**INARS Executive Meeting**

**Thursday, November 10, 2016 8:30-10:00 PM**

Present: Melba Amos, Nancy Jeffreys, Bonnie Muller, Carol Nichols

Absent:

|  |  |  |  |  |  |
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|  | **TOPIC** | **DISCUSSION** | **ACTIONS/**  **COMMENTS** | **RESPON-SIBILITY** | **TIME-**  **FRAME** |
| **1** | Opening | After sharing our feelings as a result of the U.S. election we moved our focus to our Agenda |  |  |  |
| **2** | License agreement with TIRF | Bonnie sent her thoughts to the INARS Board prior to tonight’s Exec meeting and went over them with us. There was agreement with taking the simple route and make only a few necessary changes to the INARS license with TIRF | Discuss/vote on Bonnie’s suggestions | INARS Board | Sunday, Nov 20, 2016 |
| **3** | SOP/EP | Clarifications: to make changes to SOP/EP send out original working and the changes we want to make with the rationale, then members comment and Board approves/disapproves; changes to the By-Laws require the majority of the Members voting on the proposed changes. | none | NA | NA |
| **4** | Budget | We all received an updated budget report from Nancy and discussed and clarified line items. The Exec committee should start preparing the annual budget in February to be finalized in April. Committees will be asked to submit their budget requests in February. May 1 –April 30th is our fiscal year. With regards to tax prep, Nancy will use the IRS Short Form to save $500. | Make corrected changes to budget  File Form 990N | Nancy  Nancy/Georgena? | soon |
| **5** | Website | The new website is getting closer. | none | - | - |
| **6** | Membership Chair | Mary has served 3 years as Membership Chair and wants to end her term before July.  Mary would like to be the Marketing Chair. | Put this on Agenda for INARS Board meeting | Bonnie | 11-20-16 |
| **7** | Member at Large | We discussed Tabatha Debruyn for member at large position on the Board. Melba sent us info about Tabatha prior to the meeting. Melba will send this info to Board members for discussion Nov. 20. Bonnie suggested a couple of members interview her, then consider and vote on appointment at Dec. meeting | Send her related books and material | Bonnie  Toni & Georgena) | soon |
| **8** | Next Meeting | Thursday, December 8, 2016 | Send out Agenda | Melba | 1 week prior |
| **9** |  |  |  |  |  |
| **10** |  |  |  |  |  |