



BOT Meeting – March 7 – 10, 2018



Hotel Principe Lisboa - Avenida Duque de Ávila, 201 - 1050-082 Lisboa (Portugal)



1. Diana Guest (DG)
2. Ana Lúcia Faria Faria (AF)
3. Anja van der Schrieck Junker (AS)
4. Cristina Piauhy (CP)
5. Jayme Panerai (JP)
6. Josette van Luytelaar (JL)
7. Maria-Rosaria Filoni (RF)
8. Michael Brennan (MB)
9. Paola Bacigalupo (PB)
10. Rick Spletter (RS)
11. Scott Baum (SB)

Also present: Nina Schubert (scribe)



1. Wednesday - March 7: 2:00 pm - 6:30 pm*
2. Thursday - March 8: 9:00 am - 6:30 pm*
3. Friday - March 9: 9:00 am - 6:30 pm*
4. Saturday - March 10: 9:00 am - 6:30 pm*

** Starting Time (09:00 am). Coffee break 11:00 am & 5:00 pm - lunch break 01:00 pm - 3:00 pm.*



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1. Opening of Meeting

1.1 Welcome and check-in round

DG opens the meeting. Check-in round is held.

1.2 Setting the Timetable, Decision Making and Approval of Agenda

Agenda, timing and system of decision making (gradients of agreement) are agreed on.

1.3 Daily Allowances during BOT meetings

Previously to the BoT meeting it was suggested that each BoT member be given a set amount to spend on taxis and lunches. The amount is 192 EUR for everybody, except for RF. RF receives 234 EUR due to higher taxi costs in her home town. The allowances are handed over to the BoT members.

This procedure eliminates the need for receipts and helps out the Administrator's record keeping with the government of Spain.

2. Previous Minutes and Review Decisions between Meetings Document

The previous minutes from the BoT meeting (May 23 - 24, 2017) as also the summary of the "decisions between Meetings Document" are handed out.

3. Reports

3.1 Annual Project Fund 2017

The Report of the Annual Project Fund 2017 is reviewed. 9 local societies / regions applied for the Project Fund 2017: 3.309 EUR & 5.190,75 USD were spent for this project in 2017.

Once again, it is pointed out that the local societies need to send in their summaries about the project of the previous year before being able to apply for the Project Fund of the current year.

3.2 Election Committee

The Report from Janet Pinneau is read.

Candidates:

- Josette van Luytelaar
- Maria Cristina Piauhy
- Michael Brennan

Total votes:



- ◉ NANZIBA: 23 (USA:13, Canada: 5, New Zealand: 5)
- ◉ Europe: 25 (DE: 7, SP: 5, FR: 3, IT: 3, BE: 3, NL: 1, CH: 1, RU: 1, PL: 1)
- ◉ South America: 16 (BRZ: 11, ARG: 4 USA: 1)

The next election will be held in fall 2019.

3.3 Faculty

The Report from Danita Hall & Odila Weigand is read.

The Bot will request to the Faculty Committee as follows:

- ◉ Share the decisions / important information made by the Faculty with the BoT. The BoT recommend to inform the Faculty Representative of the BoT after very Faculty meeting.
- ◉ Hold a meeting together (with jointly created agenda including “regional poaching”) at the Conference 2019.
- ◉ Design promotional activities how to expand Bioenergetic Analysis.
- ◉ Include education of ethics on the Curriculum.
- ◉ PDW procedure, organization & statement

RS will explain these requests in the virtual Faculty Meeting on April 26 & 27, 2018.

3.4 Journal

The Report from Vincencia Schroeter is read and discussed.

The BoT recognises the hard work of Vincencia Schroeter, Maê Nascimento and Margit Koemeda-Lutz. DG will get in contact with the editor team to thank for their contribution and express the gratitude of the BoT for the hard work and loyalty of so many years.

The upcoming Newsletter will also include an article about this recognition.

DG will also include the BoT’s thankfulness and appreciation in the IIBA International Conference 2019 agenda.

The BoT wants to remind to send the papers in for the 2019 volume between June 1 and September 1, 2018. The proposals have to be sent to Leia Cardenuto at leiacardenuto52@gmail.com.

DG will also forward the recommendation of putting again the abstracts in different languages in the beginning of every chapter to the new editor team.

3.5 Marketing (Website, Social Media, Membership Cards)



Website

A Website Committee was created. The members are: Diana Guest, Janet Pinneau, Ingrid Cryns & Nina Schubert.

DG presents the current state of work, the future “skeleton” of the new user-friendly website, current content and new content proposals.

