AASHE Board of Directors Meeting

Friday, February 22, 2019
2:00 – 3:30 PM EST

Approved Meeting Minutes

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

Board
- Richard Miller – Chair
- Ann Erhardt – Vice Chair
- Cindy Klein-Banai - Secretary
- David Phillips - Treasurer
- Jay Antle
- Guilbert Brown
- Monica Dean
- Cathy Dove
- Jenny Hirsch
- Charles Richardson
- Meghna Tare
- Kyujung Whang

Management & Guests
- Meghan Fay Zahniser (Executive Director)
- Margueritte Williams (Accounting & Payroll Manager)

1. Call to Order
   - Determination of Quorum – 2:06 PM

2. Consent Agenda
   - November 2018 Board Meeting Minutes
   - Today’s Board Meeting Agenda - (see meeting packet)

MOTION: Motion to Approve Consent Agenda
Moved by: Rich
Seconded by: Anne
Motion Carried 2:07 PM
3. Organizational Update

- Congratulated Meghna on RCE
- Jessica Chase has resigned and Kimberly Smith will take on expanded role of overseeing Membership & Marketing, as well as Conference & Events. Kimberly will be hiring a Conference & Events Manager. Kimberly has been an executive director in the past, has years of association experience.
- Executive Director Report
  - Reviewed 4th Quarter 2018 Report – ended the year very well
  - Reviewed Strategic Plan Progress Report
    - Piloting curated tracks at the conference, conference and workshops planning in process
    - STARS Benchmarking Tool has been launched
    - STARS 2.2 to try and align with SDGs
    - Meghna, Jenny, and Ann to discuss STARS and SDGs
    - AASHE to send letters of appreciation to volunteers
    - Review of how AASHE determines support for external advocacy organizations to be discussed at Executive Committee meeting.
    - Fundraising research has begun. Developing a fundraising strategy with help of a consultant. Meghan has been reaching out to some organizations.
    - Conversation about the word “global” being in Goal 3 and what AASHE is doing globally.
    - Meghan was appreciated by Cathy

4. Ongoing Board Business

- Review of Retreat Agenda – March 2019 Board Retreat
  - What are priorities to discuss at meeting
    - Partnerships
    - SDG & RCEs – ideas for collaboration
    - Looking at bigger picture of STARS & SDGs
    - Open space format, two topics at once
    - AASHE participation with UN
    - Fundraising
    - Business community value proposition
    - DEI
    - Collaborations with other higher education professional associations
    - Business models for AASHE, leverage STARS, etc
    - Multiyear financial forecast
    - Business roundtable
    - Curated conference tracks to create value for exhibitors
    - David has recommendations on how to engage businesses
  - Kyu and his team appreciated for time they have put in planning retreat at Princeton
  - More info later on agenda timeline after consulting with facilitator and more logistics decisions made
- Review Committee Assignments
  - Assignment info in packet
  - STARS Committee is rather time consuming, Cindy needs help to split the load
- Committee Updates
  - Finance
    - David is coming up to speed on how AASHE reports financials
Audit
  - Timing was accelerated by auditor this year – draft has been issued, clean audit, meeting scheduled for committee to review info with auditors before being finalized

5. Closing Round
   - Meghan spoke about her travels and how they are a good use of AASHE’s time and resources - member recruitment, new STARS members, etc
   - Other AASHE staff and board members represent AASHE at conference as well
   - Looking to create new partnerships, going to new conferences to network for opportunities, new audiences, exposure to new businesses
   - Rich congratulated Meghan on speaking trip at Tulsa, OK.

6. Adjournment – 3:27 PM