AASHE Board of Directors Meeting

Friday, May 17, 2019
14:00 – 15:30 ET

Approved Meeting Minutes

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

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

Management & Guests
X Meghan Fay Zahniser (Executive Director)  X Margueritte Williams (Acct & Payroll Mgr)

1. Call to Order
   • Determination of Quorum (7 Board) – Quorum Met 14:05 ET

2. Consent Agenda – Sent in Meeting Packet
   • March 2019 Board Meeting Minutes
   • Governance Committee Minutes
   • Today’s Board Meeting Agenda

MOTION: Motion to Approve Consent Agenda
Moved by: Cindy
Seconded by: David
Motion Carried: 14:07
3. Ongoing Board Business
   • Committee Updates
     o Finance – David - Nothing of concern or note. Main difference in Conference BvA is timing of when expenses actually occurred versus timing in budget.
     o Grant that was applied for was denied. This was not budgeted for anyway.
     o Audit – David - No report.
     o Governance - Ann
       ▪ Officer Elections – change in Chair on July 1, Ann to become Chair - proposal to leave Vice Chair position vacant for remainder of 2019. Rich to shift to “Past Chair” and continue to serve on Executive Committee.
         o Conversation about Election Task Force, workload for Ann.

**MOTION: Motion to Approve Governance Committee Proposal**
Moved by: Gil  
Seconded by: Ann  
Motion Carried: 14:24

- Advocacy – Proposal defining advocacy at AASHE and what it means for as a 501(c)(3) org. It is part of Goal 3 in the Strategic Plan. Need a more detailed process to decide what to advocate for and how – steps for inclusion of Board in decisions.
  o What is definition of advocacy based on a previous discussion. Some things that seem non-controversial to some are controversial to others. Nature of communications. Educate around advocacy issues or have a statement? Why advocate at all?
  o Educational statement based on science, not politics.
  o Advocacy has come up many times in member survey, some members want AASHE do more advocacy (importance of sustainability in higher education, etc).
  o Value in supporting partner organizations
  o This is a process, not a policy
  o Should we do this at all? Part of Strategic Plan, so take advocacy out next time?
  o Need another conversation about position stand vs education statement?

**MOTION: Motion to Approve Advocacy Process Proposal (with one amendment)**
Moved by: Ann  
Seconded by: Gil  
Motion Carried: 14:53

- Treasurer Term – Is one year right now.
  o Make it a two year term in bylaws?
  o Logistics for Finance & Admin
  o Nothing precludes someone from running again.
  o No reason to change bylaws.

4. Organizational Update – 15:00
   • Executive Director Report - Meghan
     o Q1 2019 Report
       ▪ Membership Dashboard
       ▪ Financial comparisons for each department
- Financials from last quarter
  - Current Priorities & Strategic Plan Progress
    - 2019 Business Wins
    - Business Member Engagement Update
    - Fundraising Update
      - Didn’t get one grant, working on proposal for another, had conversations with grant orgs
      - Not budgeted for this year because of uncertainty
      - Using a consultant right now, go solo in future?
  - Diversity, Equity, and Inclusion Update
    - Advisory Council has DEI committee
    - Educating internally with DEI training for staff
  - Technology
    - Using auditing firm, EisnerAmper, for an IT audit
      - Security
      - Systems Used / Needed
      - Staff Used / Needed
  - Other Key Updates
    - About to interview for Conference & Events Manager position
    - STARS 2.2 launching in June
    - Three workshops in June
    - Conference registration is live

5. Closing Round
   - Questions and Wrap-Up
     - Fundraising - Looking for unrestricted funds or money for specific initiatives?
     - Who was Platinum sponsor for conference? - Interface

6. Adjournment – 15:27