



The Board call-in line: +1 (408) 650-3112-
GoToMeeting: <https://global.gotomeeting.com/join/637187901>

United States (Long distance): +1 (408) 650-3112

Access Code: 653-699-837

AASHE Board of Directors Meeting

Teleconference

Friday, May 15, 2015
11:00 a.m. – 12:30 pm PST

Meeting Minutes

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

Board

X	Adam Steinman
X	Charles Richardson
X	Ciannat Howett
X	Fahmida Ahmed (Chair)
X	Jaqueline Johnson (Ex-Officio)
X	Jon Jensen (Treasurer)
X	Kim Smith

A	Kyu Whang
X	Richard Miller
R	Ruth Johnston
X	Sally Grans Korsh
X	Stephen Mulkey (Vice Chair)
X	Trina Innes (Secretary)

Quorum:

Executive Director and Staff

X	Meghan Fay Zahniser (Executive Director)
---	--

X	Allison Jones
---	---------------

1. Call to Order

- Welcome, Determination of Quorum

2. Consent Agenda

- April 2015 - Board Meeting Minutes
- May 2015 - Executive Committee Meeting Minutes
- Today's (May 15, 2015) Board Meeting Agenda

MOTION: Move to approve the consent agenda.

Moved by Innes. Seconded by Ahmed.

Motion carried unanimously

3. Chair's Report

- Executive Committee update
- ED Evaluation Process update

- Process is under way. Meghan is working on the template that was provided to her.
- Fundraising priorities for AASHE – reinvigorate
 - Fundraising may be good area of focus moving forward with two new people hired at AASHE.
 - Chair has asked ED to work on deepening partnership relationships and have a special session at AASHE conference.
 - Need to keep in mind difference between fundraising and philanthropic work.
 - Number of foundations focus on education, and networks. If we work it right we are in good position to get funding.
 - Channel connections to foundations through Meghan to new Director of Memberships & Marketing.
 - Large foundations should be our focus – may want to give consideration to this being a full-time role in the organization.
 - AASHE purchased access to a database of foundations a couple of years ago. Prospect list could be circulated to find out who on board may be connected to this foundations.
 - This will be a standing agenda item throughout the rest of the year.
- Hosted live “Ask the Board” Twitter session yesterday with AASHE staff.

4. Ongoing Business with Decision items

- Governance Committee report – with motions
 - Stephen would like to withdraw from serving as Chair as the Governance Committee.

MOTION: Move to remove himself as Chair of the Governance Committee and to nominate Innes to take over as Chair of the Governance Committee.

Moved by Mulkey. Seconded by Grans Korsh and Johnson

Motion carried unanimously

- Discussed Board Officers and Board member election procedures. These will be coming back to the Board next meeting for a vote.
- Need to address issues of number of member-selected seats, ability of people to run again after they have termed out or resigned, and procedures for voting/approving difference sections of the procedures.
- **ACTION 5.1:** Package to be prepared by Innes for voting on at the next Board meeting.
- Finance Committee/Treasurer report
 - Focusing on quarterly look at finances versus every month.
 - April was good month (\$50k better than budget).
 - Membership revenue down – below budget. Declining membership numbers are concern.
 - Management is analyzing projections for rest of year.
 - May need to examine how we manage our financial reserves.
 - **ACTION5.2:** Finance Committee to present plan for managing financial reserves at June meeting.

5. Executive Director Report on the Organization

- General updates
 - Hired a Director of Programs and Director of Membership & Marketing.
 - Focus on creating a bridge between programs and membership and leveraging both.
 - Need to connect with organizations immediately when they do not review.
 - Staff retreat in second quarter, June 8-10. Will develop departmental plans leading to updated strategic plan to present to board in summer (draft plan and budget in place for August 2015). This will feed into the member meeting at the conference.

- Will be seeking board feedback on planning/programming for next year (e.g., conference theme for next year, products, etc.).
- Ongoing partnership discussions.
- Unveiling conference registration, schedule and website next week.
- Staff morale positive, sense of momentum and excitement.
- Currently hiring a membership person and then will focus on the administrative support person.
- Staff proposal to Board: October Conference – Outlook and 10th year anniversary
 - Working on celebration at opening session on Sunday evening.
 - Celebrate campus sustainability community, developing a video that will celebrate and look ahead.
- Partnerships (ISSP, Global Action Programme) - Kim Smith
 - Presented ways for AASHE's voice to be represented in international activities.
 - Global Action Programme (GAP) has involvement in United States and Canada.
 - National strategic plan being developed for United States – AASHE may have potential connections to a number of priority action areas for the GAP.

