2019 Board Minutes

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**Minutes of the Meeting of the Board of Directors for IOIA**

January 14, 2019 7:30 p.m. EST

Via Go To Meeting

Agenda #1 - Board Members Present (start recording):

Margaret Anne Weigelt, Chair

Heather Donald

Lois Christie

Ryan Sitler

Philippe Descamps

Matthew Miller

Charles Mitchell - Intermittent

Margaret Anne opened the meeting at 7:32 p.m. ET;

Began recording.

2. Agenda Item #2 - Approve Agenda

Motion to Approve Agenda: Lois

Second: Ryan

Motion to accept the agenda as printed passed unanimously.

3. Agenda Item #3 - Secretary’s Report (Lois)

Motion to accept the long Minutes as amended:

Second:

Motion passed unanimously.

Agenda Item #4 – Peer Evaluation Committee/Funding Guest - Al Johnson, Peer Evaluation Committee Co-Chair

Al:

Regional discounts given the last 2 years (2 years ago it worked out well).

Opportunity for NOP to recognize our accreditation program with peer evaluation as a valid means that inspectors would not need another field evaluation. The main issue is how to pay for it (currently have 19 accredited inspectors; at an average cost of $750.00 each totalling approximately $15,000. We would receive the return when the certifiers purchase those peer evaluation reports Only ½ of the accredited inspectors were evaluated by IOIA. We might be evaluating 10 plus inspectors whose evaluation may not be purchased.

It is possible if it becomes more popular, but that we would need initial funding.

One of Al’s concerns with last years’ program is the time taken to respond to complaints from evaluated inspectors about the new scoring system (folks upset because they didn’t think they were getting good grades); The checklist next year will not award a final average score; it will just show individual scores for each aspect being evaluated.

Proceed with program for 2019 - Needs BOD approval.

MS:

One funding model -if peer evaluations were completed, the first year the report would be worth $500.00; second year $400.00; third year $300.00. (These are just $ numbers for the sake of discussion; real fees might be different.) Remember that accredited inspectors are on different renewal dates (every 3 years), which would mean the total cost might be about $5,000.00 per year.

Scopes: Some may need 3 evaluations (for each scope). This means it might be $20,000. I

Accreditation fees have not been increased since 1995; inspectors need to pay part of the cost and certifiers need to bear most of the costs; Can the NOP support in some way?

Do we continue with discounts.

Ryan:

Cost share reimbursement program; could the NOP support in this way? Write a time frame into the accreditation program (years 0-5; could be phased out later).

Needs to be incentivised.

MAW:

Request support from the organic sector for this particular program.

Targeted fundraising initiative.

Motion to maintain the Peer Evaluation program as written in the Budget, lowest fee will be $500, and continue with option for regional certifier discounts - Al Johnson

Second: Lois

Motion passed unanimously.

5. Agenda Item #5 - Employee Handbook Rev. - Employee Benefit Package

More than 15 hours/week base for Part-Time (16 hours/week average) to fit with the Employee Handbook, you would be eligible for benefits at half the rate of a full-time employee (defined Teri’s hours (32); change from 40 to 32 hours per week.

Lois: Agrees with the benefit package as long as there is sufficient budget.

Matt: Feels part-time employees should not get additional benefits. What would the financial cost of the change be? How much more work is it to administer the additional employee benefits? Do we have enough money in our budget for employee benefits, etc.

Margaret S.: Prorated based on current full-time costs. Employee benefits would be $21,000/year if we prorated part-time employees at the same scale we are paying full-time. Actual employee benefits paid were $17,040 last year;. Does not want to exclude Sacha (who only works 15 hrs/wk.), but she could get a bigger raise if we do not extend benefits to part time employees. Would like Ryan on the sub-committee (to hear and consider his views on social justice and fairness). Gardners’ does the payroll calculations at a flat rate, so it probably wouldn’t increase our accounting costs to add benefits for part-time.

Lois: Shares what she does. Does not pay vacation days, but pays holidays and 2 sick days.

MAW: Sub-committee (are there volunteers?); does not need to be determined until the end of March. At the library where she works, half time means half benefits. Employees who work <20 hrs do not get benefits.

Ryan: Only Jonda and Margaret are salaried employees. Justify benefits at 32 hours per week. We don’t need to re-define full and part-time if we are going to prorate all of the benefits for part-time based on how many hours they work.

Heather: In favor of extending benefits to part-time employees.

Philippe: In favor, same.

Task Committee Created to Review this issue and report at next meeting: Ryan and Heather volunteered.

Potential Actions to be considered:

Accept change of full-time hours from 40 to 32.

Extend the benefits to Part-Time Employees (16 hours/week average).

6. Agenda Item #6 - Treasurer’s Report - Final 2019 Budget

Changes:

As noted in ED Report: Anticipated change in dues income (dropped by $10,00.00); projected on 80%.

Interest: Increased because CD’s were reconciled after meeting with Heather; projection increased to $3,000.00.

Increased Diane’s contract amounts.

Earmarked Funds - funds for specific items in the 2019 budget that we haven’t historically spent each year.: $10,000.00 (accreditation) and $3,500.00 (audits or legal needs); $20,000.00 mostly toward LMS (Learning Management System); LMS Report from Diane.

2018 was an unusually high year for co-sponsored trainings and trained 20% more people and 20% more trainings. Our total revenue was $916,600+.

Motion to Accept End of Year Reports (Balance Sheet and Budget vs. Actual) - Matt

Second: Lois

Motion passed unanimously.

7. Agenda Item #7 - BOD Goals Check-In - Membership Goals/Renewals (Discussion)

Canada: Chuck not available re obtaining lists of Canadian inspectors

Ryan: The new (IMS) information management system will manage memberships; retention; lock members out when dues are not paid; Online service that houses trainings and online communities (forum, resources, etc.); interactive trainings without online community.

Margaret: Good reasons to go with the less expensive LMS service, as recommended by Jonda and Diane. Much less costly and allows us to start self-directed learning. We can switch later to the more expensive service that can provide the online community feature.

Matt: Fraud Prevention Technology: Discussions with Jenny Tucker in Baltimore; the NOP has some money set aside and is unsure what we can do to speed up the process. The NOP is also creating initiatives for fraud prevention and IOIA does not need to create something that will eventually become obsolete when the NOP’s systems are initiated. In other words, we may will waste our efforts if the NOP comes out with the program first. The only thing we at IOIA can do is to stay up-to-date with the NOP’s initiatives, keep an open dialogue and be involved in the process.

Website Updates to mesh with IMS: Ryan will update the goal sheet.

8. Agenda Item #8 - Annual Meeting/Annual Report (Discussion)

AGM Agenda: Everyone approved the draft agenda for distribution to the members..

MAW: Podcast: 60 listens.

Postcaster: Coming to Huatulco.

Annual Report (MAW and MS next week): BOD members need to review the draft and give feedback to MAW and MS).

9. Agenda Item #9 - ACA Carbon Neutral Meeting & BOD Participation in 2019; NOP/ACA Training (Discussion/Decision)

Approached by ACA regarding Carbon Neutral Meetings; meeting online instead of on-site. The second part re discussion that someone from the BOD would go to the meeting at the end of this month. Does not fit into Ryan’s schedule. Margaret S will attend.

Sam Welsch said it would be good if a BOD member could attend because the NOP’s new LMS will affect both IOIA and the ACA (meeting is in South Carolina).

With regard to our AGM meetings; how can we as an organization offset the carbon footprint?

Add to Goals sheet: Improved sustainability of our organization (offsetting carbon footprint).

10. Agenda Item #10 - Bylaws Ballot (Matt); Decision

Feedback from Bylaws committee: Al Johnson’s wife is a tax attorney and was able to answer questions.

Official Ballot: Minor changes made.

Election of Executive Committee: Member At Large is Non-officer.

Motion to Accept the Recommendation of the Bylaws Committee: Lois

Second: Heather

Motion passed unanimously.