The new website will be finished in June latest (estimation), addressing specially the needs for 1. general market, 2. people interested in training & 3. members.

The BoT discusses about how to address the topic of “promotional talk and promises” and states clearly that the “members only” section must become much more interesting and richer of content.

It is decided that the BoT members will go through the current content and proposed contents. Any suggestions, corrections, rejections, improvements must be sent until April 15, 2018 (e-mail: iiba.spain@bioenergeticanalysis.com).

MB, RS & SB will edit the final version of content from April 16 until April 29, 2018.

In case of need the BoT will meet by zoom on April 29, 2018 – Barcelona: 03:30 pm – Sao Paulo: 10:30 am, New York: 09:30 am, Dallas: 08:30 am & San Diego: 06:30

The BoT wants to ask the IIBA community to send in images from conferences, therapies, member meetings, etc. for publishing them in the new website. The images can be sent to iiba.spain@bioenergeticanalysis.com.

The chapter of “BA in the world” will include the regions as follows:

- Europe
- North America & New Zealand
- Latin America
- Asia

The proposal from Claude Thovex was accepted:

Joomla Core Installation:	1.740 EUR
Additional extensions:	1.760 EUR
Data acquisition:	1.500 EUR
User-guide:	400 EUR
Polls manager:	200 EUR
Newsletter manager:	450 EUR



Additional extension (Conference): 1.200 EUR (no need of registration form, done by Event Planner; only link to the Event Planner Website)
Total: 7.250 EUR

Once functioning, maintenance fee of 80 EUR / month (providing evidence of maintenance work done). Website hosting: Invoiced from external provider to IIBA.

Social Media

The Website Committee will look for professional help for handling social media. NS will report about any advances.

Membership Cards

It seems that the membership card is somehow obsolete. The BoT agree on stopping to send out membership cards.

3.6 Results of Membership Survey

The report and summary are read and discussed.

Based on the results, the activities as follows are the most favourite for our members:

- ◉ PDW
- ◉ IIBA International Conferences - quality workshops and the “community feeling”

RF & PB will work out new membership surveys for Board Members of the local societies and for MALs in order to get better understanding from their situation, needs and wishes.

The BoT pay attention to the results and will include the thoughts, opinions and comments in discussing key topics and when approaching important decisions.

3.7 New books

The report is read and discussed. RF informs about the current status of the upcoming book of “Love, sex and relationships, from drive to attachment, to relationship”.

Volunteers are still looked for to write a couple of articles for this book.

- ◉ CP will ask a trainee of her local society if she would be interested in writing about “Sexuality and gender violence”
- ◉ Writer for the article of “Real life and virtual life: love and sexuality in the social networks age” is pending.

RF wants to get all articles ready during the month of June 2018.



RF has another book in her pipeline: This book project will be based on the most influential articles in modern Bioenergetic Analysis.

DG takes over the task of asking the Faculty Members for their opinion about the 5 most influential articles in modern Bioenergetic Analysis and will report to RF.

RF wants to finish this book project in the end of 2018. The BoT may give this book (as e-book) to the IIBA members as a membership benefit (free of charge).

3.8 Newsletter

The BoT recognize the effort and great job done in 2017. 2 Newsletters were sent to our Community (spring & fall 2017).

After the resignation of Michael Brennan, Ingrid Cryns will be the Editor for the Newsletter.

The BoT encourage all members, societies, collectives and regions to share the news from their part of the world with the rest of IIBA world as connection keeps each of us nourished.

DG highlights the need of translation (PT, FR, ES, IT & DE). Prices for translations will be requested and if possible accepted by the BoT. Hence translated Newsletters will be sent out.

3.9 Reader

The Spanish translation of the Reader is in stand-by.

3.10 Scientific Committee

See chapter [Conference 2019](#).

3.11 Awards (Report from Maria-Rosaria Filoni & Patrizia Moselli)

The reports from Maria-Rosaria Filoni and Patrizia Moselli are read and discussed.

The posters, proposals and / or works are uploaded to the website:

<http://www.bioenergetic-therapy.com/index.php/en/11-events/28-iiba-awards-2017>

The Chair of the Awards 2019 is Miriam Bergamini Mantau. The criteria and further information can be consulted on our website: <http://www.bioenergetic-therapy.com/index.php/en/11-events/29-iiba-awards-2019>

3.12 Teaching Committee

SB, as Chair of the Teaching Committee, reports about the current on-going projects.



Basically, the Teaching Committee has supported the Curriculum Committee to send out the updated Curriculum.

