

17 February 2018 MEETING MINUTES

MEETING DETAILS	
DATE:	2/17/2018
TYPE:	Board Business
INITIATED:	20:10:00 EST
TERMINATED:	22:00:00 EST
CHAIR:	Jacob Umans
SECRETARY:	Minjeong Kwon

ATTENDANCE DETAILS		
IN ATTENDANCE	LATE	NOT IN ATTENDANCE
Jacob Umans Daniel Lucas Alexander Skvortsov Onur Tanglay		Kyle Ryan Megumi Sano (Excused) Sojas Wagle (Excused) Mallika Pajjuri (Excused)

MEETING AGENDA:		
<p><i>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.</i></p>		
ITEM #	DESCRIPTION	PRESENTED BY
#1	Call to Order	Board Chair
#2	Approval of Previous Meeting's Minutes	Secretary
#3	Committee Updates	Committee Heads
#4	Board Transparency	Alexander
#5	Review of and Vote on New Policies	Alexander
#6	Advisory Board: Roles and Expansion	Jacob/Alexander
#7	AdWords/Recruitment	Daniel/Alexander/Yasmeen
#8	Outreach to Media	Jacob/Alexander/Mallika
#9	Staff Management/Staff Engagement	Alexander
#10	National Chapter Network Identification/Public Outreach	Daniel

#11	Mentorship - Getting Started and Protecting Mentees	Jacob
#12	Finances: Potential Uses of IYNA Donations	Alexander
#13	Finances: Fundraising	Alexander
#14	Website	
#15	NCN Committee Creation	Daniel
#16	Announcements	Board Chair
#17	Adjournment of Meeting	Board Chair

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.

#	DESCRIPTION	STATUS
1	Approval of Previous Meeting's Minutes (01/20/2018)	APPROVED
2	Voting: Meeting Policy	
3	Voting: Conflict of Interest Policy	
4	Voting: Whistleblower Policy	
5	Voting: Document Retention Policy	
6		
7		
8		
9		
10		

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.

NOTE 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. account?
- 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