**APPROVED**

**INARS Executive Board Meeting**

**June 7, 2016**

**7:00 pm-8:30 pm EDT**

Present: Georgena Eggleston, Bonnie Muller and Nan Shugart

Absent:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **TOPIC** | **DISCUSSION** | **ACTIONS/**  **COMMENTS** | **RESPON-SIBILITY** | **TIME-**  **FRAME** |
| **1** | Website | No message today yet from Sandra to Bonnie.  Option 1: Sandra finishes what needs to be done within 30 days so that the website is functional. Present contract is fulfilled.  Option 2: Sandra decides she would like to stop working on the website now; INARS pays 50% of what she has done and forgives the incompleteness. Sandra gives INARS the passwords. INARS would be finished with the contract.  INARS can then pay someone to continue with website development.  Contingency plan if we go to Option 2: Per Georgena creating this contract using an attorney Georgena knows will cost INARS. Bonnie will email Georgena a copy of the contract so she can email it to them and a list of what we have paid to Sandra. That attorney needs 24 hours to draw up the contract and then would email it to Bonnie. | Email website contract to Georgena | Bonnie | asap |
| **2** | Special Election | Special Election: Mike and Nan met and drafted a ‘Special Elections for President-Elect’ statement to the community which Bonnie approved. Mike will email the Special Elections statement to Bonnie Tessler after she returns from vacation on June 8th. Mike will talk with Bonnie T. about creating a ‘yes/no’ voting for this election.  Board Buddies: We will need Board buddies for potential new Board members, Melba Amos, President-Elect and Nancy Jeffries, Treasurer. Georgena will be assisting Nancy and Bonnie will be assisting Melba but it would be nice for both new members to have another person on the board as their buddy. Nominating/Elections Committee will ask Joan Small to be Melba’s board buddy and Mike Schlesinger to be Nancy’s board buddy. Welcome packets to new members will be emailed to them first of July by the Nominating Chair.  Certification Chair: Mike will contact Chris Hammer to clarify her upcoming term as Certification Chair as this needs to be voted on by the Board in the June Board meeting.  Certification Maintenance Chair: Nan will contact Theresa asking her if she would be willing to walk a new Chairperson thru this position or provide some written instructions for this position by June 30. If we cannot find a person to take on this chair position, one option proposed by Bonnie is to pay Bonnie Tessler to do this work as it involves using a spreadsheet on Wild Apricot that Bonnie T. is familiar with. The duty involves sending out a letter to people that have not yet responded to their certification maintenance requirements. | Email Special Election to Bonnie Tessler  Ask Joan Small and Mike S. to be Board buddies  Welcome Packetes  Clarify term of Cert. Chair  Contact Cert. Maintenance Chair | Mike  Nan  Mike  Mike  Nan | June 8  Asap  July 1st  Asap  asap |
| **3** | Secretarial Duties | At this time, no one has agreed to take the Secretary position. One option: have Board members share this position until a member is found to do this. Brittiney has taken the minutes for Nan once so she has done her part and Renee has taken minutes being on the TIRF Board. Nan has written up Secretarial duties with meeting minute templates for the Executive Board and the Board and sent this information to Bonnie. | Discuss Secretarial duties with Board | Bonnie | Next Board meeting |
| **4** | BYB resolution | Recently, the Revenue Sharing Agreement contract was found by Theresa and emailed to Bonnie. Bonnie has sent the contract to Lorie. After discussion and review of current contract, all Executive members agreed that it would be best to void the current contract and start fresh. It does not seem fair that after 2 years, Lorie has not received any compensation from INARS for the BYB recordings that INARS asked her to create. We propose that we begin a revenue sharing contract with Lorie Speciale with 60% to Lorie and 40% to INARS (original agreement) beginning July 1st with the first payment on September 30, 2016. We further would like to propose to the Board that INARS pay Lorie her 60% share of the BYB sales since July 2014 which is when the records begin for the sales. Georgena will check on the number of BYB sales since that time. Bonnie will write up this information and send to the Board prior to our next meeting so that the Board can discuss and vote on this. | Check # of BYB sales  Write up summary of Executive recommendation | Georgena  Bonnie | Asap  asap |
| **5** | Transition of Treasurer | Georgena will train Nancy on the Treasurer position after the June Treasurer statement is sent on July 1st. Georgena will copy Nancy on that and Georgena will be available by phone to assist Nancy as needed. TIRF payment has been made. Liability insurance has not arrived yet. Tax report will go with the June Treasurer’s Report. |  |  |  |
| **6** | MCI phone call | Georgena spoke with MCI and cancelled INARS 1-800 phone line. Georgena will email the Board about this situation. | Email Bd MCI phone line | Georgena | asap |
| **7** | Next meeting | July meeting with be with the new Executive Board members. Bonnie will coordinate the date with the new members. | Send email reminder to Board | Bonnie | A few days prior to meeting |