



AASHE Board of Directors Meeting

Teleconference

Friday, September 18, 2015
 11:00 a.m. – 12:30 pm PST

DRAFT Meeting Minutes

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

Board

X	Adam Steinman
A	Charles Richardson
R	Ciannat Howett
X	Fahmida Ahmed (Chair)
R	Jacqueline Johnson (Ex-Officio)
X	Jon Jensen (Treasurer), arrived at 11:13 am.
A	Kim Smith

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

Quorum: 8 members at opening of meeting.

Management & Guests

X	Meghan Fay Zahniser (Executive Director)
X	Jessica Chase

X	Allison Jones

1. Call to Order

- Called at 11:06 PDT

2. Consent Agenda

- August 2015 - Board Meeting Minutes (attachment)
- Sept 2015 - Executive Committee Meeting Minutes (attachment)
- Today's (Sept 18, 2015) Board Meeting Agenda (attachment)

MOTION: Move to approve the consent agenda.

Moved by Ahmed. Seconded by Innes.

Motion carried unanimously

3. Executive Director

A. Strategic Plan – Staff request for endorsement

- Sharing information to show Board the level of work that is being done. Seeking endorsement of the approach that AASHE staff are using to guide their approach.
- Directors meeting will happen at beginning of 2016 – plan will be used to inform the next couple of years.
- Board's role is regarding strategy and direction versus operational detail.
- Action items are currently being implemented.
- What is the connection between annual report and strategic plan?
 - Annual plan is a look back
 - Strategic plan is a look ahead
- Might be good to have the action items connected to the key performance indicators better highlighted.

MOTION: Move to endorse the strategic plan as presented during this meeting.

Moved by Ahmed. Seconded by Mulkey.

Motion carried unanimously

- Looking forward to discussing future beyond 2017/2018 at the beginning of 2016.

B. General Updates

- Resource Center
 - A way of enhancing member value; hope to begin work in next couple weeks
 - Responds to members feedback.
 - Project will take several months.
- Conference Engagement for Board
 - Hotel confirmation numbers are coming
 - Providing more detail to board on how to engage most meaningfully
- Advisory Committee Alignment with Steering Committees
 - Put out call for applications for volunteer opportunities within organization (e.g., new board members, advisory council, steering committees and STARS technical advisory committee)
- Seeking Request for Approval
 - Contracts over \$25,000 require board approval
 - AV contract requiring approval - \$47,500 for 2015. This is less expensive than some years in the past.
 - Budgeted for AV about \$70,000 – every conference is different.
 - **ACTION 9.1: Prepare package for electronic Board vote that outlines the project and the nature of the approval required.**

C. Membership Updates - Jessica

- Rebuilding our infrastructure and ways of connecting with membership
- Reviewed membership development priorities: recruitment, engagement, retention
- Need to update contacts in databases
- Would like to go beyond conference to get members to engage with AASHE and each other
- 138 new members this year; slight net growth
- Conference – 84 exhibitors and sponsors, 12 host institutions, almost 1700 attendees as of today.

4. Ongoing Business

Governance Committee and Nominations Task Force – updates

- 2016 Officers will be: Ahmed (Chair), Innes (Secretary), Jenson (Treasurer), and Richardson (Vice-Chair)
- Board member nominations are our next steps
- Concerns raised about the number of members who express an interest in serving on board we may have time constraints in looking at t
- Looking for help from board looking at nominations
- Concerns raised about nominations and elections – do we need to come up with a different approach on how to do this next time to ensure that everyone votes.
- Governance will be looking at procedures for committee assignments and orientation.

Partnership Updates – international (Kim Smith)

- Board needs to be familiar with international activities and initiatives, how they may connect to AASHE's mission, and how AASHE can position itself to have a voice in policies and implementation.
- UN General Assembly Meeting Sept. 25-27, where the member states will sign the Sustainable Development Goals (SDGs).
- Our work connects to Goal 4 on education, and especially 4.7, which focuses on education for sustainable development (ESD). Consider how AASHE and members can connect with the SDGs.
- The Higher Education Sustainability Initiative (HESI) was co-written and sponsored by AASHE at Rio+20, the UN's Sustainable Development conference, in 2012. Kim and Meghan developed a report on our efforts to submit for the Higher Education Summit in October 14, in preparation for the Paris COP on climate change.
- UNESCO's Global Action Programme (GAP) on ESD has five priority action areas related to policy, whole institutions, capacity building, youth empowerment, and local communities.
 - Kim is helping write the GAP with delegates in the U.S. and welcomes AASHE's input.
 - This is an opportunity to strategically identify organizations and higher education institutions that are engaged in this work.
 - The RCEs of the Americas have integrated AASHE into several aspects of their strategic plan in order to help meet goals of capacity building
- AASHE needs to find a specific partnership / approach relating to international engagement as part of our future approach.
- Smith offered to talk to anyone who is interested on an institutional level about ways to engage. She will also be offering a post-conference workshop and AASHE webinar on the SDGs and GAP.

5. Chair's Report

Mid-year Evaluation Summary

- Board appears strong – engagement varies

Executive Committee update -Board Calendar

- Reviewed calendar – reminder to everyone what our year looks like and where it is going

October Conference Agenda

- Will review organization, have deep dives into the organization (ideally with institutional barriers for board deliberation/engagement), board effectiveness, partnerships, etc.
- Innes will not be at the board meeting.
- Grans-Korch requested that people sign up to the Task Force prior to Oct board meeting; more members required to vet applications into a final slate.

6. Adjourn

- Adjourned 12:30 pm PT.

APPROVED

Appendix 1 – Action Tracker

2015 AASHE Board of Directors – Board Meeting Action Tracker				
No.	Responsibility	Action	Due Date	Status
5.2	Jensen	Finance Committee to present plan for managing financial reserves at June meeting.	June 19	
9.1	ED	Prepare package for electronic Board vote that outlines the project and the nature of the approval required.	ASAP	

APPROVED