11. Agenda Item #11 - Information Management System - RFP & LMS Demo; Mind Map (Ryan, Diane) Discussion - Guest Diane Cooner, IOIA Communications Director

Jonda and Diane have been researching LMS services last year.

Litmos System ($5,000.00) allows work to start with a lower price (learning management system); higher logic has a LMS plug-in), but can’t get in all at once ($18,000 and only ⅓ could be implemented).

Self-directed, with trainer guidance, complete on own time; sample training for Grass Fed Dairy.

Ryan: Bryan is putting together a short RFP re current systems (how they will be updated); 4-stage plan. Margaret Anne shared a mind map. Training programs separate and/or included. This will be a basis for us to shop around. Blu Solutions service fits what we need. We can use this RFP to shop around. Make sure we are planning for the future, but at the same time do it piecemeal.

Propose it be a primary topic for the next meeting so that we can all be on the same page with what we are presenting to the membership.

Should have report for task force meeting and then have another report for the AGM.

Jonda and Diane: 14 days left in LITMOS pre-trial. No set-up fee. Extended free trials 3 times; Margaret would like to proceed with the program. Ryan is pro the idea.

In the budget as recommended $5,000.00;

Blackboard is the easiest to communicate with other systems.

Proceed with Litmos (LMS) - Is anyone opposed? No

Motion to Approve the Final Draft 2019 Budget - Matt

Second: Heather

Motion passed unanimously.

12. Agenda Item #12 - ED Report - IFOAM NA (Discussion)

Made a decision re IFOAM; decided to give it up.

Feels like everything is great; nothing to add.

13. Adjourned 10:17 pm EST

Submitted By Lois Christie, Secretary

**Minutes of the Meeting of the Board of Directors for IOIA**

February 18, 2019 7:30 p.m. EST

Via Go To Meeting

Agenda #1 - Board Members Present:

Margaret Anne Weigelt, Chair

Heather Donald

Lois Christie

Ryan Sitler

Philippe Descamps - Left at 9:30 pm ET

Matthew Miller

Charles Mitchell - Not available due to Internet Issues

Margaret Anne opened the meeting at 7:32 p.m. ET; due to internet problems we had a short break while she phoned in;

Diane Cooner assisted in meeting set-up and began recording; and left once meeting working well.

Margaret Scoles came on at approximately 8:30 pm.

2. Agenda Item #2 - Approve Agenda:

Motion to Approve Agenda: Lois

Second: Ryan

Motion to accept agenda passed unanimously.

3. Agenda Item #3 - Secretary’s Report (Lois) - Minutes - Jan. 14, 2019

Motion to accept the long Minutes as written: Ryan

Second: Heather

Motion passed unanimously to accept the January 14, 2019 minutes.

Agenda Item #4 – Annual Report (MargS & MargW)

Update verbiage on table of inspections done.

Tentative approval; requested that we review for Edits; Lois offered to do so.

5. Agenda Item #5 - Annual Meeting; Final Details (BOD)

Membership Service in Latin America:

Lois: Request that local members do outreach for membership.

Fishbowl:

Representation for local members

Poster Board for focus - engage local membership with strategic planning

Ryan: Brainstorming session more successful than sending out emails.

MAW stated we need to add last Poster Board titles to our goal sheet?

ACA/IOIA Joint Training 2020:

Will probably be earlier.

Lois: May have conflict if it is the same week as Eco-Farm as she normally does a presentation there.

Matt mentioned carbon neutral possibility (unknown)? And training requirements may be lessened.

Ryan: Agrees; suggested that we as a BOD learn more toward Carbon Neutral Meetings and Offsets; carbon tracking

Philippe likes the idea of a joint training.

Heather: Agrees it could be beneficial for both parties.

Location unknown: St. Louis, Nashville, San Diego, New Orleans.

How will ACA determine where the next meeting is;\*Ask Jenny if she is open to a recommendation.

Matt: We could make a recommendation based on our membership input at the AGM.

Locations are generally determined at the AGM two years ahead of time. NEED TO ADD THIS TO THE AGM Agenda.

MS: Some of the members voting will probably not be attending; 3rd week of February was also suggested; MS will respond to this date; they have a planning committee who will narrow it down.

\*Someone should participate on the ACA Planning Committee

Motion to Request that Members Vote on the Joint ACA/IOIA training; Recommend that IOIA talk to Jenny Cruse re IOIA re making a recommendation for the IOIA/ACA meeting, Continue to Cooperate with ACA and that IOIA will poll the Membership at the Annual Meeting for a location at the AGM and to ask Jenny: Matt

Second: Heather

No objections; Motion passed unanimously.

IOIA 2021 Annual Meeting:

Ryan: Would like to see Central America.

Share Flip Charts from 2018 Charleston Annual Meeting - there is no discussion for the 2021 AGM.

Leonard has proposed Europe; Asia Pacific would like the AGM to go back to Asia.

Don’t spend a lot of time at the Annual Meeting, but better to take a poll.

New Orleans, or Austin, TX are places we have not been. Austin music festival is at the same time making it very expensive.

6. Agenda Item #6 - BOD Goals Check-In; Membership Goals/Renewals (Heather)

We need to get used to using it more; review at every meeting.

7. Agenda Item #7 - BOD Retreat - Agenda (BOD)

Will we need to share AGM via Skype or other method?

Matt: Felt excluded when connected via Skype at Korea’s AGM.

Heather and some folks running for office won’t be there.

Chuck will be leaving Monday night.

Sunday: Afternoon/National Park; Sunday evening early dinner as a new BOD with MAW;

Start time 8:30 am; End time 3:30 pm.

No financial reports will be presented.

Make sure these Minutes get approved.

New perspective on how we are relevant to our inspectors; extent of services (directory, trainings, etc.); need to be relevant to younger members. Make sure that ways we add to it keep members. Programs, mentorships, access to folks for lower cost biz insurance.

8. Agenda Item #8 - Information Management System - RFP (Ryan’s Update):

Waiting for report on commitment of Learning Management System: First investment re staff and resources.

Will prepare a report for the AGM BOD Meeting.

Nothing new to add regarding Mind Map and Summaries.

Will someone on the IOIA staff transition into the position of authority to make decisions (re eliminate middle man); once things are defined.

MS: Opportunity for Ryan to meet with Jonda and Diane. Jonda is focused on management system; already paid for LITMOS; working on classes. Diane will be tech end for LMS and IMS. Transition to staff; RFP from Blue Solutions; now that this decision has been made they can finish the RFP. Maybe there is an opportunity for them to have dinner with us on Sunday night.

Ryan and MS to meet at 8:30 ET; Thursday 2/21/19.

9. Agenda Item #9 - ED Report (ED)

Preview to High Impact Manager Course/Webinar - BOD needs to review

High Impact Manager Webinar called Find Your Focus: The Secret of High Impact Organizations and Teams. This may be something the BOD can review at the AGM.

High Impact Manager Training (Non-Profit CEO) - Begins in April.

Diane will be taking on a bigger role as MS’s administrative assistant.

10. Adjourned 10:00 pm – Confirm Next Meeting - Informal Dinner on March 3rd; continue formal meetings on March 4-5, 2019 in Huatulco.

Submitted by Lois Christie, Secretary

**Minutes of the Meeting of the Board of Directors for IOIA`**

March 4-5, 2019 Retreat - Huatulco, Oaxaca

(abbreviated version)

Agenda - Board Members Present (start recording):

Margaret Anne Weigelt, Chair

Heather Donald (via online)

Lois Christie

Charles Mitchell

Ryan Sitler

Philippe Descamps

Janine Gibson

Rachel Cherry Myers

Margaret Anne opened the meeting at 8:56 am ET

2. Agenda Item - Topics:

Discussed the Special Past Chair: Refer to Article III 3.1: Board of Directors

Membership service: Revisit how it is relevant

Electing officers

Succession planning

Set meeting structure; frequency length

New topics:

2020 AGM (ACA)

2021 AGM

Follow-up to Annual Meeting

Motion to Approve Agenda: Ryan

Second: Janine

Motion to accept agenda passed unanimously.

