

IAIA Board of Directors
Meeting Minutes
2-3 November 2016
Garden Court Sandton City Hotel | Johannesburg, South Africa

Present: Ana Maria Esteves, Yaw Amoyaw-Osei, Marla Orenstein, Elsa João, Morgan Hauptfleisch, Shirley Lee, Myungjin Kim, Susan Joyce, Jill Baker, Bridget John

Apologies: Javier Clausen

I. Welcome and Housekeeping

Esteves welcomed everyone, summarized the agenda, and noted that any topics that arise which are not on the agenda will be placed in the “parking lot” for discussion at the end if there is time.

Baker reviewed the list of interim Board decisions made since the May meeting in Nagoya:

- Approval of the appointment of Lex Brown as Chair, Journal Management Committee
- Approval of the Japan Board meeting minutes
- Approval of the funding of the PDP pilot program, up to US\$5,000
- Approval of the use of the IAIA logo as proposed by the South African affiliate
- Approval of the recommendations by HQ regarding management of HQ staffing and the upcoming changes to Department of Labor regulations
- Approval of IAIA17 training courses
- Approval of 2017 Resettlement and Livelihoods Symposium training courses
- Approval to financially support Miguel Coutinho to attend an event as an IAIA representative
- Review of the proposed mandate for the Training and Professional Development Committee and recommendations for further revisions

II. Review of ‘Action Items’ from last Board meeting (see summary)

Based on João’s recommendation during the Panama Board meeting, outstanding action items not already covered in the present agenda are summarized. Baker briefly reviewed outstanding action items from the past two Board meetings which are still in progress.

III. High level review of Strategic Plan & Priority Activities – 2016 progress (see Operational Plan)

Baker went through the priority activities of the Strategic Plan to give the Board an overview of IAIA’s overall direction and to frame the discussions for the two-day Board meeting. She provided brief updates on some of the key activities not already scheduled to be covered in the current Board meeting agenda.

A. Goal 1.3 Extend the geographic reach of IAIA by extending the current number of affiliates and associated organizations by 1 per annum.

Baker noted that IAIA has already exceeded its goal for 2016 with four new associated organizations.

ACTION: Loreley Fortuny to create and send all associated organizations an appropriate logo they can use when referencing their connection with IAIA.

B. Goal 2.1 Secure the annual conference two years in advance

The annual conference locations have been identified up to 2019.

ACTION: In early 2017 Baker will put out a call for proposals for the 2020 conference, and post a blog on the website about how the annual conference location is selected.

C. Goal 3.2 Develop a new Webinar Program in 2016 with full implementation in 2017.

One webinar is planned for the end of 2016, with a more formal plan for cultivating webinars taking place in 2017.

ACTION: John will ensure that the webinar program is developed in close communication with Orenstein and the Publications Committee.

ACTION: John will investigate the possibility of offering webinars in other languages.

D. Goal 4.4 Ensure HQ staff take part in learning/training activities annually.

Baker reported that annual staff training varies, depending on the year and available opportunities.

IV. Strategic Focus Area #4: Ensure IAIA's organizational sustainability

A. Report from Finance Committee meeting

Hauptfleisch summarized IAIA's current financial situation, noting IAIA is in a good place, looking to possibly break even for 2016 fiscal year. While IAIA16 will result in a loss, it is a smaller loss than anticipated, and the UK water symposium is expected to about break even.

Conservatively, IAIA is projecting a loss of \$42,000 for its 2017 Operating Budget, which includes a contingency of \$22,600 (1.5% of budgeted expenses). IAIA currently meets the minimum amount required for its financial sustainability fund, which dictates a minimum of two years of operating expenses; the minimum amount will be evaluated every two years unless substantial changes warrant a more frequent evaluation.

IAIA's 2016 investments generated a 2.52% annual return in a flat market environment, an improvement over last year's 1.24% return. While IAIA currently does not invest in firearms, tobacco, or alcohol, Hauptfleisch noted that IAIA will develop a more robust investment policy for socially responsible investing of its funds in January 2017.

AGREED: Once the responsible investment policy is updated, HQ will transfer \$175,000 from cash/cash alternatives into investments.

V. Committee Reports

A. Awards (see report)

Amoyaw-Osei reported that the committee again struggled to obtain nominations and extended the submission deadline. After reviewing the list of nominees and the committee's

report, the Board provided a few recommendations to make the report more clear. Some discussion was held about how the corporate award needs to be given for an initiative and not for a company in general.