Discussions rise, like

- ◉ The current structure is very singular. It is time to reevaluate the function of the Teaching Committee.
- ◉ The BoT needs to provide a vision to the Faculty where IIBA wants to go.
- ◉ Need of undertaking manuscripts and charismatic books written by an expert (paid job) who is able to go deep into the matters of differences, asking for challenges, etc.
- ◉ The PDW should leave the BoT. It is considered as a faculty activity.

PDW

Based on the usual cost structure and the difficult situation in Latin America (specially Brazil) the upcoming PDW may not pay for itself. AF, CP and JP point out that the PDW would be too expensive for locals.

The BoT agrees on not skipping the PDW and working on finding a way how to subsidize the PDW 2018 in Latin America.

The BoT agrees on as follows:

1. It is proposed that the BoT subsidize the faculty salaries for the next PDW in the fall of 2018 in Latin America.
2. That the IIBA Faculty be mandated to examine the functions & organization of the PDW.

That the Faculty presents a report to the BoT that describes the functions of the PDW - its role in evaluation of prospective Faculty, and any educational functions it may serve for advanced candidates for certification, or post-certification continuing education - and details the organization it has for the execution of the program.

A. One idea the Faculty might consider is the appointment of an administrator of the PDW program who will serve as a paid director for a cycle of three PDW events, including an assistant director for the last PDW in the cycle, who will then take over as director for a cycle of three PDW events.

B. In the event that the Faculty determines that the PDW in its present form be discontinued, then it must develop an alternative method for the evaluation of perspective IIBA Faculty.



C. The decision to subsidize the 2018 PDW is done in recognition of the value of past workshops have provided IIBA members, and the necessity of providing a venue to evaluate prospective IIBA Faculty.

However, the task of organizing the PDW has often fallen on the shoulders of the IIBA President, or Teaching Committee Chair person, or other individuals - such as members of the Selection Committee. This has resulted in pressurized planning, last-minute developments, and inconsistent idiosyncratic structures. The Board feel strongly that the IIBA Faculty must have the authority & responsibility to develop a plan for rationalising the mission, planning and execution of the PDW.

D. It is important to remember the BoT policy that all IIBA approved events must pay for themselves. Since the BoT advances funds for the planning and organization of every PDW, the plan decided by the Faculty for future PDW events must include that requirement in the proposal for structuring the program.

E. A report on a proposed structure is expected in time for the BoT to consider the plan at its meeting at the Conference 2019.

The BoT agrees on the above written statement and subsidizing the PDW 2018 as follows:

- ⦿ Salaries of trainers: up to 6.000 USD (total sum)
- ⦿ Flights for trainers: up to 3.000 – 5.000 USD (total sum)
Flights must be booked as early as possible and with the lowest rate possible for economy class. Invoices of flights must be submitted to the IIBA Administrator in order to get refunded the costs.

CP takes over the task for searching the right location in Salvador (Brazil) based on the conditions as follows:

- ⦿ Time: Fall 2018
- ⦿ Start: Friday around 02:00 pm
- ⦿ Finish: Tuesday around 06:00 pm
- ⦿ Low budget accommodation
- ⦿ 3 meeting rooms (1 meeting room for holding everybody and 2 smaller meeting rooms)

CP sends proposals (costs and dates) to SB (Chair of the Teaching Committee).

CBT Certificate for Barbara Lilleyman

Due to the special situation of the IIBA member, Barbara Lilleyman, the BoT agree on handling over the CBT Certificate to Barbara Lilleyman, signed by Diana Guest (President) and Scott Baum (Chair of the Teaching Committee).



3.13 Research Committee

The report from Patrizia Moselli is read and discussed.

The BoT highly recognise the efforts of the current Research Committee.

The BoT want to encourage the Research Committee to write down a strategy of research in Bioenergetic Analysis. The BoT also wants to ask the Research Committee for considering to include more members in the current Research Committee in order to get a certain international balance. There may be members interested from Latin America.

The BoT agree on sending the letter (research study) from Prof. Renata Tambelli to the community in order to increase the participation of this study. RF will forward the information to NS.

Jan Parker (from the Southern California Institute for Bioenergetic Analysis) recommends to include IIBA articles from the Journals in the databases of Ebesco, PsyArticles and PsyLit.

PG takes over the task of reporting to the Research Committee in detail. The Research Committee should also study options of getting included IIBA articles from the Journals in the databases of Ebesco, PsyArticles and PsyLit.

