

28 December 2017 IYNA MEETING MINUTES

MEETING DETAILS	
DATE:	12/28/2017
TYPE:	Board Business
INITIATED:	18:15:00 EST
TERMINATED:	20:23:00 EST
CHAIR:	Jacob Umans
SECRETARY:	Minjeong Kwon

ATTENDANCE DETAILS		
IN ATTENDANCE	LATE	NOT IN ATTENDANCE
Alexander Skvortsov Daniel Lucas Onur Tanglay Mallika Pajjuri Sojas Wagle Jacob Umans	Kyle Ryan Megumi Sano	Janvie Naik Nicholas Chrapiwy

MEETING AGENDA:		
<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>		
ITEM #	DESCRIPTION	PRESENTED BY
#1	Call to Order	
#2	Monthly Status Reports	
#3	More Initiative from Leadership	
#4	Donor Benefits	
#5	Restructure Document	
#6	Bylaws and Policies + compliance	
#7	Board Status and Potential Improvements	
#8	What to do with inactive members- Nick and Janvie	
#9	Board documentation (info on members)	
#10	Brain Bee Outreach	
#11	Sensitive Information Access	

#12	Staff Management	
#13	Accountability	
#14	Secretary	
#15	Video Production	
#16	Adwords	
#17	Plan out emails and newsletters	
#18	Adjournment of Meeting	Board Chair

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. MYELIN Membership is composed of recruitment and chapter development**
 - a. Goal to get 2000 members by end of January**
 - i. BB Outreach**
 - ii. NCN Outreach**
 - iii. Malaysia is a big source of members**
 - b. Chapter development**
 - i. Through Social Media- FB posting**
- 2. Journal Update**
 - a. Latest Release: made it on time, but had obstacles with edits and assembling**
 - i. Will send out more frequent reminders on due dates**
 - ii. Need more people for assembly**
 - i. Interviews in process**
- 3. MYELIN**
 - a. More accountability**
 - b. How can we get people to work?**
 - i. Keep reminding people that their efforts are appreciated; motivate them**
 - c. Position**
 - i. Members should focus more on their jobs rather than looking for new members**
 - ii. Should we change the way MYELIN members are selected?**

1. MYELIN as separate position
 2. Instructions are unclear: first part is improved; the staff still hasn't done other parts
 3. Remove inactive members?
4. Outreach
- a. Social Media: meme partnership successful
 - b. Video Production: Kyle will work on it
 - c. Publicity: First media exposure on Patch
 - d. Fundraising
 - i. Waiting to hear back from STEM Cell Research organization
 - ii. On the Donation page, the donations don't get notified until the 25th of each month
 - iii. Talk to virtual mailbox about checks
5. Brain Bee Outreach
- a. Send emails to Brain Bee coordinators to send promotional info about IYNA
 - i. Flyers, link to website, promotional video
 - ii. Recruitment Committee plans to ask the Brain Bee coordinators and send them emails
 - iii. Promotional Video
 - i. 1-1:30 min video, preferably done before Jan-March
6. More Initiative from Leadership
- a. Continue to improve; any improvements will be considered
7. Donor Benefits
- a. Docs in Team Drive -> Finance Department
 - i. Donor Benefits: separated into levels; levels for companies are set, but now we need to work on recognizing individual donations
 - i. Different images for each donation levels
 - ii. Newsletter/Social Media Shoutout
 - i. Newsletter: names of organizations in varying sizes
 - iii. T-shirt idea: put names/logos of companies on the back?
 - i. If the logos get too excessive, we can always just keep the diamond levels
8. Restructure Document
- a. Board Structure: Differentiating the BoD and Executives
 - i. All BoD will go through rigorous process including a month of internship, and at the end will either stay or be dismissed

- ii. Possibly a new Board who will be invited to the meetings to improve IYNA?
 - 1. Executive Team— should be more explicitly defined on the IYNA website
 - 2. How long will they serve- one year, possibly unlimited
 - 3. Set objective terms for removing members
 - 4. How will they be chosen: Executives
 - 5. Board Officers: Chair, Vice Chair, Treasurer, Secretary
 - a. Board will elected these people from the Board
 - b. 2 Committees
 - 6. Regular Meetings: discuss with secretary
 - 7. E mails: Staff should always check their emails for notifications
 - a. Consequences for failure to check will result in removing the person from position
- 9. Member Communications
 - a. Newsletter: need schedule and right times (keep time zones in mind), decrease unnecessary graphics
 - i. Send out once a month
- 10. Transparency
 - a. Have a doc composed by someone who hasn't been a part of IYNA since the beginning; make it clearer what people can do to contribute
- 11. Communications
 - a. Keep platforms consistent
 - b. Move onto Google Chat in the near future
- 12. Bylaws
 - a. Review them and enforce policies
- 13. Inactive Members: Nick and Janvie
 - a. By the votes of Alexander Skvortsov, Jacob Umans. Daniel Lucas, Kyle Ryan, Sojas Wagle, removed
- 14. Board Documentation
 - a. Work to create a database with board members' infos
- 15. Sensitive Info Access
 - a. Limited access to Membership in Chapter Databases
- 16. Secretary
 - a. Look for permanent secretary
- 17. Adwords

- a. Google Adwords made a change in policy which will affect us
 - i. Reread policy and check if changes needed

SECRETARY APPROVAL:
(Signature & Date)

Minjeong Kwon 12/28/2017

Secretary, International Youth Neuroscience Association