3. Agenda Item – February 18, 2019: Secretary’s Report (Lois)

Motion to accept the long Minutes as written: Ryan

Second: Philippe

Motion passed unanimously.

4 . Agenda Item – Goals Worksheet

Heather described Goal Worksheet for new BOD members. It is broken up into large goals and task groups who update the spreadsheet.

#1: Accreditation Program: Ryan, Philippe and Chuck (have not met as a committee); 2014 the BOD members paid for their own 1.5 day retreat to envision the new credentialing program. We now have $40,000.00 in a earmarked asset account, plus $10,000 in the 2019 budget. 1st Milestone: IMS needed.

Certifiers believe their own systems are sufficient.

Ryan: It is not an Isolationist system; Our goal is to have the NOP recognize IOIA credentialing.

State Agencies may send inspectors 10 or 12 times, and some are not requiring IOIA trainings. Add development strategy to present to State Agencies on how supporting IOIA trainings can be of benefit to them.

#3: Membership – Chuck & Margaret:

Mexico & Canada certifiers are reluctant to give us a list; however, they are willing to send IOIA information to their inspectors.

Store Promotions: Consumer Outreach without visible sponsors.

Is there a category for Consumers? – added as a task.

Organic Voices: Promotion of Organic for consumers (see website).

#4: Fraud App for Inspectors:

Margaret suggested we bring this up with Jenny Tucker.

NOP’s technology and focus is import fraud; however, it could be used for domestic fraud.

#5: Add to Task List: What is our relationship with other inspector organizations?

Many Canadian inspectors are IOIA members so there is no incentive to form a Canadian inspectors association.

JOIA has been a member since 1997, but not recognized as an inspectors organization - they are in the supporting certification agency category;

Mexico is starting an Inspectors Association;

Ryan suggested that a BOD member be a liaison to other regions

#7: Sister organization engagement.

Margaret discussed New BOD Member Orientation:

Confidentiality forms, BOD Member access to website.

The BOD must decide annually what type of financial review/audit will be done.

Earmarked Accounts: Take budgeted money and put it into an asset account so that it is available when needed for attorneys etc. OCIS Scholarship Travel Fund has, until 2018, been our only earmarked Asset account.

Need to have 100% giving from the BOD members.

Access to local lawyer in Montana and a supporting member in D.C. who would likely also support us; also, a designated agent in Minnesota; registered as a foreign corporation in Montana.

Ryan and Lois: Human Resources – Margaret says we need to review the current benefit package; Vacation needs to be reviewed (full-time part-time/pro-rated).

Consider lack of wheelchair accessibility at office in Montana.

5. Agenda Item – Scheduling of BOD Meetings

Summary of Lunch Break

Discussed next AGM and perhaps having it in Northern Mexico; rests on ACA partnership.

Inspector Member Benefits (supporting Mexican Inspectors’ Association).

Regional IOIA offices.

AGM – Using technology for off-site members to attend.

Credentialing:

More input from certifiers.

Information Management System/Ryan: Discussed RFP. This program includes credentialing ability.

Reports that displays membership levels, revenue, memberships, geographical, trainees.

Allows for future growth without increasing staff.

Provide services to potential IOIA regional programs.

Notes:

The Board has allotted $85,000.00 for this project (the prior BOD allotted $75,000, plus $10,000 in this year's budget.

Priority/Bids: Ryan and Margaret will circulate the RFP to the Board for approval before sending to four identified potential contractors.

6. Agenda Item – Membership Services:

Ryan: Value and needs are very different depending upon where you live. We need to make categories of services (e.g. insurance barriers for North Americans, etc.).

Scholarships is not having the effect wanted; perhaps have the regional committees award the scholarships.

Current Chair of Latin American Committee: Martha Santizo (full-time Peace Corps).

How can we use the expansion of the IFOAM model to help guide us, if at all. Could IFOAM also be a source of financial or organizational support for regional office growth?

List of existing member services:

– Discounts on training

– Forum: Potential regional forums in regional language

– Directory listings, hard copy and on-line.

– IOIA charges $10.00 for a transcript of trainings to members, $20 to non-members

– Newsletter

– Office supporting services

– Networking with colleagues

– Mentoring and field trainings

Trainings include: Basic, advanced, field (3 years history; starting one-on-one mentorships this year), and webinar.

Field trainers are not currently required to be accredited. Peer evaluators need to be accredited and to have done 300 inspections (over their lifetime).

Fundraising Committee: Does not have a Chair, nor the capacity to develop a packet.

Four sustaining/patron members.

Janine: Need to develop the relationship to know how to approach the company; customize the packet to fit the company’s needs.

Regional Offices: different approaches

Designated BOD seat for regional representative; limits size of BOD for other things. Chuck: Direct resources to the region instead.

Janine: Need excellent communication between region.

Region might appoint the representative for the Board.

Regional representatives would sit in to communicate regional information; contributing to conversation; but are not voting members.

Appoint a non-voting representative.

Elections: Everyone but Margaret Anne can run for another term; all BOD members are equal, and all participate.

BOD Positions

Philippe, Rachel – Directors

Executive Committee At Large – Chuck

Lois – BOD Chair

Janine – Vice Chair, Liaison to Canadian committee; ethics committee

Ryan – Director, Apprentice Treasurer

Heather - Treasurer

Margaret Anne – Secretary

BOD possibility of going to ACA without the AGM

ACA:

Doing their own trainings (recorded webinars); currently building; started 3 years’ ago.

NOP Training: Petition Jenny Tucker to find out if IOIA BOD can attend the NOP Training.

Guelph and Eco-Farm are the week and weekend before

Decide at next meeting

Strong desire to have one of the next two meetings in Mexico

7. Agenda Item – Review Projected Budget vs Actual for 2019 Annual Meeting: Discussion.

8. Agenda Item – Committee Liaisons:

Accreditation: (Accreditation Review Panel) reviews new accreditations and functions well. - Rachel

Asia Pacific – Chuck, no current Chair

Bylaws – Margaret W.

Canadian - Janine

Ethics – Janine

Editorial Review – Ryan; no Chair

Policy Comment Committee (new committee): Rachel

Finance – Heather

Fundraising – Heather; Chair Janine

Latin American – Phillippe

Membership – Janine

Nominations – Janine

Scholarship – Philippe

Training Advisory - Philippe

9. 2:10 pm - Lois takes over as Chair for the meeting & MAW takes over as Secretary

ACA Joint Meeting: Yes - Link with the ACA or do we do our own AGM: Margaret S call the NOP

Lois will talk to Esteban and then plan a call to SENASICA.

10. NOP LMS: Discussion

11. Fraud: Discussion

Stay at the table with the NOP

Cross-checks within a certifier

Red flags for fraud

12. Future Board Meetings: scheduled.

13. Adjourned 3:45 pm – Next Meeting April 22, 7:30 pm EST

Submitted by Lois Christie, Secretary

(Tuesday March 5 afternoon minutes submitted by new Secretary Margaret Anne Weigelt)

**IOIA BOD Meeting Minutes**

April 22, 2019 - 7:30 p.m. EDT

Via GoToMeeting

Board Members Present

Lois Christie, Chair

Janine Gibson, Vice Chair

Heather Donald, Treasurer

Ryan Sitler, Director

Rachel Myers, Director

Also present - Margaret Scoles, ED

Absent - Chuck Mitchell, Member-at-Large; Philippe Descamps, Director;

Margaret Weigelt, Secretary (in and out w/tech issues)

(Recording was started at 7:30 p.m EST)

Lois opened the meeting at 7:43 p.m. EDT when quorum was confirmed.

Approval of Agenda

The following additions were discussed and added to points 4 & 12 of Agenda

(4) Foundation Search Database/David Persad - Janine

(12) NOSB endorsement request - MS

Motion to approve Agenda as revised: Janine

Second: Heather

Motion passed unanimously.

Secretary’s Report

AGM Draft Minutes were reviewed via screen share. Various grammatical/spelling edits were discussed and accepted. Section 4 language was clarified and revised. Ballot committee member names were found and listed. BOD candidate vote tallies were added to the document.