4. Financial Topics

The BoT want to remind the local societies and training groups as follows:

All local societies and training groups must collect the dues of their affiliated IIBA members and pay the total amount of dues

- ◉ by bank wire (any service costs charged for the wire must be paid by the local societies and training groups; the full amount due must be received by IIBA) or
- ◉ by PayPal (Business name: IIBA (International Institute for Bioenergetic Analysis) following the instructions and steps in the website: <http://www.bioenergetic-therapy.com/index.php/en/the-comunity/join-the-community>.

DG will contact with the presidents / directors and treasurers of the regional and local societies to remind them of the IIBA procedures related to the annual dues.

4.1 Closing Balance 2017

The Closing Balance 2017 is reviewed and approved.

4.2 Approval for Budget 2018

The Budget 2018 is reviewed.



4.3 Cancelling payments by Credit Card

In May 2018, the new EU General Data Protection Regulation will start. All received personal data from our members requires to be handled according to this new law.

By giving the credit card number and additional information by phone or e-mail, IIBA has no tools for handling this sensitive information as requested by the new law. Therefore, IIBA is forced to cancel this payment condition.

DG will inform the community by e-mail about the new EU General Data Protection Regulation and the cancelation of payments by credit card.

4.4 Investment Fund

The Investment Fund is reviewed.

The BoT agrees on meeting by zoom once professional advice for fiscal and tax will be received.

4.5 Tax and Court Department Spain

DG, SB and RS will consult and ask for professional fiscal and tax advice.

5. Toronto Conference 2017

5.1 Final Report & 5.2 Closing Balance

The report is read and discussed. The detailed report is very appreciated and is definitely a great input for updating our internal procedures.

Even if the closing balance is negative -111.365,00 USD (due to low number of participants, political situation, very strict contracts duties), the feedback of the participants was very good.

SB points out that the IIBA International Conferences are a IIBA activity, leaded by the Scientific Committee and support from the Administrator.



The BoT agree on the statement as follows for future organization of IIBA International Conferences:

The IIBA Conference are useful to spread and update Bioenergetic Analysis and to improve the sense of belonging among colleagues and to earn funds to advance the work of the IIBA.

IIBA International Conferences are organized and directed by the IIBA Board of Trustees. Conference Planning is executed by the IIBA Administrator.

Local and regional groups collaborate with the Scientific Committee and other organizational planning groups.

Final responsibilities for decisions of a IIBA International Conference lie on the IIBA BOT.

6. Conference 2019

6.1 Organising Committee

The Organising Committee is composed by:

- ◉ Paola Bacigalupo
- ◉ Pedro Ribeiro Da Silva
- ◉ Ana Luísa Correia Botas
- ◉ António Jorge De Azevedo Ramos

The Scientific Committee is composed by:

- ◉ Danita Hall
- ◉ Garry Cockburn
- ◉ Michael Brennan
- ◉ Miriam Bergamini Mantau
- ◉ Margit Koemeda-Lutz
- ◉ Maria Rosaria Filoni

MF reports of the current status of their work:

- ◉ Keynote Speakers and Panels:
The opening will be held by Diana Guest (President), other presidents & directors from Federations, regions and local societies. The local society of Portugal (Associação Portuguesa de Análise Bioenergética) will try to invite a Portuguese University Professors related to Bioenergetic Analysis.



JP asks for including representation from Latin America (like Maria Cristina Piauhy Silva Mendes as Director from FLAAB).

Mr. Luigi Zoia and Mrs. Darcia Narvaez have confirmed their interest of giving a lecture. Other members of the IIBA will also be invited for making a speech, like Garry Cockburn, Vita Heinrich-Clauer, Guy Tonella, etc.)

- ◉ Simultaneous translations

As in previous IIBA International Conferences, the languages spoken and understood are a main concern and need to be addressed. Simultaneous translations will be budgeted and booked from English to Portuguese, Spanish, French, Italian and German as long as a minimum of 10 participants of each language assist the keynote speeches and panels.

Due to the high costs of the translators and all technical equipment, the keynote speeches and panels must be held in English.

Keynote Speech in other languages (not English): The Keynote Speech must be shortened by 30 % at least for facilitating the consecutive translation to English (standing on her/his side during the speech).

Support of translation of the Keynote Speeches: In case that anybody needs support for translating her/his keynote speech in English, a clear budget (based on a formal quotation) must be approved by the BoT.

- ◉ Meetings

Meetings of the presidents and directors of the local societies: A meeting for all presidents and directors of the regions and local societies will be organized on Thursday afternoon (after finishing the workshops).

