



AASHE Board of Directors Meeting

Friday, November 30, 2018
10:30am– 12:00pm ET

Approved Meeting Minutes

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

Board

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

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

Management & Guests

x	Meghan Fay Zahniser (Executive Director)
x	Allison Jones (Director of Finance & Admin)

- **Call to Order**
 - Determination of Quorum – Quorum Met – 12 in attendance at time of call to order
- **Consent Agenda**
 - October 2018 Board Meeting Minutes (see meeting packet)

MOTION: Motion to Approve Consent Agenda
Motion Carried

- **Organizational Updates**
 - Executive Director presented 3rd quarter report (see board packet)
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- **Ongoing Board Business - Committee Updates**
 - **Finances:**
 - Reviewed 2018 financial status
 - Finances – 2019 Budget – 2nd draft submitted for approval

- Discussion of using excess reserves for project proposed by Executive Director up to a certain dollar amount.
- Executive Director will send proposal to board within a couple of weeks

MOTION: Motion to approve proposed 2019 Budget, with addition of another line item expense not to exceed \$30,000 for special projects.

Moved by: Trina Innes
Seconded by: Cindy Klein-Banai
Motion Carried

- **Governance:**

- No update on conflict of interest statement
- No update on board self-assessment
- Executive Director – Have an approved process for ED review. will have performance goals set for ED and discussed institution of mid-year check. Will have executive session after board meeting to discuss.
- Fundraising strategy – reviewed proposed statement to add to governance manual. The role of the board is to ensure the org. has resources to conduct operations of the organization. Was not approved. To be sent back to board for review at next board meeting.

**11:46 AM Convene Executive Session
Discussion of ED Performance**

MOTION:

Moved by:
Seconded by: Motion carried

- **Adjournment – ?**