ACTION: Amoyaw-Osei will ask the Awards Committee Chair for clarification on two of the awards.

ACTION: Amoyaw-Osei to convey the Board's recommendations to the Committee Chair for more clarified reporting, including the number of first, second and third choice votes each nominee receives.

ACTION: Amoyaw-Osei to ask Awards Committee to amend the description of the Corporate Initiative award to make it time-bound, to the extent possible.

APPROVED: The Board approved the slate of award nominees, pending clarification on two of the awards.

B. Publications (see report)

Orenstein noted that two possible candidates had been approached to co-chair the committee; she is waiting for their responses. Transition to new leadership should start in January. Orenstein summarized new publications in development, existing publications slated for updating, and the concept of creating two different searchable indexes and the possibility of using databases which may have already been created by regional organizations as source data.

ACTION: IAIA HQ will work closely with the Publications Committee on asking Affiliates to help with publication translations.

ACTION: João will send Orenstein the list of fields used by her students to create a database of different countries' EIA policies.

Orenstein asked for the Board's input on whether some publications and resources should be available only to IAIA members as a member benefit, and if so, suggestions for possible criteria to select them. Noting that some of the resources under development are outputs of the TPDC, Orenstein encouraged continued communication between the two committees.

AGREED: The Board agreed that not all IAIA publications and resources should be available to the general public (i.e., non-IAIA members).

APPROVED: The Board endorsed the Publications Committee's preparation of a formal proposal identifying IAIA documents that should be available to members only.

ACTION: Orenstein will communicate to the Publications Committee that they should prepare a formal proposal identifying IAIA documents to be made available to members only.

ACTION: Orenstein will prepare a document showing overlap between resources developed by the Publications Committee and TPDC.

C. Training and Professional Development (TPDC) (see report)

John highlighted that the number of training courses being offered at IAIA17 is the most courses ever. The TPDC's goal is to meet the minimum registration for all courses by developing a marketing plan to extend the outreach and audience for the courses to non-traditional IA markets. Three training courses are being offered at the Resettlement and Livelihoods symposium in Manila. An application process for course participants has been implemented to ensure geographical and sectoral representation in the courses.

John reported that the TPDC is in the process of developing an idea to package existing IAIA publications into ready-made slides for training course instructors. The Board suggested ensuring there was either a vocal recording or detailed notes to go along with the slides to aid the instructor in presenting this material. John will ensure there is a link between the Publications Committee and TPDC on this initiative.

ACTION: IAIA HQ to investigate possibility of putting all IAIA resources on a USB for conference training course instructors to hand out to their participants.

D. Board Nominations (see report)

Orenstein and Baker updated the Board on the status of the nominees for the Board of Directors.

ACTION: Baker will ask the Committee to issue an open call to the IAIA membership next year (and each year thereafter) for nominations to the IAIA Board of Directors positions.

APPROVED: The Board approved the preliminary slate of nominees to stand for the 2016 election for the Board of Directors.

E. Report from Washington Area Branch (see report)

Baker summarized some of the recent activities of the Washington Area Branch (WAB) and noted they are highly active and attracting a lot of interest. John reported that the WAB plans to spend some of its Branch funds on a Dropbox account to store historical WAB files.

AGREED: The Board expressed its appreciation to Will Knowland who recently stepped down as co-chair of the WAB.

ACTION: Baker will send a thank-you letter to Knowland on the Board's behalf.

ACTION: John to ask Debra Zanewich if any of the WAB's historical documents would be relevant and of general interest to put on IAIA's web site.

ACTION: John to ask Zanewich if the WAB webinar sessions are recorded, and if so, could they be posted on IAIA's web site?

VI. Strategic Focus Area #1: Improve IAIA's Membership

A. GOAL 1.1: By 2019 increase overall membership...

1. Work Experience Program

Orenstein outlined the progress on the Work Experience Program: a guide document and web page have been drafted, six initial projects are ready, and a launch is planned for January 2017. This program will only be available to IAIA members.

2. Membership Plan

Orenstein summarized initial progress on a draft membership plan, noting that because membership is closely connected to conference registration, annual attrition is a regular issue. The Board discussed the reasons why more members are desirable and ideas for increasing the membership value to our current members to increase retention.

AGREED: IAIA HQ to wait on further promotion of the Bulk Student membership offer until the full membership plan is established.

