



AASHE Board of Directors Meeting

Teleconference

Friday, May 19, 2017

14:00 – 15:30 EDT

Meeting Minutes

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

Board

x	Charles Richardson – Chair
x	Richard Miller – Vice Chair
R, X	Jan Antle - Secretary
x	KyuJung Whang- Treasurer
x	Ben Champion
x	Ann Erhardt
x	Monica Dean

x	Sally Grans Korsh
x	Trina Innes
x	Jon Jensen
x	Cindy Klein-Banai
x	Kim Smith
R	Ben Jarrett

Management & Guests

x	Meghan Fay Zahniser (Executive Director)

x	Allison Jones
x	Dallase Scott

1. Call to order– 3-5 minutes

- Determination of Quorum – quorum determined

2. Consent Agenda – 3-5 minutes - Kyu said his name was misspelled in the meeting minutes and requested correction.

- a. March 2017 –Board Meeting Minutes (see meeting packet)
- b. April 2017 – Executive Committee minutes (see meeting packet)
- c. Today’s (May 19, 2017) Board Meeting Agenda (see meeting packet)

MOTION: Move to Accept the Consent Agenda

Moved by: Kim Smith

Seconded by: Ann Erhardt

Motion Carried at: 14:17pm

3. Strategic Planning Update – 20 minutes

- Dallase Scott from Greener U will join the call and provide an update on progress since the March Board Retreat (see PPT in meeting packet)
 - Dallase reviewed former slides on the strategic plan that were used at the board retreat.
 - Staff will discuss goals in advance of June staff retreat
 - Staff will discuss and begin to develop objectives at the June staff retreat
 - June/July start on work plan for new plan
 - Board review draft plan in August
 - Aug-Oct edits and design to draft plan
 - Share plan with members at October 2017 annual conference
 - Final approval at board meeting in November 2017
 - Richard asked about measuring success and using metrics
 - Dallase left meeting at 14:32pm

4. Executive Director/Organizational Update – 20 minutes with Q & A

- Update on progress toward existing Strategic Plan (see PPT in meeting packet)
 - Meghan went through slide presentation and the AASHE goals one by one.
 - Meghan announced promotion of Bob Erb as the IT manager
 - Meghan announced departure of Scott Johnson – IT Web Developer. Last day today.
 - Meghan – not hiring IT staff but will utilize contractors in near future.
 - Ben Champion asked question – what was nature of AMS issues – disappointed with company we are working with – MemberSuite did not do a good job. Meghan has submitted complaints and is asking for a discount. Other major issue – connecting member suite with STARS and are still having issues with connecting it. Ben Stookey will be helping some with the STARS/AMS issues
 - Have 3 year contract, Meghan not going to abandon contract now. Meghan to share more once she hears back from Member Suite.
 - Kim Smith – commented and is excited to getting AASHE into the UNESCO prize competition. IAU nominated AASHE for this prize.

- Program & Staffing Highlights
- First Quarter Financials
 - Membership exceeded budget in first quarter by \$50,000

5. Ongoing Board Business – 30 minutes

- a. Committee Updates
 - i. Governance Officer Elections
 - ii. Task Forces & Liaisons
- Rich Miller – had good meeting last month. Identified liaisons in 4 areas to help address capacity. Board members serve in these roles. Ready to test out the liaisons model. We put together a draft. Does this require a vote or motion from the board? 4 areas: Business roundtable, HEASC (Sally), International (Kim Smith), COPP (Rich Miller). Charles commented – each segment is different –

how do we execute? Liaison roles are based on current board membership. Charles asked – how do we know what success looks like? Rich said it would be difficult to measure. Sally said point of liaison is communication not an appointed position that makes decisions. Serve as bridge to communicate between two entities. Kim – we don't have power/authority. Some discussion on metrics at a later date. review liaison roles periodically.

- Rich - Sally has put together docs for elections. Vacancies for officer roles. Have extended – solicit nominations in June for officers for next year. Have elections for officers following board meeting in August. Idea is to have a process for officer candidates to speak and give their “pitch” to the board.
- Sally – thought we were supposed to confirm vice chair is moving to chair – was supposed to be done in May. Sally said we had Jessica send out a ballot to confirm vice chair – Jessica to send out a ballot to confirm vice chair to chair anytime after this board meeting.
- Officer Vacancies – vice chair and secretary. Discussed officer vacancies and process. Meghan to have Jessica send out these position descriptions for officer vacancies.
- Rich - 3 members leaving the board, should we be adding in an executive level type president – should think about it now. Board members to think about what gaps in demographics/expertise for next election. Sally – we said we were going to add 1-3 board members, said we talked about trying to reduce size of board. Do we want to increase the size of the board? Range agreed upon – Trina – 9-11 is what we discussed. Governance committee needs to submit recommendations for number of board members to add. Sally, Kim and Jon are leaving the board at end of 2017. Jon commented on size of the board. Need more discussion on size of board and worry about shrinking board size too much. Need to discuss what is the best size? Another governance meeting is scheduled in early June. Rich – asked board members to recruit board nominees.
- Audit – Kyu – filed the form 990, shared with board members, audit committee reviewed it. brought on a new audit firm. Everything looked fine. Committee approved the audit.
- Finance – Kyu – organization is financially healthy. Shared financial summary with you and first quarter actuals look really good. Balance sheet looks very good. Healthy cash reserve balance. talked about investment strategy – want to consider ways to invest money in strategic goals and/or save/invest. Will hold off on decisions after staff retreat in June. Finance committee – to review and update financial policies by end of 2017. Too early into the year right now to say what adjustments if any we should make. Start thinking more about that at mid-year.

6. Chair's Report and Wrap Up – 10 minutes

7. Adjourned – 15:34pm.

Sally asked if we could review materials ahead of time and extend time frame of august meeting.
Not going to extend the meeting in August.
Kim asked for Charles' wrap up – no formal chair report today.