Membership meeting: A meeting for all members will be organized on Saturday after lunch.

6.2 Revise Conference Budget

Most properly, the IIBA International Conference 2019 will be held in the Hotel Golf Mar (Maceira - Torres Vedras, Portugal.)

An event planner (Abreu Events) will give local support, registration and will facilitate other services needed to be contracted.



The budget is under process and will be ready for approval in the beginning of April 2018 (after signing the contracts with the hotel and event planner).

6.3 Membership Meeting

The Membership Meeting at the IIBA International Conference 2019 will be a kind of workshop, discussing and working on the code of ethics, articulating affirmative ethics and treating the declining membership.

6.4 Amedco EDU - Accreditation Services

The BoT agree on cancelling the Accreditation Services from Amedco EDU for the IIBA International Conference 2019. The price of this service is too high and can't be afforded.

7. Regional Structures and Local Societies

7.1 Mauro Mendonça from Goiania

AF informs about recent activities from the VIBRARE Instituto de Análise Bioenergética do Centro Oeste do Brasil.

The BoT encourage FLAAB to talk to the IIBA International Trainers working with VIBRARE in order to clarify the situation and try to come up with an agreement suitable for all involved parties.

In second-instance, the Faculty must clarify and handle this issue.

The BoT agree on restating how the IIBA feels about "professional respect" in the next IIBA International Conference 2019.

7.2 SGBAT Retro-active request for Project Fund

The E-mail from Mr. Hugo Steinmann (20/02/2018) is read and discussed. Based on the IIBA Project Fund Policy, the BoT need to reject this retro-active request.

DG will inform SGBAT about this decision by e-mail.

7.3 Support for Southern Germany Conference

AS informs of the needs of financing the upcoming conference (fall 2019) from Süddeutsche Gesellschaft für Bioenergetische Analyse (SGfBA).

The BoT need to consistently apply the current IIBA Project Fund Policies in order to not set a precedent. The BoT agree on not granting the financial request of 2.000 EUR (approx.).



The BoT recommend that all participating societies apply for the IIBA Project Fund 2018 (together as a region or individually).

8. General Business

8.1 Strategic Plan

The current Strategic Plan is reviewed.

SB will update the Strategic Plan based on the inputs from the BoT, like “early training groups, communication with local societies and regions, gaining a more institutional character Y institutional identity, social media, translations of the Journal, etc.)

8.2 By-Laws

The By-Laws of IIBA (“latest version approved by the IIBA BoT February 9, 2008, Lisboa) is reviewed, discussed and again approved by the BoT.

8.3 Code of Ethics

The report is read and discussed.

IIBA / Ethics Committee has no legal responsibility. The objective may only be to find the way how to get 2 people to talk to each other and to encourage the local societies to come up with Ethics Committees and procedures in place.

Nevertheless, IIBA needs a “method how to deal” with ethical questions. IIBA must be able to give guidance and to provide information to both (client and therapist).

Next steps: IIBA needs to fix a clear procedure how to deal with ethics issues even if there is just a very small number of claims or topics rising up.

The BoT agree on finding ways how to collaborate with other body psychology institutions in order to “force” the discussions with local authorities regarding “touching interventions”. A lot of therapists touch their clients so actually the ethics topic should be considered as a kind of “risk management question”.

AS, JL and RS will write a proposal of procedure and update the Code of Ethics (awareness, suggestions & prevention), including a proposal how to deal in case of claims of ethics to members at large (MAL). The proposal will be sent to the BoT for approval. Once approved, it will be communicated to the membership.



DG recommends the lecture of the book “Therapists at Risk: Perils of the Intimacy of the Therapeutic Relationship” by Lawrence E. Hedges, Robert Hilton, Virginia W. Hilton, & O. Brandt Caudill, Jr.

AS will offer a lecture / workshop of ethics in the IIBA International Conference 2019 and / or include this topic in the membership meeting during the IIBA International Conference 2019.

The BoT will think about writing an article of the importance of ethics / ethics of touch for the next Journal.

The letter (“Ethical complaint to the IIBA” from Norddeutsches Institut für Bioenergetische Analyse E.V. (NIBA) from August 15, 2017 is read. DG will get in contact with them by e-mail.

8.4 Results of study MAL situation

The situation of members at large (MAL) is discussed.

The BoT want to point out as follows: IIBA has no option to assist in case of claims of ethics from clients to MALs. The BoT highly recommend to be affiliated to a local society for getting “protected”.

The BoT decide to contact all Members at Large in order to find out more about their experiences, reasons for being a member at large, etc. This task will be handled by PG, JL and RF.

