**APPROVED**

**INARS Executive Meeting**

**December 8, 2014**

**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 Update | Georgena emailed a treasurer’s report. There is a need to allocate another $1350 to Virtual Assistant and $850/year for website maintenance under Administration (posting minutes, edits re: SOP, etc.).  Total $2200.    Suggested areas to reduce line items:  Marketing:  Public Outreach $800.00.  Marketing:  Printing and reproduction: reprint brochures  $300  General Administration: Other consulting fees $1,100  Add $1,350 to VA = $4650.  Create a line item for web maintenance - $850. We didn’t have this line item before but looking at the bills we see that we need this.  This allocation of funds will be presented to the Board at this Sunday’s meeting.  Theresa will send Georgena a revised Treasurer Report with an explanation of these suggested changes.  Georgena will email Board the Treasurer’s Report and Profit and Loss Report, if she is able to generate it, with an explanation of what monies are being allocated where. We budgeted 5 hours of VA per month but we are using 7 hours. That is why we are adding the additional monies to cover the additional hours. | Send revised Treasurer’s Report to Georgena  Email board reports | Theresa  Georgena | asap  Asap for Dec. 14th meeting |
| **2** | Website | Bonnie spoke with Mary P. and decided to take on the leadership of the website from her so Bonnie could get a better grasp of what is needed. New members tab: trying to make it simpler. The plan to re-organize this one section will be discussed between Bonnie M. and Bonnie T.  Changes to the home page – will wait, Bonnie has asked Mary and BonnieT to stop for now. Wants to know what Mary is proposing. Quotes and images from Ilana to explain what RSM is about.  Bonnie will forward the Exec. Board the “Frequently Asked Questions” complied by Mary which we should review and discuss by email with each other.  Bonnie Tessler emailed Bonnie M. agreeing that they would work together.  Mary’s input was that to re-do the website, we would need a campaign to raise ~$10,000.00.  At this point, “Members Only” on the drop down box and “INARS Members” until it is complete, ask Bonnie T. not to make it visible to the public.  Tab on navigation bar that says “Profs ONLY”. Don’t know if there is space to fit this.  Improving the navigation that have to do with members. This seems doable and the next step. Not so many tabs would be easier and clearer.  Front page ideas to be shared between Mary and Bonnie M. and eventually to the board. | Talk with Bonnie T. | Bonnie M. | Tomorrow |
| **3** | Nominating Pres-Elect and Member at Large | Member at Large will probably not be a problem to fill. We may want to look at a certain skill set that we need and see who fits this.  President-Elect position will be hard to fill. Ideally, a President-Elect would be someone who has been on the Board but there can be members presently not on the Board that would be very capable. Let’s think openly about all Synergists.  Discussed current Board members and the President-Elect position.  Consider having two people sharing the president position. Bonnie might stay on another year if another person would do the computer part of the president role. |  |  |  |
| **4** | Succession on committees | Bonnie noted that we are searching for leadership on our committees. We need people to serve on committees so that committees have succession of people in leadership roles. |  |  |  |
| **5** | Death | Theresa learned that Synergist Margaret Tucker died Nov. 20th. Bonnie will send a group email to all Synergists using [synergists@yahoogroups.com](mailto:synergists@yahoogroups.com) | Send email | Bonnie | asap |
| **6** | Next meeting: | January 12, 2015 | Reminder email to Exec. Board | Bonnie | Next month |