



## AASHE Board of Directors Meeting

Teleconference

Friday, February 19, 2016  
14:00 EST / 11:00 PST

### Approved Meeting Minutes

**Attendance (X – present; R – regrets; A - absent):**

**Board**

|   |                                 |
|---|---------------------------------|
| x | Fahmida Ahmed - Chair           |
| A | Charles Richardson – Vice Chair |
| x | Trina Innes - Secretary         |
| x | Jon Jensen - Treasurer          |
| x | Jay Antle                       |
| x | Ben Champion                    |

|   |                   |
|---|-------------------|
| x | Sally Grans Korsh |
| x | Richard Miller    |
| x | Stephen Mulkey    |
| x | Kim Smith         |
| x | KyuJung Whang     |
|   |                   |

**Management & Guests**

|   |  |
|---|--|
| x | Meghan Fay Zahniser (Executive Director) |
|   | Various Assistants to Board Members      |

|   |                           |
|---|---------------------------|
| x | AASHE Directors – Allison |
| x | Margueritte Williams      |

**1. Call to Order**

Welcome, Determination of Quorum – Quorum met – **14:04**

**2. Consent Agenda**

- January 2016 Board Meeting Minutes
- February 2016 Executive Committee Minutes
- Today’s Board Meeting Agenda
- Advisory Council Member Appointment

**MOTION: Move to accept the consent agenda.**

Moved by: Trina

Seconded by: Fahmida

**Motion carried at 14:06**

**3. Executive Director Update**

- Membership, Programs, and Services Proposals
  - STARS Governance Structure Revisions
    - Policy has not been updated since 2010, was shared with board last time.

- Discussion on what part of STARS board needs to be involved with.

**MOTION: Move recommending that oversight over STARS be under purview of Executive Director.**

Moved by: Trina

**Motion carried at 14:17**

Seconded by: Sally

- Advisory Council Appointment – Angela Halfacre
- Staffing Update
  - Kimberly Smith started last week as Director of Conference & Events
  - Staff Satisfaction Survey completed
- Financial Highlights
  - Receiving Ray C Anderson Grant for \$5,000 again this year
- Conference Update
  - Seven host institutions secured
  - Call for proposals deadline extended to February 22
  - Still looking for affordable and available keynote
  - More site visits being done by Kimberly
- Partnerships – Kim Smith
  - Kim introduced documents in international update folder in board packet, go over more at board retreat
  - Fahmida asked what AASHE’s roll should be – action item at retreat
- Data Sharing
  - Reviewing relationship with The Princeton Review and Sierra magazine concerning STARS data, fees involved, aligning of deadlines
- Partnerships – Meghan
  - Quarterly calls with USGBC, Second Nature, and NWF
  - Memo in packet from Second Nature
  - ISSP still developing certification exam, not formally launched
  - Staff evaluating partnership criteria
  - Proposal for AASHE Affiliates has been to some groups. Feedback summary to be presented to board at retreat
- Board questions to Meghan to expand on some of the above items
- Board 1 on 1 feedback to be discussed at board retreat

#### **4. Ongoing Board Business – 14:50**

- Committee Work Updates
  - Executive Committee
    - Went over what will be discussed at retreat
    - Meetings usually 45 minutes to an hour long
  - Finance Committee
    - Has not met this year
    - Audit Committee will meet with auditor, fieldwork going on now
  - Advisory Council
    - Rich Miller is liaison, Stephenie Presseller is chair.

- Going very well, committee structure taking off
- A lot of activity on Basecamp

**5. Walk In – 14:58**

- More things to be reviewed and gone over at retreat
- Stephen has developed a prospectus to be reviewed and discussed

**6. Chair's Report & Wrap Up – 15:00**

- March 2016 Retreat Expectations and Agenda – in ED folder
  - Template is prior year's agenda
  - More logistics to be sent before retreat
  - Humor is welcome
  - Additions to agenda
  - Request to have a dinner with no topic, just conversation
  - Board 2016 Calendar

**7. Board and ED Evaluations Survey (Executive Session – Board Members Only) – 15:14**

**MOTION: Recommend that the board congratulate Meghan on a year well done and continue to support her in her role as Executive Director.**

Moved by: Trina

Seconded by: Stephen

**8. Adjourn -**