In case of interest, time and space availability in the IIBA International Conference 2019, a special member at large meeting will be organized.

9. New Business

10th anniversary of Alexander Lowen

The 10th death anniversary of Alexander Lowen will take place on October 28, 2018. RF recommends to ask the local societies about their scheduled activities and summarize them in the website.

Creation of an international bioenergetic day

JP recommends to create an international bioenergetic day in order to promote much more Bioenergetic Analysis.



Parkmore Institute

Barnaby B. Barratt, PhD, DHS, ASPP (Director of Studies) has formed an institute in South Africa (<http://www.parkmoreinstitute.org/contact-us/>)

SB will talk to him and investigate about the institute before IIBA endorses (or not) the of Parkmore Institute.

Big achievements

The BoT salutes the efforts from the Swiss and Italian Societies in order to get the field of Bioenergetic Analysis recognised by official authorities.

DG will include the recognition of this hard work in the IIBA International Conference 2019 program.

10. Next Meeting

The next BoT meeting will be held on March 6-9, 2019 in Lisbon (Portugal). The meeting will start on March 6, 2019 at 14:00 hours and will finish on March 9, 2019 at 18:00 hours.

Hotel will be confirmed as soon as possible by the Administrator.



11. Addendum (Decisions made by the BoT between the meetings)

N	Date	Title	Description	Comments
1	16/06/2017	New administrator By e-mail, closed by Diana Guest.	The Executive Committee signed a contract with Nina Schubert as the new IIBA administrator beginning November 1, 2017	New administrator: Nina started on November 2, 2017.
2	28/06/2017	Project Fund for Brazil dues (Bank tax of 8.9% in Brazil) By e-mail, initiated by Pilar Llobregat, closed by Diana Guest.	The BOT has approved a policy concerning the refund of 15 % of your dues in the following terms: - 15% of the current year's dues will be deducted of the total amount of next year's dues - The real amount of next year's dues will be used to calculate the 15% refund for that year - We would like to remind you that this 15% is only granted on condition that it be used for a project to develop BA in your community and that project has to be presented at the time of application. The deadline for that is March 30 of each year. -Notwithstanding the high rate the bank applies to your transactions and though we understand how grievous this is for your economy, IIBA must receive the full amount of your annual dues. Possibly you can find alternative ways to send them in.	Applied for dues 2018 (only for Instituto Lumen): The dues 2018 were paid as following: Instituto Lumen paid with Instituto de Análise Bioenergética de São Paulo. Insituto Lumen reduced their dues by 15 %. Instituto de Análise Bioenergética de São Paulo. There is still an imbalance of dues; in their favour (status 18/01/2018).
3	29/06/2017	Dues payment to become a CBT Initiated by Pilar Llobregat, finished by Diana Guest.	Need to revisit the issue of people wanting CBT certificates when they have not paid dues to the IIBA: In order for a trainee to receive a CBT certificate they must have paid dues to the IIBA for 4 years prior to receiving the certificate. If they have not paid dues previously, they can pay the sum total of 4 years of dues to receive the certificate. Two of the years' dues will be applied as follows: one year of dues will be credited to the year of certification and one year's dues for the year after.	Members need to pay the sum total of 4 years of dues to receive the certificate. Gradience modified.
4	01/07/2017	Thank you letter to the Michigan Society By e-mail, initiated by Pilar Llobregat, letter written by Diana Guest.	Diana wrote on behalf of the BoT to the Michigan Society of BA thanking them for their donation to the IIBA of \$2.900 US	Donation of 2.900 USD: The Michigan society decided in June last year to disband and announced their intention to donate the money left in their account to some tax exempt society, maybe IIBA. After they followed all the necessary procedures, finally today Jody Brooks (the treasurer of the disbanded society) proceeded to make effective the donation in these terms: "The members of the disbanded Michigan Society for Bioenergetic Analysis would like to make this contribution in memory of Jean Fitzsimmons, CBT and international trainer emeritus. She loved Bioenergetic work and trained generations of our local CBTs as well as many therapists throughout Europe. With that in mind, we would like the money to be used to support IIBA training and educational programs."
5	10/07/2017	Request for a refund for the conference from Maria Luisa Manca By e-mail initiated by Pilar Llobregat & closed by Diana Guest.	Maria Luisa Manca requested a refund of the conference 2017 due to the lack of IT translation. Pilar sent an e-mail to her on behalf of Diana Guest: "Dear Luisa, the BoT has discussed your request. I understand how disappointing it would be to have the translator you had arranged for the conference to cancel at the last minute due to illness. I heard that your colleagues did their best to interpret for you and that you set together as a group to aid in this matter. We understand that you are an active member of SIAB and do much to represent BA. The BoT has compassion for your circumstances however this is a delicate matter that we must consider. It was not an easy decision; however, we do not feel that we can honor your request for a refund for the conference. Hopefully, at the next conference there will be enough Italians for there to be a conference translator since the next conference is in Europe."	Pilar sent an e-mail to Maria Luisa Manca (11/07/2017).
6	10/09/2017	Journal 2018 in Spanish By e-mail, closed by Diana Guest.	The BoT reviewed and approved that the IIBA Journal due for publication also be published in Spanish.	The Instituto Madrileño de Análisis Bioenergético takes care of the translation.
7	28/09/2017	Journal with Russian abstracts By e-mail, closed by Diana Guest.	The BoT agreed to add Russian abstracts to the IIBA Journal.	



