



AASHE Board of Directors Meeting

Teleconference

Friday, Jan 16, 2015
11:00 am – 12:30 pm Pacific Time

Meeting Minutes

Directors Present: Adam Steinman (11:00-11:20 am), Charles Richardson, Ciannat Howett (joined at 12:15 pm), Fahmida Ahmed, Jacquie Johnson, Kyu Whang (joined at 12:30), Richard Miller (joined at 12:15), Stephen Mulkey, Trina Innes

Directors Absent: Jon Jensen, Kim Smith, Ruth Johnston, Sally Grans Korsh

Staff: Meghan Fay Zahniser, Allison Jones

1. Call to Order

- Welcome provided to new members.
- Quorum not formed at start of meeting. Chair determined that this meeting therefore would not serve as a formal board meeting as no items could be approved.
- All approval on agenda dismissed till February board meeting.

2. Chair Report

- Thanks to Jacquie for assistance during transition. Officially welcome to AASHE Board to Meghan.
- Did a board orientation on Jan. 12 with new members (Kim, Sally and Richard); Fahmida, Stephen and Trina attended.
- Answered questions of new directors regarding transition in the organization. Reviewed with them the board annual planning calendar (See Appendix 1), board action tracker (See Appendix 2) roles/responsibilities of executive members/committee to share with the Board.
- While we achieved quorum at 12:15 decision was made to term this “not a board meeting”.

3. ED Report

- Pleased to be in the role. Focus on past few weeks has been staffing. Leadership team (Allison, Ben and Meghan) met in providence Rhode Island. Looking to fill Director of Membership and Marketing position as well as web/IT position. Staffing and compensation analysis will be resolved in the near future.
- Staff morale – generally improving. Increased communication between board and staff is a priority, sharing weekly emails, outcomes and leadership team meeting. Financial situation of organization will be supported with new staff – and conference planning is moving forward.
- In first 3 months Meghan and Fahmida will have weekly 1x1s.
- Directors emphasized:
 - Importance of marketing and hiring at competitive salaries, need to address more than brand management, need to ensure we hire marketing expertise (not just promotions).
 - Ensuring we are kept in the loop with promotions regarding recruitment and calls for proposals.
 - Taking a close look at organizational structure and determining what is needed (we have a window of opportunity to influence change right now).

- Taking a more rigorous look at the 2015 budget and outlining the need for any changes if required.
- Board Chair indicated that request for Staff Council may not need to be addressed as the need may have disappeared given the new structure. We can revisit this if it is determined to be necessary.
 - Executive Director indicated that concerns leading to development of staff council has been address and that there is no urgency.

4. Committee reports

- Executive Committee.
 - Minutes of last Exec meeting shared in board packet.
 - Discussed the need to establish roles/responsibilities and remain consistent.
 - Benefits of adopting a consent agenda to buy time for more strategic discussion at board meetings.
 - Survey will be distributed inviting people to express their interest in one or more standing and special committees.
 - Key documents of value to board members were shared
- Committee chairs asked to share their plans of work and timing for items to be put on the board annual work plan.
- Shared that we will be seeking a member to serve as the Advisory Council liaison; a good opportunity for new members. Anticipate this will involve quarterly calls and working closely with the chair Stephanie Preseller.
- There is still need to define requirements for chapters.
- Risk Management is still something that will need to be addressed by the organization (may also be incorporated into strategic plan).
- Dates for board retreat outlined. In general the hope is that directors would cover their travel costs. Wrap-up will be by 2 pm on the Friday. Hotel confirmations will be sent out shortly.

5. Adjourn

- Adjourned 12:15 pm PT.

Appendix 1 – AASHE Annual Planning Calendar

2014 AASHE Board of Directors Annual Planning Calendar				
Timeframe	Responsibility	Purpose	Action	Status
Jan	Exec	Decision	Appoint directors to committees	
	Finance/Mngt	Info	Financial update report	
Feb	Finance/Mngt	Info	Financial update report	
Mar	Exec		Face-to-Face Board Meeting	
	Finance/Mngt	Info	Financial update report	
Apr	Finance/Mngt	Info	Financial update report	
May	Finance/Mngt	Info	Financial update report	
Jun	Exec	Discuss	Mid-Year Performance Review of Executive Director	
Jul	Finance/Mngt	Info	Financial update report	
Aug	Finance/Mngt	Info	Financial update report	
Sep	Finance/Mngt	Info	Financial update report	
Oct	Exec	Varied	Face-to-Face Board Meeting (@Conference)	
	ALL	Varied	AASHE Conference	
Nov	Gov	Discuss	Present director nominations	
	Mngt	Discuss	AASHE Business Plan for 2016	
	Finance/Mngt	Info	Financial update report	
Dec	Gov	Decision	Elect new directors	
	Gov	Discuss	Solicit interest in committee roles	
	Finance	Decision	Approve Board Plan of Work for 2016	
	Exec	Discuss	CEO Year-End Performance Review	

Appendix 2. Action Tracker

2014 AASHE Board of Directors – Board Meeting Action Tracker				
No.	Responsibility	Action	Due Date	Status