



**AASHE Board Meeting Minutes - Approved**  
 March 14, 2018  
 9:30-11:30am EDT

**Attendance: X – present; A – absent; R - regrets**

X	Rich Miller – Chair
X	Trina Innes – Vice Chair
X	Jay Antle
X	Ann Erhardt
X	Cindy Klein-Banai
R	Cathy Dove
R	Ben Jarrett
X	Meghan Fay Zahniser - Executive Director (ex-officio)

R	Charles Richardson –Past Chair
X	Kyu Whang - Treasurer
X	Ben Champion - Secretary
X	Jenny Hirsch
X	Meghna Tare
X	David Phillips
R	Gil Brown
R	Monica Dean

**1. Call to Order – 9:33am EDT**

**2. Approval of Minutes**

Trina Motion, Ann 2nd

Approved (unanimous vote)

**3. Executive Director report**

Q&A w/board regarding retreat themes

- Student involvement on the board?
  - there are pro’s and con’s
- What is status of partnership between USGBC, NWF, Second Nature, and AASHE?
  - Ongoing work on students as common global citizens statement, but work has been slow. USGBC’s internal leadership for the partnership has weakened since it was announced.
  - Otherwise, continued contact to maintain relations, try to avoid unnecessary competition, find opportunities for collaboration.
- What is status of international partnerships?
  - Various conversations with sister networks and attendance of their conferences/events
  - SDG Accord – AASHE supporting, have shared in AASHE Bulletin for members to join, but no significant signatories from our membership
    - STARS 2.2 attempting to call out overlap between STARS criteria with SDG elements
      - Neither STARS nor SDG’s are adequate in terms of integrative vision of sustainability across the functional areas of STARS/SDG’s – neither of the tools clearly articulate holistic perspectives
      - A lot of complex thinking required, but conversations around holistic new models for next stages of STARS

- What about process points, and not just end results?

#### 4. Committee and Advisory Council Assignments

Action item – Meghan to send out org chart for AASHE to board to familiarize all with org structure and relationship between Board, AC, etc

#### 5. Committee Updates

##### a. Finance

- Ended FY17 with balanced budget – not inclusive of the costs associated with cancelling the St Louis conference contract
- Currently carrying \$900K in CD's, \$140K in money market, and ~\$50K in cash checking account – for total of around \$1.1M
- We are required to carry \$647K as reserve according to policy, so reserves are healthy
- However, concerns about current or future membership or conference participation declines can be a strategic concern about the health or continued growth of these reserves to support new strategic investments
- Review of meeting schedule and work plan for the remainder of 2018

##### b. Governance

- Policies and procedures consolidation into orderly documentation is a focus for this year
  - Financial policies updates
  - Board member elections procedures
  - Orientation manual for board members
  - Board skills
  - Partnerships and liaisons
  - Policy scan and prioritization for further policy developments needed

##### c. Audit

- Meeting March 28 to review and finalize the audit report from the outside audit firm AASHE works with to perform annual audit and to finalize this year's Form 990.

#### 6. Chair's Report and Wrap Up

Dallase: wrap-up comments from retreat – invitation for members to share any final thoughts.

Ben: what about Cathy's soft-motion at the retreat yesterday to assess the 3-5 year organizational impacts of fulfilling the existing strategic plan action steps? What will AASHE look like if we do that really well?  
– discussion –

Response: Meghan intends to respond to the spirit of that motion through continued discussions with board members, and work with staff this year to develop content to report back to the board.

David: Improvable for board meeting/retreat – attempts to allow fuller participation through call-in or other remote participation would be valuable

Jay: How will new membership position be financially supported? Will new memberships bring in revenues sufficient to justify the investment?

Response: Memberships department has been short-staffed for multiple years, so this is more fully funding that department as a catch-up strategy more than a new investment.

Jenny: Has Meghan ever thought about hiring an admin assistant, which could help with some other areas?

Response: Yes, this has been considered. This year, priorities are other staffing areas, but perhaps next year, depending on financial stability.

Motion to Adjourn (Ben), 2<sup>nd</sup> (Kyu)

**Adjourned – 11:11am EDT**