Motion to approve AGM draft Minutes with revisions for website posting (after one more proofreading by MS): Janine

Second: Heather

Motion passed unanimously.

Note: Consensus was reached to review the Huatulco BOD Retreat Minutes at our May 20, 2019 meeting.

Treasurer’s Report

Heather presented 1st Quarter 2019 Financial Report which included Treasurer’s Report, 1st Qtr Budget vs Actual, and Balance Sheets. She reported that actuals were closely on-track to budgeted.

An accounting question was presented by MS to BOD to determine if some of the Mexico training costs should be attributed differently than written. Consensus was to leave as is.

Motion to accept the 1st Quarter Financial Reports as written: Janine

Second: Ryan

Motion passed unanimously.

FoundationSearch

Janine reported about meeting with David Persad of FoundationSearch regarding a paid subscription service to access a large database of foundations that give financial support to nonprofits both in the USA and Canada. Janine explained that the db is used to match top foundations to nonprofits with similar values. She proposed we try to partner with to develop a MOU with other like-minded organizations (i.e. COG, IFOAM NA) to share a grant writer position. MS suggested approaching the ACA also as partner. Subscription was described as a two-year commitment for $6000.

Ryan noted that we could share the person and/ or we could share the cost of access. Janine said she was open to pursuing both avenues.

It was suggested that this item be added to the BOD Goals Sheet under Fundraising.

Resolution: LPO Advanced Training

Lois reported that our response to Sara’s emailed comments regarding the LPO Advanced Training at Huatulco were accepted. Sara assured Lois that SAGARPA would like to work with IOIA to plan a training for our 2021 AGM in Mexico.

Promoting Co-Sponsored Trainings

BOD addressed concerns brought up by Garth Kahl, Luis Brenes during the AGM in Mexico that co-sponsored training needs to be better promoted. It was noted that usually we are able to say ‘yes’ to the 2-3 requests we get per month. MS noted that our US in-house co-sponsored trainings generally yield a profit compared to those held outside the US. She said that Sacha’s staff hours are set (per her request) at 15 hrs/week so we would need to hire more staff to increase capacity. MS mentioned that in 2017 we had 46 trainings. In 2018 there were 72 trainings.

BOD Goals Check-in

Heather guided us through a logistics discussion. She explained how the goals sheet can be used to record progress on yearly goals as well as keep a record of historical goals data. Lois, Janine and Heather supported the idea of creating a new tab for each year. Consensus was to go with that idea.

MS suggested the goals sheet always be reviewed when setting the next BOD meeting Agenda. The BOD agreed.

A ‘Future Topics’ section has also been added to the end of each Agenda to help with goals setting.

IMS/RFP Responses

MS reported that she had spent time on the phone/online with all four contractors invited to bid on our IMS RFP. Summary of feedback is in her ED Report for this meeting. She detailed more for us each contractor’s comments, suggestions, questions and concerns. She also described their various platform systems, software licensing schemes, and costs. Diane, as webmaster, sat in on the conversations.

MS concluded that we need to break the IMS project into chunks, starting with the parts most supported by the organic sector. She thought we should keep the scope calm and pay for it over a two-year period. $75,000 has been set aside previously by the BOD for the project.

Four potential contractors are Blu Solutions, Rule Tech, Sam Welsch’s son-in-law, and Intact US Inc - Jake Lewin CEO.

Additional communications will be had by MS and Diane with the four contractors.

Ryan was recognized and thanked for his work leading up to and preparing the RFP.

Follow-up Jenny Tucker Call:

Minutes of the meeting with Jenny Tucker from April 18, 2019 @ 4:00 pm CDT were taken by MS. Five of the eight BOD members were on the call.

Topics covered were introductions, logistics for future quarterly call scheduling, check-in for the NOP/ACA/IOIA training in San Antonio, Jan 28-30, 2020, update from Jenny on Inspector Qualifications and Training, an update from us on the IOIA Information Management System/Inspector Credentialing, a request for an update on the NOP’s LMS, an update from us on IOIA’s progress with our LMS, and that we want to be at the table regarding the NOSB fraud recommendations.

MS noted that our contributed Sound and Sensible resources are included in the NOP LMS. We were assured that NOP training would not overlap with IOIA basic training of inspectors, in-out balance or standards webinars.

Consensus was to call Joan Avila at the NOP with some dates for a future call. Lois suggested we set up a Doodle with the BOD to figure out some possible dates.

MS encouraged everyone to register for the NOP Organic Learning Management System which opens this Wednesday.

Solidify Employee Benefits Policy

MS asks that the BOD approve vacations for employees that work at least 8 hrs/week on the average, prorated based on hours worked in previous calendar year. She also requests approval of sick-leave benefits for employees that work at least 8 hrs/week on the average, prorated based on hours worked in the quarter. (Paid holidays are included in total hours worked.) No concerns were cited by BOD members.

Motion to approve the Employee Benefits Policy as written in the IOIA Employee Handbook Ver. Apr, 2019: Janine

Second: Heather

Motion passed unanimously.

2020 Annual Meeting Layout

Various schedule layouts were talked through for the 2020 IOIA/ACA/NOP Annual Meeting and Trainings. Jenny Cruse confirmed that contract was signed for venue at the Drury Hotel, San Antonio Texas. MS said that rooms were added for IOIA through Friday night Jan 31.The ACA is hoping we schedule so they can attend our events and training.

Consensus was to have the AGM Thursday Jan 30 and advanced training Friday Jan 31. This means our AGM party is on Thursday evening before the advanced training. MS suggested we arrange cultural outings instead as organic field trips are limited in the vicinity. The BOD retreat would be Saturday and Sunday Feb 1-2. Ryan and Lois suggest the outings be scheduled for Monday. MS suggested the Alamo and find a restaurant with organic food.

ED Report

MS reports that new staff hire, Monica, seems to fit in great with her other staff.

There are fewer inspectors on the Peer Evaluation list, with a lot of singles. There is one in Puerto Rico and one in Hawaii that may be hard to fulfil.

MS reports that her High Impact Manager class is going well.

In November Ecocert ICO and IOIA will have a training for the 1st time.

Request for endorsement by NOSB candidate Nate Powell-Palm.

It was determined by reading the IOIA BOD Policy Manual that we can only write an endorsement for the certifier position. Nate is not running for that position.

It was noted that the BOD section of the website was not functioning right.

(Future Agenda Topic for May 20 meeting - Consider Jochen Neuendorff/Miles McEvoy’s offer of discounted registration to their training if we can guarantee 20 sign-ups.)

Adjournment 9:48 p.m. EST

Next Meeting May 20 2019, 7:30 PM EDT

Submitted by Margaret Anne Weigelt, Secretary

**IOIA BOD Call Meeting Minutes**

May 20, 2019 - 7:30 p.m. EDT Via GoToMeeting

Board Members Present

Lois Christie, Chair

Janine Gibson, Vice Chair

Heather Donald, Treasurer

Margaret Weigelt, Secretary

Ryan Sitler, Director

Rachel Myers, Director

Chuck Mitchell, Exec Member-at-Large (joined at 7:48 p.m. EDT)

Philippe Descamps, Director (joined at 8:28 p.m. EDT)

Also present - Margaret Scoles, ED

(Recording was started at 7:28 p.m. EDT)

Lois opened the meeting at 7:31 p.m. EDT when quorum was confirmed.

Approval of Agenda

Motion to approve the Agenda as written: Ryan

Second: Heather

Motion passed unanimously.

Secretary’s Report

2019 Board Huatulco Retreat Minutes were reviewed and corrected via screen- share. Various formatting/spelling and sentence edits (Agenda nos. 5, 8, 10) were suggested and agreed upon by consensus. Margaret Anne agreed to create an abbreviated version for the public section of our website - for review by MS and BOD.

Motion to approve 2019 Board Huatulco Retreat Minutes (after a last proofread by MS & MAW): Janine

Second: Ryan

Motion passed unanimously.

Apr 22 2019 Draft 1 Minutes were reviewed and corrected via screen share.