N	Date	Title	Description	Comments
8	02/10/2017	Letter of support to our Brazilian colleagues By e-mail initiated & closed by Diana Guest.	The BoT approved the following statement: "To Whom it may concern, The members of the International Institute for Bioenergetic Analysis (IIBA) do not believe that same-sex orientation should or needs to be changed, and efforts to do so represent a significant risk of harm by subjecting individuals to forms of treatment which have not been scientifically validated and by undermining self-esteem when sexual orientation fails to change. No credible evidence exists that any mental health intervention can reliably and safely change sexual orientation; nor, from a mental health perspective does sexual orientation need to be changed. In addition, the IIBA opposes discrimination against individuals with same-sex attraction."	Amendment of policy statement. Approval of policy statement regarding same-sex orientation.
9	27/10/2017	Laptop By e-mail initiated by Diana Guest.	Pilar keeps the laptop valued in 400 EUR	The executive committee of the BoT approved the gifting to Pilar of the current IIBA computer. (Buying a new one: 944,10 EUR)
10	13/11/2017	Translation ES Journal 2018	The BoT approved a budget for the translation of the IIBA Journal into Spanish. The budget was sent by the IMAB for approval. A total budget of 3.728,79 euros.	Decision communicated to Paco. (Estimated cost of 3.728,79 EUR)
11	27/11/2017	Virtual mailbox for Tax and Court Department Spain By e-mail, initiated by Nina Schubert & closed by Diana Guest.	Spanish taxpayers like companies, self-employees, non-profit organizations, etc.) are obliged to receive tax notifications and communications electronically through joining the notification system via their enabled e-mail address. This is a "new" procedure which started in 2015. The Ministry of Finance registered IIBA in their system and it would have been the obligation of IIBA to join this notification system and link this virtual mailbox with a notification e-mail.	Wait and see. Will be discussed in the BoT 2018. Risk of not receiving immediate information of penalties from the Spanish authorities.
12	22/11/2017	New CBT	BoT approved Christine Harris as CBT.	Member at Large.
13	30/11/2017	Special treatment dues 2018 Sociedade de Análise Bioenergética do Rio de Janeiro By e-mail initiated and closed by Diana Guest.	Due to financial problems the Sociedade de Análise Bioenergética do Rio de Janeiro pays in 3 installments (02/01/2018: 30 %, 01/02/2018: 35 % & 01/06/2018: 35 %) + reduction of Refund 2018 (15 % - 327 USD - 19 members)	3 installments each paid by 2 credit cards. The training group from Miriam Mantau wants to pay separately. So 6 credit card payments are done.
14	31/12/2017	Zoom Account for IIBA Faculty By e-mail initiated and closed by Diana Guest.	The IIBA faculty committee would like to have a Zoom account. The faculty is planning to have a digital meeting this coming year and the committee needs time to get familiar with the format. I have used zoom for a variety of meetings and find it very good and the price is reasonable. It is much more stable than skype. Only one person can be designated as the host and they will be required to start every meeting however, they do not have to stay for the meeting. This type of account can have up to 100 participants.	Annual licence: 139,90 EUR Licence for Danita Hall (danitahall@me.com).
15	12/02/2018	Zoom Account for IIBA BoT	Autorized by Diana Guest.	Annual licence: 139,90 EUR Licence for iiba.spain@bioenergeticanalysis.com.



