AASHE Board of Directors Meeting

Friday, February 9, 2018
16:00 – 17:30 ET

Meeting Minutes

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

Board

- Richard Miller – Chair
- Trina Innes – Vice Chair
- Ben Champion - Secretary
- KyuJung Whang - Treasurer
- Jay Antle
- Guilbert Brown
- Monica Dean
- Cathy Dove

- Ann Erhardt
- Jenny Hirsch
- Ben Jarrett
- Cindy Klein-Banai
- David Phillips
- Charles Richardson
- Meghna Tare

Management & Guests

- Meghan Fay Zahniser (Executive Director)

- Margueritte Williams (Staff Accountant)

1. Call to Order
   - Determination of Quorum – Quorum Met

2. Opening Round
   - Welcome & Introductions
     - Five new board members
     - Go around for each board member to share brief info about themselves
     - Meghan and Margueritte shared brief info about themselves

3. Consent Agenda
   - December 2017 Board Meeting Minutes
   - January 2018 Executive Committee Minutes
   - Today’s Meeting Agenda
4. Organizational Update
   - Executive Director Report – PowerPoint shown that was also in meeting packet
     o 2017 Annual Report released
     o 2017 ended with surplus
     o Budgeted for 18 staff this year, two new positions
     o Working on online community to be launched in March
     o STARS website and tools revamp this year
     o Review of new Strategic Plan
     o 2018 conference exhibitors – have 15 so far even after delay of site location
     o Membership revenue will be reviewed this year
     o STARS data sharing process reviewed
     o Upcoming webinars and workshops
     o Partnerships
     o New awards program being developed
     o Next Friday is deadline for conference call for proposals
     o October board meeting is still day before conference at conference site
     o Board retreat specs

   - Comments and Questions About New Award Program Request for Decision
     o Be transparent
     o Request this be operational instead of board activity
     o Clarification of what this “task force” is for
     o AASHE Advisory Council determines who gets other awards
     o Name of award not decided yet
     o This was proposed from Advisory Council recently. Application for awards is in February and decision in summer.
     o There is a word doc about this request for decision in meeting packet with link to proposal
     o Decision to take this to Executive Committee to hash out more, further discussion at retreat

5. Ongoing Board Business
   - Committee Updates
     o Governance
       ▪ Request for Decision – Confirming the 2018 Board standing committees and Board liaison roles

MOTION: Motion to Approve Consent Agenda
Moved by: Jay Antle
Seconded by: Monica Dean
Motion Carried

MOTION: Confirm the 2018 Board Standing Committees and Board Liaison Roles
Moved by: Trina
Motion Carried
Finance
- Working with outside auditor to complete audit and filings for last year
- Surplus does not include penalty for pulling this year’s conference out of St Louis, AASHE just received invoice for that this month
- Cash balances doing well and meet reserve policy
- There will be future discussion about if the current reserve requirement is the appropriate amount

Project Bold
- Executive committee discussion has happened, not much progress so far
- Make it a main item on retreat agenda and work with consultant on it
- Need scope and RFP
- Review of what project is about

6. Closing Round
   • Chair’s Report
     o Mentioned UC3 Coalition which was just formed
     o Overview of retreat location
   • Questions
     o None

7. Adjournment – 15:27