Motion to approve Apr 22 2019 Draft 1 Minutes with one proper name edit: Janine

Second: Ryan

Motion passed unanimously.

Support Staff Budget Overage

Update by MS (See ED Report)

$28,000 was budgeted for 2019 contract staff but we are already half-way through that for the year. The extra staff time needed to develop the IMS was not originally considered and the additional contract with Lisa Spicka (to take several key items off MS’ plate) will likely cause budget overages. Not reflected in our bottom line will be the $40,000 Asset Account set aside for the IMS. We could use this money to cover the overages.

MS noted that our chief revenue source - basic trainings - are behind budget for the first half of the year but we expect to be on track for the second half. She shared various theories and reasons why (i.e. low unemployment in the US). MS pointed out that we probably won’t experience an unexpected net profit like in the past couple years.

Heather stated we should not yet worry/panic. The 2nd Quarter Financial Report for the July meeting will help us understand where we are at for the first half of 2019.

Discussion was then had about estimating staff time for installing the IMS – perhaps 20-50% of FT for a staff member – depending on how we structure the work.

Maracuja Solutions Contract

MS reports that she had approached and received response from Lisa Spicka (Maracuja Solutions) about contracting for completion of the IOIA Operating and Emergency Transition Plans ($3,500). Lisa is also willing to be the Comments Policy Committee Coordinator but MS needs more BOD direction for that. MS suggested we could use some committee budget moneys for the contract. MS is seeking approval from the BOD to offer a contract for these.

Lisa’s contract scope and project management plan was viewed via Go-To-Meeting.

Concerns brought up by BOD: How many contracts with Lisa? How will this affect our budget? MS states that some of the money would come from our contract labor line and some could come from what’s left in the BOD budget.

Motion is made to empower MS to create and offer contracts to Lisa Spicka of Maracuja Solutions for two scopes of work – Business Planning for 2019 at $3,500, and Business Strategy at $5000 for Strategic Planning during the 2020 BOD Retreat: Janine

Second: Heather

Motion passed unanimously.

IMS & RFP Response Update

MS reports that we seem to have narrowed down our choice to two of the four contract bidders for building an IOIA Information Management System (IMS). The other two potential bidders, charge from $30-$50K per year for platform subscriptions. MS states that she discussed and considered this expense with Board Chair Lois and with MW. The expense was deemed to be too large of a commitment for our organization.

MS shares via screen-share the email response received today from a potential bidder which included information about experience, references, and shows the recorded demo of his work.

Discussion follows. Lois suggests that if we are concerned about expense we could break the project down into two years. MW asks if we can structure a contract to fit Lois’ suggestion. Consensus was yes. MS shares her most recent communication with a potential bidder. In his response he stated that they initially offer a standard contract which can be heavily modified depending on the customer’s needs.

Ryan starts a discussion regarding the logistics of making such a large financial commitment decision – is there precedence? MW suggests a subcommittee meeting prior to the next BOD meeting to work on the motion for contracting, and to prepare for a July 8 Q & A with the leading contractor. Additional discussion follows about logistics and scheduling. Ryan suggests a follow-up subcommittee meeting at the end of July to prepare a motion containing the proposed contract details for the August 19 BOD meeting. MS gives her support for the idea of having two subcommittee meetings.

Lois asks who would like to be on the IMS subcommittee. Ryan, Lois, Heather, MW and MS volunteer. Ryan volunteers to coordinate the scheduling of the subcommittee meetings. MW volunteers to present the subcommittee’s motion at the Aug 19 BOD meeting. Janine and Lois thank Ryan for his leadership.

NOP Organic Integrity Learning Center

Chuck reports on his experience signing into the OILC. He checked out whether its content was collaborative or competitive with IOIA training. He concluded it was both, pointing out that maybe some of our IOIA tools/trainings might fit into the Blackboard Instructors Section. MS responds that Blackboard is a very expensive system. She comments that all OILC training is offered for free. MS states that the NOP is interested in knowing whether IOIA has any webinars to give away or sell for the OILC. MS goes on to say that the NOP will likely buy outright from OMRI their Inputs Webinar. She points out that for the OMRI Inputs Webinar offered by IOIA – OMRI owns the technical content and IOIA co-owns the testing/test questions. This may be an instance where the OILC’s free offering could compete with our paid webinar.

Chuck reports he also perused the OTA Fraud Prevention/Detection online trainings. He suggests we check out and investigate whether IOIA might have something to plug into that too. He said there may be content of value there we could recommend inspectors take. It was noted that fees are charged for the OTA Fraud training.

BOD Goals Check-in: Updates

MS screen-shared BOD Goals Worksheet and typed in more text as we reviewed. Ryan had already added some text in the IMS section.

Goal 2 Policy Section as Milestone/Task 4

‘Organize Policy Committee/Facilitator’ was added/ point person MW. Discussion followed regarding next steps and about approaching Lisa Spicka as facilitator. Rachel Myers volunteered to help MW.

Goal 3 Membership as a Milestone/Task 6

‘Work closely on the IMS Development as a Tool’ was added. Discussion followed regarding ways tried or suggested for increasing membership. Janine volunteers to call a certifying agent to encourage them to change their membership status from Supporting Member to Certifier Member.

Chuck asks whether the Forum will be part of the IMS. He suggests it would be valuable for inspectors to have a way to pose anonymous questions. MS makes a note to talk to Diane regarding this.

2021 AGM/SENASICA – An 8th goal was added to the sheet for this.

Jochen Neuendorff/Miles McEvoy’s Discount Offer

Lois reports that she emailed Miles to inquire what the 88$ fee covers. The fee is the price for taking all training modules. Lois said she has signed but hasn’t yet taken any. She said she will email contact info for customer service in the US. She said she get more information, making a note to share by adding to the July 8 BOD Agenda.

Consumer Outreach

Rachel states she intends to communicate more with Chuck about what’s already been done for the pilot program in Canada. Chuck asks if everyone’s seen the ‘Ask the Inspector’ materials uploaded to the Google folder named ‘Steps to Certification’. Lois mentions that she cleaned up format on some of the materials.

Chuck suggests we not list sponsors on the ‘Ask the Inspector’ brochure. MS reminds us that the IOIA membership wants us to spend more on promotion. Chuck also notes that the membership wants us to work on consumer outreach. He said next steps will be to finish brochure for publishing and tailor/adapt a program for the U.S.

Asia Pacific Committee Update

MS says the APC should get a Committee of the Year award because they are doing a great job! There is no chair and make decisions by consensus. Mutsumi Sakuyoshi schedules and organizes the meetings. There are six countries represented. MS wants us to encourage them in any way that we can.

The APC has a strategy for increasing inspector trainers and trainings in the region. They propose to act as co-sponsor for trainings in the region. They also propose that any profit earned from APC organized/co-sponsored trainings be used to support an APC Regional Office. To help support the office, IOIA would not charge co-sponsor training fees for the next 2-3 years.

MS said they think the best location for the office would be India where English is a common language and expenses are low. Sandeep Bhagarva of OneCert Asia in India is very supportive of this location. Discussion follows. Chuck voices his support for empowering this region. MS asks the BOD to accept/approve the APC proposal. Chuck suggests using the $1500 APC committee budget line as seed money.

Motion is made to support the APC’s proposal: Chuck

Motion is made that IOIA support the APC proposal, to the end in establishing a regional office, by foregoing any IOIA co-sponsor training fees until no longer needed/up to 3 years, and by using the $1500 APC budget line as seed money.

Second: Philippe

Motion passed unanimously.

ED Report

MS adds we need to consider the importance of in-person NOSB representation. She suggests we put this on a future BOD Meeting Agenda. Time and travel expenses are factors.

She wants to complete an unfinished sentence in the ED Report regarding the accounting. There are two pieces to our accounting budget – Audit and Other Accounting. Each line is $3500. She thinks we will be over-budget for Other Accounting this year but should still be good unless we have to use the Audit budget.

Janine complemented MS on her ED Report.

Lois asked for clarification about sliding the Newsletter deadline forward.

