4:00 pm. | Email reminder | Bonnie | A few days prior |