

Attending: Spence, Michael, TG, Sam, Nino, Matt, Brent

1. Introductions
2. Old board: Review of November Minutes
 - a. **Approved**
3. Board Transition
 - a. Selection of external advisor
 - i. **Current nomination: Greg Rupprecht**
 - ii. **New Board confirms**
 - b. Selection of board officers
 - i. **Chairman - Michael (previously Matt)**
 - ii. **Secretary - Nino (previously Michael)**
 - iii. **Elected Roles**
 1. **Shareholder Rep: Michael**
 2. **Employee Rep: Brent**
 3. **Partner Reps: Nino & TG**
4. Previous/Follow-up Items
 - a. Phantom stock
 - i. **Should have update this week, phantom holders have agreed on a valuation model and should be in place at beginning of 2019.**
 - b. Talent Management Program
 - i. **BG Employee Handbook in progress**
 - ii. **Baseline evaluation model should be finished by end of year**
 - iii. **Creating a career ladder that will help guide people to advancement**
 - c. Structsure spin-off discussion: #fireteam-schism
 - i. **Mission: defining the lines of separation between Structsure and BrainGu.**
 - ii. **Team**
 1. **Tim leading the effort**
 2. **Need to include BizOps resource: Alex**
 3. **Nino**
 4. **Chris Melgard**
 - iii. **Considerations & Project Roadmap**
 1. **Should we plan on making this a repeatable process or just focus on Structsure**
 2. **Focus on Structsure for MVP but don't restrict it outright**
 - iv. **Draft for Project Plan (fuzzy dates) by January board meeting**
 - v. **Close to Final Project Plan by February board meeting**
 - vi. **Creation: Approved**
5. New Items
 - a. None
6. Next Meeting
 - a. Jan 4, 4 PM EST

7. Action Items