Adjournment by Lois – 9:58 p.m. EDT

NEXT MEETING – MON July 8, 2019, 7:30 PM EDT

Submitted by Margaret Anne Weigelt, Secretary

**IOIA BOD Meeting Minutes**

July 8, 2019 - 7:30 p.m. EDT Via GoToMeeting

Board Members Present

Lois Christie, Chair

Janine Gibson, Vice Chair

Heather Donald, Treasurer

Margaret Weigelt, Secretary

Chuck Mitchell, Executive Member-at-Large

Ryan Sitler, Director

Rachel Myers, Director

Also present - Margaret Scoles, ED

Absent - Philippe Descamps, Director

(Recording was started at 7:30 p.m. EST)

Lois opened the meeting at 7:31 p.m. EDT when quorum was confirmed.

Approval of Agenda

MS requests 10 minutes for Point 11 – her ED Report. Lois acknowledges.

Motion to approve Agenda: Ryan

Second: Chuck

Motion passes unanimously

Secretary’s Report

May 20, 2019 Minutes were reviewed and suggested edits accepted by consensus for Points 6, 7, 8 &11. (Minor BOD Goals Sheet edits were made during minutes review to reconcile a numbering issue.)

Motion to approve 5-20-19 Minutes with suggested edits: Heather

Second: Ryan

Motion passes unanimously

Treasurer’s Report:

Budget vs Actual 2nd Qtr; Balance Sheet 2nd Qtr; Approve 2018 990 Return

Heather reports we are on track with budgeted for the quarter. MS reports that an open invoice journal entry issue for accounts receivable was corrected by Cil and MS after report was printed. This improves the bottom line on report by $1000. MS notes that at the moment we are running $20,000 ahead of projected.

Motion to accept the Treasurer’s and 2nd Qtr. Financial Reports: Margaret Anne

Second: Janine

Motion passes unanimously

Motion BOD has reviewed and approved the 990 Return for submission: Margaret Anne

Second: Ryan

Motion passes unanimously

IMS discussion - BOD Subcommittee Report

The June 28, 2019 IMS Subcommittee report was reviewed via screen share. Suggested edits and clarifications were accepted by consensus.

Next, the BOD prepared an outline for the webcam call to interview Bryan Luisana, Blu Solutions.

1. Introduction to Bryan and Blu Solutions – size & philosophy of the company

2. Cost questions

3. Open Q & A

Webcam call with Bryan Luisana, Blu Solutions

Intro: BL describes his background and experience, then demos examples of Blu Solutions’ work. He states that his company has done about 100 projects in last 13 years. He currently has four FT employees who custom design solutions to modernize software systems. He said they have worked with a number of systems similar to IOIA’s. He talked about their work with the NC Cosmetics Art Board which does licensing for 200,000 licensees and has 50-60 inspectors, a payment system, and continuing education tracking. He described their work with the Respiratory Therapy Board in NC which has licensing and online payment systems, CE tracking, and document storage. He described their work with NC Senior Olympics Games System which keeps scores for 30,000 registrants and 50+ game events with a data entry and payment system.

Q: MS asks Bryan - Do you do any work that’s similar to companies that license their software platforms and retain ownership, or do you do only custom software solutions?

Answer: Both. BL says the Senior Olympics Games folks spread the cost for their system over three years and then owned it at the end. He stated that 90% of their clients own their systems and contract with Blu Solutions for updates as needed.

Next he showed by screen share a demo of the NC Senior Olympics System dashboard and data grid so the BOD could view.

He demoed the NC Cosmetics Board system. There are two sides to the system, one for Admin data updates and one for Licensee uploads. (He noted that the system interface adjusts according to viewing device.)

Q: MS asks Bryan to address the money side, explaining that we probably can’t pay for this all at once – need to spread over 2 years. She asks he explain their normal payment options.

Answer: Bryan describes that clients have a couple options to contract in a pay-as-you-go bi-weekly or monthly method, with bill itemized by time/hours and a ‘not to exceed price’. Another option is to agree on a project price and simply spread payments over an agreed upon time period.

BOD agrees we need to refine our needs before we contract. The IMS subcommittee will have another meeting before any final contract, with a plan to be ready for BOD review and decision by the August 19 BOD meeting.

Q: What is the hourly rate? Answer: Between 85$-110$/hr. for non-profits, depending on the type of work.

Q: Is it less expensive to integrate external off-the-shelf systems or design things from the ground up?

Answer: Bryan states that their ground-up designs are usually pretty cost effective. He recommends Microsoft’s Azure cloud hosting system which does have an ongoing fee.

Q: Who owns the system?

Answer: You own - but Blu Solutions may ask to retain the right to reuse parts for other projects.

Q: What is the best way to go about refining our needs for the project?

Answer: Define the most important piece to replace first. Define functionality and what it would take to import and redesign. Take the big chunks and break into smaller pieces.

Bryan offers to take questions by email. MS offers to meet with Bryan around August 10 to work out draft contract details.

IMS Contract - Motions and Decisions

The IMS subcommittee (Ryan, Lois, Heather, Margaret Anne) offer two motions to the BOD.

1st Motion that the BOD engage Blu Solutions as our contractor for the IMS: Margaret Anne

Second: Janine

Motion passes unanimously.

2nd Motion that we authorize Margaret Scoles to negotiate the contract with Blu Solutions on behalf of the BOD: Ryan

Second: Heather

Motion passes unanimously.

Lois suggests we move meeting Agenda Points 8-9-10 to the August 19 meeting because we are currently running an hour late.

Rachel speaks up about Point 8 and asks if she can report on progress in recruiting members to the Comment Policy Committee. She continues that she talked to Patti Bursten Deutsch, Leonard Pollara, Yehuda Nestel and Christie Badger. Leonard and Yehuda will join. MS thanks Rachel and mentions that Lisa Spicka is interested in being the paid facilitator, with possible contract in the works. Rachel suggests the committee schedule their first meeting at the end of August to prepare for the NOSB meeting.

Next was discussion about how many people should be on the committee. MS suggests at least 5. MW concurred.

Discussion follows on how to get more recruits for the committee. MS suggests Bunny Aicher. Rachel will communicate further with Christie about volunteering for the committee.

Lois asks Chuck if we can move Point 9 to August 19. She suggests the BOD review Chuck’s brochure in Google Docs and make suggestions by email.

BOD Goals Check-in: Updates (move to August 19 Agenda)

Policy Manual Review

Comment Policy Committee

Consumer Outreach (move to August 19 Agenda)

Satellite IOIA Offices, Chapters & Regional Committees (move to August 19 Agenda)

ED Report

1. Notes - We need to schedule another meeting with Jenny Tucker – July or August? MS will send out a Doodle.

2. Notes - We need to determine who will be our NOSB representative for the upcoming meeting in Pittsburgh.

3. Asks - Should we participate in program with the local rural electric to round up our bill payments to the nearest dollar as a donation to their scholarship? BOD consensus is yes.

4. Discussion re: Attending Expo East, OTA events etc. It was noted that full conference pass costs $800. MS intends to attend and is trying to find a free pass.

5. Reported about training in California. Course was taught by MS and Nate Powell-Palm. She was really happy with the 21 participants. She explained some of the circumstances and her communications from and with one participant who failed to complete the course. MS is seeking advice on how to respond. She notes that normal IOIA policy is for students who fail to take the whole class over again. Suggestion was made that we encourage them to apply for our scholarship in order to take the course again. BOD members concurred.

Lois adjourns the meeting at 9:56 pm EDT.

Next Meeting: Monday August 19, 2019, 7:30 PM EDT

Submitted by Margaret Anne Weigelt, Secretary

**IOIA BOD Meeting Minutes**

Aug 19, 2019 - 7:30 p.m. EDT

Via GoToMeeting and Google Drive

1. Board Members Present

Lois Christie, Chair

Janine Gibson, Vice Chair (Joins 7:59 pm)

Heather Donald, Treasurer

Margaret Anne Weigelt, Secretary/Special Past Chair

Chuck Mitchell, Executive Member-at-Large

Philippe Descamps, Director (Joins 8:09 pm)

Ryan Sitler, Director

Rachel Myers, Director

Also present - Margaret Scoles, ED

(Recording was started @ 7:30 pm EDT)

Lois opened meeting @ 7:31 pm EDT - when quorum was confirmed.