6. Roundtable Check-in

- As soon as we know that Baltimore conference is real, it should be put up on the web to help our members.
- National report will be shared by Kim with members of the board.
- Board meeting in July to be cancelled.

7. Adjourn

- Adjourned 12:30 pm PT.

Appendix 1 – Action Tracker

2015 AASHE Board of Directors – Board Meeting Action Tracker				
No.	Responsibility	Action	Due Date	Status
2.1	Meghan	Meghan to share dues structure / exhibitor information with board members.	ASAP	
2.2	Directors	Board members to connect with Meghan directly on potential prospects.	ASAP	
2.3	Directors	Board members to send information on what they would like to see in ED's report in the future to both Ahmed and ED.	ASAP	
2.4	Meghan	Develop partnership criteria for partnerships for Board review.	April/May	
4.1	Jensen	Work with Ahmed to prepare a motion for the Board to approve the audit by April 24 via email vote.	Apr 24	
5.1	Innes	Package to be prepared by Innes for voting on at the next Board meeting.	Jun 19	
5.2	Jensen	Finance Committee to present plan for managing financial reserves at June meeting.	June 19	

Appendix 2 - AASHE Annual Planning Calendar

2015 AASHE Board of Directors Planning Calendar (last updated May 15, 2015)				
Timeframe	Responsibility	Purpose	Action	Status
Jan	Exec	Decision	Appoint directors to committees	Done
	Finance/Mngt	Info	Financial update report	Done
Feb	Finance/Mngt	Info	Financial update report	Done
	Mngt.	Discuss	Partnership opportunity	
Mar	Exec	ALL	Face-to-Face Board Retreat	Done
	Finance/Mngt	Info	Financial update report	Done
	Governance	Decision	Board Member Election Process	Done
	Governance	Decision	Board Committee Selection Process	Done
	Governance	Discuss	Review of ED evaluation approach	
Apr	Finance/Mngt	Info	Financial update report	Done
	Audit	Decision	Approval of Audit report	Done
	ED	Discuss	EAUC recap and strategic priorities	Done
	Governance	Discuss	Board Election Processes	Done
May	Finance/Mngt	Info	Financial update report	
	Exec	Discuss	ED mid-year review – Process review	
	Exec	Discuss	Fundraising strategies	
	ED	Discuss	Staff proposal to Board: October Conference – High Level Outlook including 10 year anniversary celebration	
Jun	Exec	Discuss	Mid-Year Performance Review of Executive Director	
	Finance	Discuss	Recommend how we manage our financial reserves	
	Gov	Discuss	Approval of Board Officer and Board Member election procedures	
	ED	Discuss	Staff proposal to board - Board Election Process – June	
Jul	Finance/Mngt	Info	Financial update report	
	Governance	Decision	Mid-year ED evaluation result	
	ED	Discuss	Staff proposal to Board: Revised Strategic Plan	

2015 AASHE Board of Directors Planning Calendar (last updated May 15, 2015)

Timeframe	Responsibility	Purpose	Action	Status
	ED	Discuss	Staff proposal to board: AASHE Value proposition-case study-evidence – April/May	
Aug	Finance/Mngt	Info	Financial update report	
	ED	Discuss	Staff proposal to Board – Major partnership and contracts review	
	ED	Discuss	Staff proposal to board: Conference Engagement for Board	
	ED	Discuss	Membership review (Management to develop an evaluation framework/strategy/model to assess our impact on our membership community).	
Sep	Finance/Mngt	Info	Financial update report	
	ALL	Discuss	Review summary of processes	
Oct	Exec	Varied	Face-to-Face Board Meeting (@Conference)	
	ALL	Varied	AASHE Conference	
	Finance/Mngt	Info	Review draft 2016 Budget	
Nov	Gov	Discuss	Present director nominations	
	Mngt	Discuss	AASHE Business Plan for 2016	
	Finance/Mngt	Info	Financial update report	
	Governance		Board self-assessment	
Dec	Gov	Decision	Elect new directors	
	Gov	Discuss	Solicit interest in committee roles	
	Finance	Decision	Approve Board Plan of Work for 2016	
	Exec	Discuss	ED Year-End Performance Review	
To be determined	Mngt	Discuss	Strategic Plan Update	
	Mngt	Discuss	Regional Affiliates	
	Gov	Discuss	Bylaw Amendments	
	Gov	Discuss	Chapter Bylaws	
	Finance	Discuss	Quarterly Financial Updates	
	Audit	Decision	Present Audit to Board	