



AASHE Board of Directors Meeting

Tuesday, March 15, 2016
11:30 PST, Palo Alto, California

Approved Meeting Minutes

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

Board

X	Fahmida Ahmed - Chair
X	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)
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x	All AASHE Directors except Director of IT
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1. Call to Order

- Welcome, Determination of Quorum – Quorum met – 11:30 a.m.
- Confirmation of no need for Executive Session.

2. Consent Agenda

- Exec Meeting February 2016.
- Board Meeting Notes February 2016.
- Retreat Agenda.

MOTION: Move to accept the consent agenda.

Moved by Ahmed. Seconded by Champion.

Motion carried unanimously.

3. Executive Director Report

- Retreat was a great way to guide the future of AASHE.
- Management will summarize what was heard and develop strategy for member engagement.
- Staff will identify updates to the Strategic Plan at the staff retreat in June.
- Draft Strategic Plan will be sent to board in early fall with results to be shared with members in the fall.

MOTION: Recommend that Executive Director explore executive training opportunities.

Moved by Innes. Seconded by Champion.

Motion carried unanimously.

- Congratulations offered from Board to Meghan and staff on the accomplishments of 2015.

4. Chair Report

- Purpose of retreat was to celebrate accomplishments of past year, fine-tune priorities and to generate ideas for consideration in future plans.
- Board calendar remains the resource of what is planned/scheduled.
- Feedback regarding board effectiveness and chair's role will guide future work.
- Discussion about the potential for fewer meetings explored; general feeling this is not appropriate this year.
- Executive Committee introduced. Reminder that every board member can propose agenda items for Board meetings. Members may benefit from prompts or advice when it comes to adding items to future agendas if issues/topics are identified at Board meetings. Chair will do a Basecamp post reminding people about calls for agenda items.
- Executive Committee meets first Friday of the month and Board meetings happen the third Friday of the month. Board packet goes out the second Friday of the month, so materials would need to be to Meghan 1.5 weeks in advance of the meeting.
- Notes from retreat will be shared on Basecamp as well as some past information items to help new members with context setting.
- Thank you from the Board to Chair for arranging the retreat.
- Explore opportunity to have a third face-to-face Board meeting in association with the with the American Association of Executives or other meeting of a related association.

5. Ongoing Business

- Governance Committee is seeking to establish a meeting schedule.
- Nominations Task force seeking meeting in April and May for get the call for nominations prepared.

MOTION: Reconstitute the Nominations and Elections Task Force from 2015.

Moved by Grans Korsh. Seconded by Whang.

Motion carried unanimously.

- Grans Korsh is going to invite more Board members to join the committee via email.
- Bylaws may need to be clarified about who chairs the governance committee and who is able to chair the Nominations and Elections Task Force.

Finance Committee

- Finance committee has not met this year.
- General practice has been to meet quarterly.
- We may need to rethink committee versus Board-level responsibilities.

Audit Committee

- Annual audit is under way – and committee is scheduled to meet on April 1.
- Acceptance of audit will be brought to full board for electronic vote to allow for time to file the government.
- This means a formal board meeting will not be scheduled between the audit and the next board meeting.
- Jensen will not be at the October 2016 face-to-face meeting.

6. New business

- Many thanks to Chair, Stanford and team for hosting the retreat.

MOTION: AASHE encourages continued and active coordination with HEASC to foster communication and alliances via improved webpage, bulleting and other activities to advance sustainability in higher education.

Moved by Grans Korsh. Seconded by Jensen.

Motion carried unanimously.

7. Adjourn

- Meeting closed at noon, Pacific Time.