Documents for Meeting:

July 8, 2019 Draft 1 Minutes

IOIA Software and Technology Aug 12, 2019

Comment Policy Decision Tree Draft III

Comment Policy final

Contract Scope - Policy IOIA

2020 Training Topics for Ranking – color coded for BOD

Aug 2019 ED Report

Promo\_Organic Conference Malaysia\_Sept 2019

2. Approval of Agenda

Motion to approve Agenda: Ryan

Second: Chuck

Motion passes unanimously

3. Secretary’s Report

Motion to approve the July 8, 2019 Minutes as written: Ryan

Second: Chuck

Motion passes unanimously

4. IMS (Information Management System) Discussion – Blu Solutions Contract

Website Updates w/Diane Cooner; Call w/Bryan Luisana/Blu Solutions

MS reports Blu Solutions start date for the IMS is Nov 1, 2019. She notes that Diane is checking eligibility w/ TechSoup for nonprofits software discounts. Diane and Bryan are also comparing capacities of our current (100% solar powered) server AISO with AZURE.

NOTE: In the time before Diane joins we decide to cover Point 7, setting the 2020 Dues.

7. 2020 Dues

MA: Notes the BOD previously agreed it best to time any needed increases in 3-year intervals.

MS: Supporting Individual member dues haven’t increased in 7 years while no other category rates have increased for 3 years.

Chuck: According to our polls the cost of dues is a barrier for new members.

MA: Maybe we wait until the IMS project is finished (an added benefit) to increase inspector member dues? Lois concurs.

Ryan: Let’s look at supporting membership fees. Slight increases may be less of an issue because they join for a different reason than inspectors - to support the organization. Lois concurs and suggests a 4% increase for the category.

MA asks about creating the consumer category. Chuck points out we ultimately work for the consumer and the category would dovetail with our ‘Ask the Inspector’ consumer outreach focus. Ryan points out that adding a new supporting membership category like this should be relatively easy. MA suggests the consumer category campaign could be focused to directly support some aspect of IOIA like the Scholarship Fund. Chuck, in good humor, suggests consumers could “adopt an inspector”!

MS says she’s never been enthusiastic about increasing inspector dues. She offers some financial calculations, budget considerations, and consequences related to various category dues increases. Discussion follows about various dues increase scenarios.

Motion is made: to keep Inspector Member dues the same, raise the fees for the 3 Supporting Member categories, and add a Consumer Member category. The Supporting Individual fee will be raised from $135 to $145, the Supporting Certification Agency category from $500 to $520, and the Supporting Business category from $200 to $210. We will set the Consumer Member category fee at $25: Janine

Second: Heather

Motion passes unanimously

Diane Cooner joins the meeting and reports she is going to re-apply to TechSoup to pursue Microsoft software discounts. She has some reservations about giving business to monoliths and is exploring options with Bryan. If she can find something that saves IOIA $10K by working with smaller entities she would rather go with those - as long as it isn’t piecemeal like we have now. Diane leaves the meeting.

Bryan Luisana joins the meeting: MS starts conversation with question about continuing with our current server AISO. B: IOIA would need to maintain a virtual server system. He hopes to have a call in a week or so with AISO to get pricing and logistics information. MA asks question whether a virtual server system is more vulnerable to hacking or privacy issues. B: No, same configuration can be set within AISO.

Lois asks question about staff time needed for maintaining our own virtual server. B: We could do the maintenance or IOIA could find a third party. Updates and backups are what need to be done. He will develop the estimated time/cost for Blu Solutions to do the maintenance and try to find a third party to do an estimate. Bryan points out that the system proposed is going to be a replacement for our current website, the inspector member database and payment system, and will be capable of handling an inspector credentialing system.

MA asks about the system’s capacity for global interaction. B: That was the reason he recommended AZURE though it will probably still be OK to have our own virtual server. MA asks about global streaming services. B: Using Go-To-Meeting, YouTube or Vimeo is your best bet. If you need more than what those offer we can help you find another service.

MS: We will not be able to finalize the contract tonight. B: No problem. Many people we work with need 6 months to iron out the contract. We can work on the app while finalizing contract.

5. Policy Committee, Comment Policy & Policy Manual – Heather and Rachel

Heather reports she finalized the flow diagram/policy decision tree. She had emailed with MS about revising how the comment policy is worded so it accurately reflects the participation/role of Lisa Spicka and Policy Committee.

MS screen-shares a copy of the policy document via Google Drive. BOD reviews, discusses revisions and MS edits according to consensus.

Revisions are:

‘Policy Committee, or’… is added to 3rd paragraph describing who may bring issues for comment – IOIA staff, IOIA members, BOD and Policy Committee.

BOD ‘or Policy Committee’… is added to the next sentence in 3rd paragraph describing who discusses the impact on inspectors for the issues brought.

BOD ‘and/or Policy Committee’… is added to the 5th paragraph about who determines whether commenting will serve the IOIA mission.

‘BOD’ is deleted and ‘Policy Committee’ is added to 9th paragraph describing who determines who will write the comments.

Motion: to finalize the decision tree and comment policy with revisions suggested tonight. MA

Second: Rachel

Motion passes unanimously

Heather immediately revises the decision tree and uploads to Google Drive.

She replaces ‘BOD’ with ‘Policy Committee’ in tree, describing who determines who will write the comments/policy statements.

Motion to: approve the members of the Policy Committee as listed in the ED Report - Luis Brenes, Pam Sullivan, Garth Kahl, Kate Newkirk, Allan Benjamin, Leonard Pollara, Yehuda Nestel. Janine

Second: MA

Motion passes unanimously

Rachel Cherry agrees to be BOD Liaison to Policy Committee.

Question made by MA to clarify committee terms and the BOD/BOD Liaison’s role in appointing and approving committee members each year. MS consults the Bylaws. Section 5.1. states, “Accreditation Committee: The Board shall elect a chair and committee every two years.” Committee terms are not specifically laid out in the Bylaws. She states that committee member terms are described in the IOIA Policy Manual.

Discussion is started regarding the Policy Committee Coordinator contract with Lisa Spicka. MS describes that the current drafted contract with Lisa is set at $500 per comment cycle – each cycle consisting of 10 hours work over a 4-week period. For example, the total cost for creating comments for the spring and fall NOSB meetings would be $1000. Time spent beyond 10 hours/cycle is billed at $50/hour. MW asks what happens if we need to make a smaller comment in response to a newspaper article? Rachel shares Policy Committee member Leonard Pollara’s suggestion that IOIA develop proactive comments. She thinks this should also be included.

Lois asks whether there is BOD consensus to have MS clarify costs for smaller/proactive comment handling in the contract. The BOD members express consensus for Margaret to obtain cost clarification in the contract for these items, and for her to sign the contract when clear.

(MS asks the chair if we can include a Latin American Committee report later in the Agenda pointing out that Philippe has now joined the call. Lois acknowledges).

6. 2020 AGM

MS screen-shares the ‘2020 Training Topics for Ranking’ document describing which training topics were favored and which are part of the current ACA draft Agenda. She asks for additional input from the BOD to narrow the remaining topic choices down to 10 for an IOIA membership survey to poll preferences. Rachel suggests certification of brokers/market traders, and nondisclosures. Chuck points out the need for cross-checking. Ryan concurs with Chuck. Small discussion is had regarding inspection of hemp growing. Because it’s relatively new, consensus is this topic may work better in future. Inspection training to biodiversity assessing is discussed and noted by MS.

MS initiates discussion about the AGM schedule. Consensus is to have lunch and keynote approximately Noon-1:30 pm, then take a break so inspectors can attend the ACA training session, reconvene at 3:00 pm for the AGM Business Meeting followed by a second keynote in the evening with a catered party of organic hors d'oeuvres and drinks, and maybe some entertainment, all depending on costs. MS will check with the Drury Hotel about options. Rachel suggests a local hotspot about 9 minutes from the hotel as an option. A short discussion follows about planning and logistics, noting that it occurs a month earlier this time.

