AASHE Board of Directors Meeting
Teleconference

Friday, November 20, 2015
11:00 a.m. – 12:30 pm PST

DRAFT Meeting Minutes

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

**Board**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
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<tr>
<td>Adam Steinman</td>
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<tr>
<td>Charles Richardson</td>
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<tr>
<td>Kyu Whang</td>
<td>X</td>
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<td>Richard Miller</td>
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<td>Ciannat Howett</td>
<td>X</td>
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<tr>
<td>Ruth Johnston</td>
<td>X</td>
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<tr>
<td>Fahmida Ahmed (Chair)</td>
<td>X</td>
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<tr>
<td>Sally Grans Korsh</td>
<td>X</td>
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<tr>
<td>Jacqueline Johnson (Past Chair, Ex-Officio)</td>
<td>X</td>
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<tr>
<td>Stephen Mulkey (Vice Chair)</td>
<td>X</td>
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<tr>
<td>Jon Jensen (Treasurer)</td>
<td>X</td>
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<tr>
<td>Trina Innes (Secretary)</td>
<td>X</td>
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<td>Kim Smith</td>
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**Management & Guests**

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<tr>
<th>Name</th>
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<tr>
<td>Meghan Fay Zahniser (Executive Director)</td>
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<td>Allison Jones</td>
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1. **Call to order– 5 minutes**
   a. Welcome, Determination of Quorum
      • Quorum achieved at 9 members, 11:06 pm

2. **Consent Agenda – 5 minutes**
   a. Oct 2015 – Conference Board Meeting Minutes (PDF attachment)
   b. Nov 2015 - Executive Committee Meeting Minutes (attachment)
   c. Today’s (Nov 20, 2015) Board Meeting Agenda (attachment)
      • COP 21 letter, board meeting minutes added to Ongoing Board Business

**MOTION:** Move to accept the consent agenda.
Moved by: Ahmed
Seconded by: Johnston
Motion carried

3. **Executive Director Update – 40 minutes with Q & A**
   a. 2016 Budget
      • Negotiating with Princeton and Sierra, but concerns raised about the transparency of the use of AASHE data, inconsistency of their results, and the reputational risk for AASHE.
MOTION: Move to approve the budget as presented.
Moved by: Jensen  Seconded by Grans Korsh  Motion carried

- More detailed project information is in development.
- Increased response to AASHE conference evaluation over last year.
- Conference planner job description to be posted soon.
- Voting for new Board positions is under way and should be able to announce new board members at the end of the year.

b. Updates – Membership, Partnerships, Programs and Services (attached PPT)

c. Advisory Council – value proposition - request for board endorsement (attached PPT)
   - Suggestion to include research and best practices
   - Case for membership in AASHE is largely linked to STARS; likely need to give consideration to inclusion of this benchmarking tool.
   - May be value in adding range of AASHE services.
   - This is a living document that may change over time.

MOTION: Move to affirm the value proposition as presented.
Moved by: Jensen  Seconded by Grans Korsh  Motion carried

d. Update on 2016 conference theme
   - Conference theme is more of a marketing tool and way of encouraging content versus directing content
   - Working to address concerns over Canadian Thanksgiving and Yom Kippur.

4. Ongoing Board Business – 25 minutes

a. Governance Committee - Board Orientation for 2016
   - In manual emphasize the board giving.
   - Kim and Sally to be looped in as a second-eye for potential gaps in the material
   - Mentor/mentee relationship not required; chair can provide support to new members

b. Nominations Task Force - Member elections update (2 matrices – attachments)
   - 14 candidates on the slate; 2 will be elected. We may want to add an additional member or two to fill out gaps.
   - Need to streamline the approach for next year to make sure candidates that come forward are quality board members.

c. COP 21 (draft sent via separate attachment)
   - Develop a more positive opening and find formal form of letter delivery

MOTION: Move to formally sign the letter with amendments discussed.
Moved by: Smith  Seconded by Ahmed  Abstention: Grans Korsh  Motion carried
d. Board Minutes
   • Need to balance details versus brevity, accountability and transparency related to deliberation/discussion.
   • Missing / new board members need to be able to understand past activities.
   • Decisions/outcomes need to be documented; template may be useful.
   • Note-taking to be moved to staff in future.

MOTION: Move to have minutes reflect general discussion issues and that are most specific on actionable items.
Moved by: Grans Korsh
Seconded by Jensen/Johnston

Motion carried

5. Chair’s Report & Wrap up – 10 minutes
   a. Thanks for Conference 2015, March 2016 Retreat
      • Retreat will be in California

MOTION: Move to have retreat at Stanford.
Moved by: Ahmed
Seconded by Mulkey

Abstention: Johnston
Motion carried

   b. Executive Committee update -Board Calendar (attachment)
      • Looking to reduce the number of board meetings

6. Adjourn
   • Adjourned 12:30 pm PT.