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):

<table>
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<tr>
<th>Board</th>
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<tr>
<td>X</td>
<td>Adam Steinman</td>
<td>X</td>
</tr>
<tr>
<td>A</td>
<td>Charles Richardson</td>
<td>X</td>
</tr>
<tr>
<td>R</td>
<td>Ciannat Howett</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Fahmida Ahmed (Chair)</td>
<td>X</td>
</tr>
<tr>
<td>R</td>
<td>Jacqueline Johnson (Ex-Officio)</td>
<td>R</td>
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<tr>
<td>X</td>
<td>Jon Jensen (Treasurer), arrived at 11:13 am.</td>
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<tr>
<td>A</td>
<td>Kim Smith</td>
<td>X</td>
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<tr>
<td>X</td>
<td>Kyu Whang</td>
<td>X</td>
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<tr>
<td>X</td>
<td>Richard Miller</td>
<td>R</td>
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<tr>
<td>R</td>
<td>Ruth Johnston</td>
<td>X</td>
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<tr>
<td>X</td>
<td>Sally Grans Korsh</td>
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<tr>
<td>X</td>
<td>Stephen Mulkey (Vice Chair)</td>
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<td>X</td>
<td>Trina Innes (Secretary)</td>
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Quorum: 8 members at opening of meeting.

Management & Guests

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<tr>
<td>X</td>
<td>Meghan Fay Zahniser (Executive Director)</td>
<td>X</td>
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<td>X</td>
<td>Jessica Chase</td>
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<td>Allison Jones</td>
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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


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.
## Appendix 1 – Action Tracker

### 2015 AASHE Board of Directors – Board Meeting Action Tracker

<table>
<thead>
<tr>
<th>No.</th>
<th>Responsibility</th>
<th>Action</th>
<th>Due Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>5.2</td>
<td>Jensen</td>
<td>Finance Committee to present plan for managing financial reserves at June meeting.</td>
<td>June 19</td>
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<tr>
<td>9.1</td>
<td>ED</td>
<td>Prepare package for electronic Board vote that outlines the project and the nature of the approval required.</td>
<td>ASAP</td>
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