12. Addendum (Budget 2018 approved)

IIBA 2018

BUDGET 2018 APPROVED

A. Money coming in	Budget - EUR	EUR	USD	TOTAL (USD in EUR)	<small>1 USD = 0,81706 EUR</small>
Members dues 2018	117.313 EUR	70.664 EUR	57.094 USD	46.649 EUR	<small>Access 12/02/2018</small>
Conference 2019	16.400 EUR	16.400 EUR		0 EUR	<small>20 % of registration done by end of 2018 (150 participants), minus Credit Card Commissions</small>
Workshops	0 EUR			0 EUR	
Webshop	545 EUR	300 EUR	300 USD	245 EUR	
PDW	0 EUR			0 EUR	<small>Pending</small>
Total money coming in (A)	134.258 EUR	87.364 EUR	57.394 USD	70.245 EUR	
B. Money paid	Budget - EUR	EUR	USD	TOTAL (USD in EUR)	<small>1 USD = 0,81706 EUR</small>
IIBA Events	50.709 EUR	40.905 EUR	12.000 USD	9.805 EUR	
Conference 2019	30.000 EUR	30.000 EUR	0 USD	0 EUR	
BOT Meetings (1 meeting)	20.709 EUR	10.905 EUR	12.000 USD	9.805 EUR	
PDW	0 EUR	0 EUR	0 USD	0 EUR	<small>Pending</small>
IIBA Projects	38.604 EUR	15.000 EUR	7.500 USD	6.128 EUR	
Project Fund 2018	16.128 EUR	10.000 EUR	7.500 USD	6.128 EUR	
Book (Love, sex and relationships)	5.000 EUR	5.000 EUR	0 USD	0 EUR	<small>Editing, Type Setting, E-book</small>
Newsletter	0 EUR	0 EUR	0 USD	0 EUR	<small>Will be arranged by the new Website.</small>
Journal 2018 (English)	10.000 EUR	10.000 EUR	0 USD	0 EUR	<small>Print & postage (1.080 units).</small>
Journal 2018 (Spanish)	7.476 EUR	7.476 EUR	0 USD	0 EUR	<small>Translation: 3728,29. Editing, Type Setting, Print & Shipment (203 units)</small>
IIBA Administration	50.040 EUR	48.668 EUR	0 USD	0 EUR	
Administrator Fee	28.034 EUR	28.034 EUR	0 USD	0 EUR	
Public Entities	3.967 EUR	3.967 EUR	0 USD	0 EUR	<small>PIT</small>
Other Public Authority Costs	80 EUR	80 EUR	0 USD	0 EUR	<small>Committee's Renewal, ByLaws, Tax Updates</small>
Certified Accountant	2.322 EUR	2.322 EUR	0 USD	0 EUR	<small>(Cost Price Index 2017 still pending. Calculated based on CPI of 2,5 %)</small>
Fiscal Support	436 EUR	436 EUR	0 USD	0 EUR	
Internet Presence	11.400 EUR	11.400 EUR	0 USD	0 EUR	
Website improvements	7.500 EUR	7.500 EUR	0 USD	0 EUR	
Webmaster	1.000 EUR	1.000 EUR	0 USD	0 EUR	
Hosting & domains	400 EUR	400 EUR	0 USD	0 EUR	
Translations	2.500 EUR	2.500 EUR	0 USD	0 EUR	
Storage Rent	1.176 EUR	1.176 EUR	0 USD	0 EUR	<small>Bluespace</small>
Telephone, Fax & Internet	704 EUR	754 EUR	0 USD	0 EUR	
Internet	432 EUR	432 EUR	0 USD	0 EUR	
Telephone	272 EUR	272 EUR	0 USD	0 EUR	
Fax	0 EUR	50 EUR	0 USD	0 EUR	
Software & Licences	640 EUR	640 EUR	0 USD	0 EUR	<small>Zoom Accounts (2), Anti-Virus, Microsoft Package, GoDaddy</small>
Hardware	0 EUR	0 EUR	0 USD	0 EUR	
Office Material	500 EUR	500 EUR	0 USD	0 EUR	
Shipping Costs	782 EUR	700 EUR	100 USD	82 EUR	
Charges for financial services	2.398 EUR	1.050 EUR	1.650 USD	1.348 EUR	
Bank / Credit Card Commissions	1.580 EUR	600 EUR	1.200 USD	980 EUR	
PayPal Commissions	818 EUR	450 EUR	450 USD	368 EUR	
Management reserve	0 EUR	0 EUR	0 USD	0 EUR	
Total money paid (B)	141.752 EUR	105.623 EUR	21.150 USD	17.281 EUR	
BALANCE	-7.493 EUR	-18.259 EUR	36.244 USD	52.964 EUR	