Philippe reports he’s working on recruiting Mexican members for the AGM Planning Committee and inviting Latin American members to the AGM. Concerns are voiced by MS and Philippe about the recent mass shooting which may affect attendance by Latin American members.

7. Set Dues for 2020 (Completed already, see above.)

8. Emergency Plan

Short Term/Interim, Harnessing Social Capital for Sales, Marketing & Advocacy

MS brings a couple questions for the BOD from Lisa Spicka who is developing our transition/emergency plan. Margaret expresses appreciation for Lisa’s work.

1. Could we manage for 3 months without hiring an Interim ED? Discussion follows.

Consensus is that up to 3 months, we could empower the staff to manage.

2. Who could fill the following roles? Discussion follows without decision.

Advocacy and Representation – BOD and Policy Committee?

Running & marketing the business – ?

9. BOD Goals Sheet Update (Skipped for lack of time)

10. ED Report (No verbal report)

Lois adjourns the meeting at 9:52 pm.

Next Meeting: Monday Sept 30, 2019, 7:30 PM EDT

Submitted by Margaret Anne Weigelt, Secretary

**IOIA BOD Meeting Minutes**

September 30, 2019 - 7:30 p.m. EDT

Via GoToMeeting

Board Members Present

Lois Christie, Chair

Margaret Weigelt, Secretary

Chuck Mitchell, Executive Member-at-Large (Joined at 8:13 p.m.)

Rachel Cherry Myers, Director

Also present - Margaret Scoles, ED

Absent - Heather Donald, Treasurer; Philippe Descamps, Director; Ryan Sitler, Director; Janine Gibson, Vice Chair.

Documents for Meeting:

IOIA BOD Agenda Draft 1 Sept 30, 2019

IOIA BOD Meeting Draft 1 Minutes Aug 19, 2019

Comment-IOIA-Fall 2019-DRAFT

IOIA San Antonio Advanced Training Topics Survey - preliminary 9.27.19

Plan-Emergency Transition-FINAL DRAFT (limited Appendices)

Baltimore Expo East:

GRO Organic \_ Organic Voices: 17 video clips

International: 21 video clips

OTA Annual Council Reports: 6 PDF docs

Public Private Partnership: 2 video clips and 1 PDF doc

State of Organic: 2 video clips

Expo East 2019 Trip Report

September 2019 ED Report

(Recording was started at 7:38 p.m. EST)

Lois opened as Unofficial Meeting for Discussion Only at 7:38 p.m. EDT because quorum was not established. Quorum was established at 8:13 p.m. when Chuck joined.

Approval of Agenda

MS suggests postponing Agenda #8, Latin American Committee Report - unless Philippe is able to join. Lois acknowledges.

Secretary’s Report

Aug 19, 2019 Draft 1 Minutes were reviewed and discussed, especially #6 and #7 the 2020 Dues and Consumer Member Category ($25) and the exact schedule for 2020 AGM lunch and keynote (1.25 hr. instead of 1.5).

Motion was drafted by Rachel to approve the Aug 19, 2019 Draft Minutes. Motion still needs a second and vote by BOD quorum.

NOSB Comments Review; Policy Committee - Confirm Representation

MS shares the newest 10-page version of NOSB draft public comments from the IOIA Policy Committee. MW asks about the use of a banner copied and pasted from NOSB Meeting Materials. Consensus is to simply display the information in the banner without copying. MW suggests adding TOC hyperlinks.

(Chuck joins the meeting at 8:13 and Lois recognizes we have a quorum and opens as an official meeting.)

MW is asked to repeat the motion drafted by Rachel to approve the Aug 19, 2019 Draft Minutes with potential clarification from Janine about the $25 fee.

Chuck seconds.

Motion is unanimously passed.

Review of NOSB draft comments continues line by line with MS taking notes of the suggested grammatical edits and sentence clarifications. Lois suggests replacing the “n/a” in charts with “no position”. MS and Lois suggest we add to and clarify NOP regulation rule citations as needed (i.e. specify as 205.601 or 205.602). Consensus is reached to have MS submit to the Policy Committee for approval a copy of the comments with the current BOD suggested edits as track changes.

Motion is made to submit ‘as revised’ the public comments to the NOSB – Rachel.

MAW seconds.

Motion is passed unanimously

IFOAM North America - BOD vacancy

MS shares additional information from her meeting with Sarah Brown, IFOAM NA President. MS was invited to fill out the BOD term vacated by Jim Pierce. She explains that they have monthly meetings and guide meeting via bylaws & strategic plan. She describes who is currently on the IFOAM NA BOD; that every BOD member serves on one committee, and points out that Sarah volunteers 5 hours/week. They are looking for BOD members with time to volunteer. Discussion and questions follow, with focus to MS’ comfort with the time commitment. MS feels she can realistically commit the time and that the timing is right for her. She would bring institutional memory and meeting facilitation savvy to the board and represent IOIA on the board. Discussion and consensus is that she should go ahead and accept the invitation – if she thinks she can do it. MS expresses how much she’s looking forward to representing IOIA in this capacity.

2020 AGM - Keynote Speaker; Advanced Training; BOD Slate

Keynote: BOD consensus is to suggest to the AGM Committee consideration of Michael Sligh as Keynote.

Advanced Training: Topic survey result chart is screen-shared. Comments & topics are reviewed and discussed. Responses were from 48 inspectors. BOD consensus is to highly suggest the topics of Biodiversity, Fraud, Risk Assessment, EU Regulations, Cross-Checks, Brokers & Traders, and Sharing Our Perspectives - each highlighted in green. MS will send the highlighted chart to Lisa Spicka and the AGM Committee.

BOD Slate: Small discussion took place about the BOD slate of candidates. Chuck will run for another term. It was noted that last year’s candidates should be asked whether they want to run again. Also noted was that the Asia-Pacific Committee had considered endorsing someone for the board.

Draft Emergency Plan

Plan & possible appendixes/key documents was displayed by screen-share and discussed. Sacha’s role will be prominent. Lisa Spicka would like BOD feedback before finalizing. BOD consensus is to approve the document so it can move on to the next step.

Latin American Committee

Philippe was ill and at a hospital so this topic was skipped.

Consumer Outreach

Organic Voices and uniform messaging was discussed. Chuck explained OCO’s online consumer initiative Ask the Expert. Lois updated the Ask the Inspector brochure and Chuck shared with Dag. Chuck’s vision is that maybe 5-8% of inspectors might consider going into stores to participate in. It was suggested that Chuck outline the concept during the AGM and present a Digital Toolkit. He suggested he put up a demo table set up in the hallway too. MS suggests we need to stay in conversation with Organic Voices. MS will send a message to Organic Voices and cc Chuck. Chuck mentions the Consumer Category.

BOD Goals Sheet Update

MAW suggests it’s getting too late to cover this. She notes that a few more blank rows were added to the bottom of the document.

ED Report

Recommendation that we increase the limit to $5,000 before 2 signatures would be needed on checks. MS suggested we add Melissa Billing’s name to the Policy Manual because David Gardner is retiring.

Motion is made to increase the limit on checks needing 2 signatures to $5000 and add Melissa Billing’s name to the Policy Manual wherever we have David Gardner listed. MAW

Rachel seconds.

(Chuck didn’t seem to be available for the vote.)

Motion will have to be voted upon at a later date.

MS explained that Lisa has spent 22 hours with the Policy Committee to compose the NOSB Comments.

MS notes that the IOIA number is being plagued by calls from Google. Should we sign up for a service that makes people prove that they aren’t a robot-caller? BOD recommends that the IOIA phone needs to be answered by staff. It’s too off-putting otherwise.

Lois adjourns the meeting at 9:56 pm EDT.

Next Meeting: Monday Nov 11, 2019, 7:30 PM EDT

Submitted by Margaret Anne Weigelt, Secretary