**APPROVED**

**INARS Executive Meeting**

**January 11, 2016**

**3:00 pm – 5:00 pm EST**

Present: Georgena Eggleston, Bonnie Muller, and Nan Shugart

Absent: None

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **TOPIC** | **DISCUSSION** | **ACTIONS/****COMMENTS** | **RESPON-SIBILITY** | **TIME-****FRAME** |
| **1** | Change of By-Laws Process | We need to outline process of how we need to change By-Laws. Save for another Board time. | Delay action | Bonnie | When convenient |
| **2** | Logo Funding | We can delay this.  | Delay action | Bonnie | Feb. Board Mtg. |
| **3** | Finance Update | Georgena sent a Treasurer’s Report for 2015-2016. |  |  |  |
| **4** | Nominating Update | Nan will contact Mike, Chair, to have a committee meeting. | Contact Mike | Nan | asap |
| **5** | How To Manuals  | Bonnie will send manuals to the board for their review. | Email manuals to Board | Bonnie | asap |
| **6** | Trainee Fees | Chris Hammer sent a proposal regarding Trainee Fees which the Executive Board has reviewed. Executive Board is in agreement with Chris’ proposal regarding a change in the Trainee fees. | Share with Board  | Bonnie | Jan. Board mtg. |
| **7**  | Conference | Executive Committee discussed the current Conference schedule.  | Discuss with Board | Bonnie | Jan. Board mtg. |
| **8** | Visioning with Board | Georgena will lead this. | Visioning | Georgena | Next Board Mtg. |
| **9** | Next Meeting | Bonnie, Georgena and Nan will email each other to determine the date and time for the February Executive Board Meeting. | Send email to determine date/time | Bonnie, Georgena, Nan | asap |