ACTION: IAIA HQ to prepare one or two PowerPoint slides about the Bulk Student membership rate to send instructors for use in explaining the program to their students.

ACTION: When the Bulk Student membership is next promoted, offer a free IAIA membership to instructors who generate a bulk membership from their students.

Amoyaw-Osei noted opportunities to increase IAIA's membership by linking affiliate membership with international membership and presented various scenarios where this would both help grow IAIA's membership and financial base.

ACTION: Orenstein will address affiliate membership as part of the overall membership plan.

B. GOAL 1.2: Work with affiliates and branches to identify opportunities to collaborate on projects.

Baker provided highlights of the summary chart Loreley Fortuny assembled with the information obtained from the affiliate reports. Amoyaw-Osei gave an update on the Ghanaian affiliate that has experienced revitalization after hiring a secretary to drive activity. Reports were provided on three recent affiliate events:

1. Chinese Society for Environmental Sciences (CSES) (see report)

Lee summarized the CSES event on soil and groundwater she attended as an IAIA representative, and the Board expressed appreciation for her attendance.

2. *Korean Society of Environmental Impact Assessment (KSEIA)*
Kim reported on the 5th annual China-Japan-Korea Tripartite meeting organized by the Korean affiliate and Yanbian University in August. Also he reported on the KSEIA autumn meeting in October where Esteves was a keynote speaker. Esteves noted it was a very positive meeting where she connected with some engaging participants.
3. *Ontario Association for Impact Assessment (OAIA)*
Baker attended the OAIA meeting in October, making several good connections for potential future opportunities.

ACTION: Fortuny will check affiliate websites to ensure they are using the correct "Affiliate of..." logo.

ACTION: Baker will follow-up with the affiliates that didn't provide their annual reports.

VII. Strategic Focus Area #2: Strengthen IAIA's partnerships and collaborations

A. GOAL 2.1: Identify and secure the annual conference at least two years in advance.

The IAIA17 abstract submission deadline was 31 October, and Baker noted that a record number of abstracts were received, following a record number of session submissions. As a result of the high level of interest, the Program Committee had to issue some rejections, and Baker summarized some of the steps the Committee is taking to manage this. About half of the sessions are focused around the conference theme, so the topic seems to resonate. Sponsorship is progressing nicely.

Baker noted that IAIA currently has conferences scheduled through 2019, and that in early 2017 an open call will be made for proposals for the IAIA20 conference.

ACTION: Baker to include information about why and how IAIA chooses where conferences will be held in the open call for conference proposals, and IAIA HQ will include a news post with similar information.

B. GOAL 2.2: Organize one regional symposium each year in collaboration with another organization.

Baker provided a summary of the four symposia proposals received and provided to the Board. The Board discussed the various themes, locations, venues, and timing and offered suggestions for the various proposals.

AGREED: Baker will summarize the Board's recommendations and respond to each of the proposals, sending the new Phase II guidance where relevant.

ACTION: IAIA HQ to consider whether operationally there is a preferred timeline for offering two symposia in one year, either spread out and flanking the annual conference, or holding two symposia in relatively close proximity.

C. GOAL 2.3: Each year develop and/or initiate a new partnership with at least one organization that IAIA has not worked with in the previous 5 years.

1. *Chinese Society for Environmental Sciences (CSES)*

CSES has asked Lee to consider a position on their Board, as a member for a period of five years. Lee is considering the offer, pending forthcoming information from CSES.

AGREED: Given this opportunity for Lee and, as a result, IAIA, the Board agreed in principle to financially support Lee on a case-by-case basis for her participation as a member of the CSES Board, acting as an official liaison for IAIA (should Lee accept the offer).

2. *Community Connect* (see report)

Esteves provided updates on recent developments, including securing two partial funders and identifying a pilot project with a new partner, Cordaid. Esteves will seek feedback from the IAIA membership on the full program proposal. A suitable program coordinator has been located within IAIA's existing staff, and the project funding will cover part of her salary.

APPROVED: The Board approved the development and implementation of the Cordaid pilot project.

APPROVED: The Board approved Esteves' consultation with the membership via *IAIAConnect* and via a session at IAIA17.

ACTION: Based on consultation with membership and results of the pilot, Esteves will prepare a governance structure and full proposal for the project in 2017.

