



IMAGIN Inc.
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2012/2013 Board of Directors:

Scott Ambs: President (2013)	Charlie Bristol (2013)	Michael Muskovin (2014)
Bill Rowe: Vice President (2014)	Andrew Cain (2013)	Diane O'Connell (2014)
Aaron Boos: Treasurer (2014)	Chad Collins (2013)	Peter Schneider (2014)
Thomas Van Bruggen: Secretary (2013)	Trudy Galla (2014)	Lori Schultz (2013)
Andrew Brenner (2014)	Sarah Merz (2014)	Scott Swan (2014)

Minutes of the IMAGIN Inc. Board of Directors Meeting **Thursday, May 31, 2012** **Teleconference Meeting**

1. Call to Order - Board Member Roll Call

1.1. President Scott Ambs called the meeting to order at 10:02 am

1.2. Roll Call

President Scott Ambs: Teleconference
Vice President Bill Rowe: Teleconference
Treasurer Scott Swan: Teleconference
Secretary Thomas Van Bruggen: Teleconference
Aaron Boos: Absent
Andrew Brenner: Teleconference
Charlie Bristol: Teleconference
Andrew Cain: Absent
Chad Collins: Teleconference
Trudy Galla: Teleconference
Sarah Merz: Absent
Michael Muskovin: Teleconference
Diane O'Connell: Teleconference
Peter Schneider: Teleconference
Lori Schultz: Teleconference

Quorum Present

1.3. Others Present – Riehl Solutions
Maryellen Jansen - Teleconference

2. Election of Executive Committee

Bill Rowe, Key Contact for the Nominating & Governance Team reported that he has a full slate of officers to propose for the 2012/2013 year. The slate consists of:

Scott Ambs - President
Bill Rowe – Vice President
Thomas Van Bruggen - Secretary
Aaron Boos - Treasurer

Moved by Bill Rowe and supported by Chad Collins to accept the slate of officers as proposed.

Motion Discussion:

Scott Ambs reported that this would be his last year as the President, so he requests that board members all start considering their positions on the board.

Motion Carried

3. Adoption of Board meeting Schedule

President Scott Ambs introduced the proposed meeting schedule that was disseminated by Thomas Van Bruggen as follows:

May 31, 2012: 10 AM – Board Meeting Teleconference

June 22, 2012: 9 am to 3 pm - Planning and Organizational meeting - Mt. Pleasant, Michigan
Face to Face Meeting

July 20, 2012: 9 am to 11 am - Board Meeting Teleconference

August 17, 2012: 9 am to 11 am - Board Meeting Teleconference

September 21, 2012: 9 am to 11 am - Board Meeting Teleconference

October 19, 2012: 9 am to 1 pm - Board Meeting Face to Face - Location TBD

November 16, 2012: 9 am to 11 am - Board Meeting Teleconference

December 21, 2012: 9 am to 11 am - Board Meeting Teleconference

January 18, 2013: 9 am to 11 am - Board Meeting Teleconference

February 15, 2013: 9 am to 11 am - Board Meeting Teleconference

March 15, 2013: 9 am to 1 pm - Board Meeting Face to Face - Location TBD

April 19, 2013: 9 am to 11 am - Board Meeting Teleconference

April 29/30 or May 6/7, 2013 IMAGIN Annual Conference

Face to Face Membership Meeting, Mt Pleasant, MI

Discussion regarding the main planning session date

Moved by Thomas Van Bruggen and supported by Bill Rowe to adopt the proposed Board Meeting Calendar

Motion carried

Scott Ambs stressed that if at all possible, please try to attend the face to face meetings.

4. Board Member Information

Scott Ambs reported that Maryellen Jansen will be sending all new members instructions for the Dropbox site. The Board utilizes Dropbox as a document sharing location and all documents should be posted to the appropriate location in dropbox.

IMAGIN officers are all required to sign four (4) policies that are required for non-profits under the tax laws. All board members must sign and return the policies to be kept on file. The policies are:

P2010-01: IMAGIN Conflict of Interest Policy

P2010-02: IMAGIN Document Retention Policy

P2010-03: IMAGIN Non-Discrimination and Anti-Harassment Policy

P2010-04: IMAGIN Whistleblower Policy

These policies will be transmitted to all new board members to be completed.

5. Student Paper Competition

Scott Ambs reported that IMAGIN hosts the Student Paper and Poster Competition (SPPC) each year. The competition needs to be revamped and worked on to grow the program. Sarah Merz, Key Contact on the Education Team, has requested that board members review the SPPC talking points and commit to contacting a total of three (3) higher education institutions to promote the program. The talking points and an education institution directory has been posted to dropbox for review.

AI 2012-10: Each board member to choose one (1) 4 year and two (2) 2-year institutions where they will promote the SPPC. Board members shall contact Sarah Merz via email on which institutions they select by Friday, June 1, 2012 and then make contacts with the institutions by June 8, 2012.

6. Financials

Maryellen Jansen reported that she is working on the year end financials. Maryellen will be meeting with the accountant on Tuesday, June 5 and then will finalize the reports with the treasurer.

7. Adjournment

Meeting adjourned at 10:38 am

Minutes respectfully submitted by Thomas Van Bruggen, IMAGIN Secretary