## MEETING AGENDA:

*This table serves the purpose of organizing what we want to talk about. If you wish to discuss something at this meeting, add a description of the topic and your name as presenter below.*

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>PRESENTED BY</th>
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<tbody>
<tr>
<td>#1</td>
<td>Call to Order</td>
<td>Board Chair</td>
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<tr>
<td>#2</td>
<td>Approval of Previous Meeting’s Minutes</td>
<td>Secretary</td>
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<tr>
<td>#3</td>
<td>Committee Updates</td>
<td>Committee Heads</td>
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<tr>
<td>#4</td>
<td>Board Transparency</td>
<td>Alexander</td>
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<tr>
<td>#5</td>
<td>Review of and Vote on New Policies</td>
<td>Alexander</td>
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<tr>
<td>#6</td>
<td>Advisory Board: Roles and Expansion</td>
<td>Jacob/Alexander</td>
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<tr>
<td>#7</td>
<td>AdWords/Recruitment</td>
<td>Daniel/Alexander/Yasmeen</td>
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<tr>
<td>#8</td>
<td>Outreach to Media</td>
<td>Jacob/Alexander/Mallika</td>
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<tr>
<td>#9</td>
<td>Staff Management/Staff Engagement</td>
<td>Alexander</td>
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<tr>
<td>#10</td>
<td>National Chapter Network Identification/Public Outreach</td>
<td>Daniel</td>
</tr>
<tr>
<td>#</td>
<td>Description</td>
<td>Status</td>
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<tr>
<td>1</td>
<td>Approval of Previous Meeting’s Minutes (01/20/2018)</td>
<td>APPROVED</td>
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<tr>
<td>2</td>
<td>Voting: Meeting Policy</td>
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<td>3</td>
<td>Voting: Conflict of Interest Policy</td>
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<td>4</td>
<td>Voting: Whistleblower Policy</td>
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<td>5</td>
<td>Voting: Document Retention Policy</td>
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</table>

**MEETING RESOLUTIONS:**

This table serves the purpose of recording what we have resolved to accomplish, enact, change, etc. A resolution confirmation formalizes a decision below the status of a vote but above the status of an informal consensus.

**PARALLEL RUNNING SUMMARY:**

This table will serve as the repository for notes on the current meeting as taken by the acting Secretary for the purpose of maintaining a content record of meeting business. They will run parallel to the meeting and will constitute a Meeting Summary prepared for any Board of Directors member who were absent from the meeting or wish to brief themselves on its content.
1. Membership
   a. Recruitment contacted Int Brain Bee, got positive response
   b. Members steadily increasing
2. Video
   a. It's coming
3. MYELIN
   a. Initiative going well, goal is to let out 1-2 modules out by next year
4. Mentorship
   a. Sent out preliminary forms
   b. In the process of sending out emails and recruiting mentors
5. Journal
   a. Staff activity is still a problem, otherwise in a good shape
6. Outreach
   a. Absent
7. Board Transparency
   a. Provide as much info about IYNA on the website
8. Review and vote of new policies
   a. BoD policies have been approved
   b. Four new policies to come
      i. Meeting Policy
      ii. Conflict of Interest Policy
      iii. Whistleblower Policy
      iv. Document Retention Policy
9. Advisory Board
   a. Needs more structure
      i. Quarterly meetings with adv board, Dr Mys monthly
10. Adwords
    a. Tutorial vids in progress with a month in mind
11. Outreach to Media
    a. The Synapse Project
    b. Compile a list of organizations to contact - national media
12. Staff Management
    a. Inactive accounts have been cleared
    b. Staff Management Book: interviewing, disciplinary, attendance, etc.
13. Mentorship
    a. Set up interviews, get responses from mentees
14. National Chapter Networks
    a. British NCN was doing a fundraiser, but we weren't informed of it
       i. Keep contacts of NCNs, list them on IYNA website
    b. Create a committee devoted to development of NCN
       i. Under Membership, first open it to any staff who is willing to contribute, and the move on to recruit more
          1. No staff in more than two committees
          2. Preferably staff who has worked with NCN before
15. Finances: Uses of IYNA Donations
    a. Pay back administrative costs
    b. IYNA apparels
    c. Promoting IYNA at events (booths, stalls, tables)
16. Finances: Fundraising
    a. Where are you fundraising team
    b. Some NCNs would want PayPal accounts
       i. Discuss details next meeting (taxes, grants)
       ii. How would we be sure that their money is transferred to the IYNA
iii. Donation forms to submit to IYNA

17. Website
   a. Looks fantastic, minor fixes needed

18. Executive Committee
   a. Organization structure
      i. Keep a small chat for minor issues

SECRETARY APPROVAL:
(Signature & Date)

MINJEONG KWON 17 February 2018

(position), International Youth Neuroscience Association