VIII. Strategic Focus Area #3: Enhance IAIA's knowledge sharing and capacity-building mandate

A. GOAL 3.1: Develop and implement the new Professional Development Program (PDP)

With funds confirmed by the Oil for Development program and the IAIA Board, the pilot project has begun by hiring an e-learning expert, consulting with IAIA members on content, and selecting an online educational platform. Baker noted the pilot of the foundation course is expected to officially launch in early 2017.

B. GOAL 3.3: Improve the IAIA website by 2017.

Baker provided an overview of the Webmaster's report. IAIA's new website launched early in 2016, and it has been received very positively. The Board discussed some minor suggestions, including how to label the translated documents and where to place them on the website.

ACTION: John to contact Career Central to determine the criteria they are using for automatic culling of job postings to populate IAIA's jobs board.

ACTION: Joyce will work with Jennifer Howell to find funding options for translating documents.

IX. IAIA Sections

Using the previous 3-year assessment survey as a foundation, Baker and John will develop a survey of the Sections that will be distributed in early 2017. The Board reviewed the proposal to create a Task Force on IAIA and the Sustainable Development Goals (SDGs) and to hold a related workshop session at IAIA17.

APPROVED: The Board approved of the creation of a Task Force on IAIA and the SDGs.

X. Review and approval of 2017 Operating Budget (see draft budget)

John reviewed various line items in the 2017 Operating Budget and answered questions. Hauptfleish noted the Finance Committee recommended the approval of the budget with the following three amendments: 1) add one full-time staff member; 2) add one computer purchase for the new staff member; 3) add the revenue expected in 2017 for the Community Connect project. Additionally, the Board recommended funding also be included for Orenstein to travel to the Fargo office in January to meet with staff in person about the various initiatives on which she is working.

APPROVED: The Board approved the 2017 Operating Budget and Notes with the four identified amendments to be made by John.

XI. Other Items Requiring Board Discussion

A. Funding for Board members

Amoyaw-Osei expressed concern about the amount of cash IAIA HQ staff carry on their person on behalf of IAIA to both the midterm and annual meetings for Board member reimbursements and other stipends. Ways to reduce or eliminate the need for cash reimbursements to Board members were discussed, including wiring funds directly or reducing the reimbursement by the amount of the conference registration. The Board also expressed concern that some good Board candidates are not able to stand for election because they do not have financial support.

ACTION: Prior to IAIA17, John will develop guidelines for options for Board members to receive their travel reimbursements.

AGREED: If travel reimbursements are to be wired to Board members, the amount will be reduced by the US\$40 wire transfer fee incurred at IAIA's banking institution to transact the wire.

ACTION: Baker to ask Board Nominations committee to develop a proposal for possible funding for those Board candidates who need more financial support than IAIA currently provides.

B. Gender policy

Gender inclusion was discussed in reference to different areas of IAIA. It is already considered during the Board nominations process, and a statement about gender equity in plenaries is being included in the guidance documents for conferences and symposia.

AGREED: IAIA does not need to develop a separate gender equity policy at this time.

C. Feedback regarding the South African Stakeholder Engagement meeting

Baker thanked the Board members for their participation at the Stakeholder Engagement meeting held on November 1. It drew together some of the IAIA18 organizing committee with various stakeholders in the region to discuss IA topics of importance to them. Information from the meeting will be used to help the IAIA18 conference organizers develop a relevant and timely conference theme. As the private sector was not well represented, Baker encouraged the IAIA18 team to reach out to them separately and perhaps organize a second similar meeting. Baker reflected that the Board's presence showed IAIA's commitment to the event as well as its collective expertise.

ACTION: Baker will follow-up with all participants at the Stakeholder Engagement meeting held in Johannesburg.

ACTION: Baker will record a presentation similar to the one she gave at the stakeholder meeting to include on the IAIA website in 2017.

D. Recognition of IAIA presidents

Amoyaw-Osei proposed ideas to increase the visibility of the IAIA presidents to conference delegates.

AGREED: The current president, president-elect and incoming president-elect will be recognized at the conference with ribbons that say "President 20xx-20xx", noting the appropriate year for each.

ACTION: Amoyaw-Osei will inform the Awards Committee that when awards are presented at the conference, the Awards Chair will read the citation, and the current President will physically hand the award to the recipient.

E. Next Board meeting

The next Board meeting will be held 8-9 April, immediately following the IAIA17 conference.

XII. *In camera* session

The Board held an *in camera* session.