IAIA Board of Directors
Meeting Minutes
23-24 May 2009
Ghana College of Physicians and Surgeons • Accra, Ghana

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Present: Nick Taylor, Jonathan Allotey, Wes Fisher, Charlotte Bingham, Charlotta Faith-Ell, Sachihiko Harashina, Rita Hamm, Maya Villaluz, Lea den Broeder, Debra Zanewich, Julio de Jesus, Bridget John, Jennifer Howell.

Apologies: Luis Montañez-Cartaxo, Marina Khotuleva, Alan Kwok.

President Taylor opened the meeting at 2:15pm on 23 May. He welcomed new members, reviewed Board procedures, and called for any adjustments to the agenda (none).

I.   Review status of funds. (See 31 March 2009 condensed financial statements) Fisher reported that IAIA is in good financial standing. IAIA08 proceeds will contribute just under $25,000 to IAIA programs and operations. Calgary contributed about $60,000 toward the meeting's administration costs and another $45,000 contribution to the Effectiveness Study. Results for Accra will be reported when all income and expenditures have been finalized. Regarding investments, the value of IAIA's money market funds increased, but not surprisingly, the value of its mutual funds dropped. However, as IAIA currently does not need to draw on the mutual funds, it is an unrealized loss. The mini-grant program has not been initiated as yet; a strategy for communicating its availability needs to be developed. The purchase order system for managing conference expenditures was not feasible in Accra but will be pursued for future conferences. Following discussion on economic variables, the Board suggested that a contingency amount be built into conference budgets. HQ noted that while there is language in the conference programs, IAIA does not have an official refund policy.

>   *ACTION: John to add contingency factor to conference budget.*

>   *ACTION: HQ to draft a policy note on refunds; Finance Committee to review.*

II. Strategic Action Plan (SAP)

>   Note: outcomes and updates from the following SAP discussions are reflected in the SAP document prepared by John.

>   John, Hamm and Taylor reviewed the history and purpose of IAIA's strategic planning process and the SAP document.

SAP U9: Develop a 1-2 page position paper defining the role and value of impact assessment.
>   (See "What is Impact Assessment" version #3) De Jesus reported that his draft was completed.

>   *ACTION: Bingham will do updates and the document will be sent to the Publications Committee. The final review by the Board will be sent by the end of July.*

SAP U14: Develop IA communications for lay people. The review order will be the Board, then the
>   Publications Committee.

>   *ACTION: Following completion of the 1-2 page position paper, HQ staff will draft a document for laypersons on IA to be reviewed by the Board and Publications Committee.*

>   Faith-Ell noted that the Publications Committee is reviewing content on the Web site and may come back with suggestions for needed documents as well. This activity was added to SAP U14.

SAP 12a: Analyze current Web content and develop Web-related services and resources.

B1.1: Review all practical content on the Web site. Faith-Ell noted that Web content is being reviewed and a strategy document is being prepared by a small task force (Gazzola, Faith-Ell, Richard Fuggle, Zanewich, Taylor, Morgan, Jeff Torreson) and that the Publications Committee will have input for the document by 15 September.

ACTION: All Board members to send any suggestions on Web content to Faith-Ell, Howell, and Torreson.

B1.2: Prepare draft entry-level document (Web text) mapping how to access documents on IA within the IAIA site. Zanewich noted that a document (FAQs) was circulated as ready for development (i.e., with links to referenced materials). John commented that the list needs text.

ACTION: HQ will draft text for the Web content FAQs for the Board to review.

B1.3: IAIA publishes a state-of-the-art review of literature, case studies and best practice examples on the Web. Faith-Ell reported that Sections Coordinating Committee chair Ilse Aucamp will look at the Handbook to determine the Sections' role. The SAP was modified to add specific individuals and the Publications Committee to the activity.

C1.1: Research different ways for IAIA Web visitors/users to interact online. Faith-Ell noted changes have already been made online for payment options. The activity is ongoing.

C1.2: Explore Wiki software options. Faith-Ell reported that Ben Varkalis and Leslie Wildesen will be working with Jeff Torreson and will report back.

C2.1: Identify and select conference and membership software. John reported that HQ had selected Avectra for membership software after a thorough vetting process. While the transition has not been completely smooth, the Web site has more of a "store-front" look, and the company is continually updating the software. The direction is toward more automation with membership management, and there is potential for more online sales of products.

C3: Networking options. Zanewich updated the Board on discussions with Aucamp, Cave, and Torreson. The Board discussed current listserv policies and sustainable alternatives to listservs with their pros and cons.

ACTION: Zanewich to follow up with Torreson, den Broeder and Cave to expedite the transition from the SCC Extranet to another form of communication and report by midterm.

ACTION: Board to thank Ben Cave for hosting the discussion forum for the Sections Coordinating Committee for the past 1-1/2 years.

ACTION: Board to send suggestions on ways to incorporate communication tools such as Twitter to Zanewich.

D1/2/3: Job board produces revenue of $200,000 per year. John noted that the jobs board statistics are available on request and noted that while it is not producing this level of revenue as yet, marketing efforts are underway and usage is increasing. The SAP was updated; D2 was moved to 13b.

ACTION: Torreson to check key words on the jobs board page to ensure maximum hits via search engines.

ACTION: HQ to send evaluations of the jobs board to job seekers as well as job posters.

SAP 13b: Develop a conference strategy that maintains the IAIA Annual Conference as the premier event. Taylor noted that the Guidelines for Quality Conferences had been updated following discussion in Calgary. The Board discussed the peer review process, scheduling and visibility of Section meetings, descriptions of technical visits, follow-up with companies hosting technical visits, success of the Affiliates forum, IAIA's liability for people involved in technical visits, and tweaked the theme forum guidelines.

ACTION: Howell to update the guide to conference quality and theme forum guidelines.

ACTION: HQ to acknowledge and thank companies hosting technical visits.

ACTION: Hamm and John to research options for disclaimers for persons participating in conference-related activities.

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The Board adjourned at 6:15pm and reconvened at 8:00am on 24 May.

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SAP 13b: Develop a conference strategy that maintains the IAIA Annual Conference as the premiere event.

13b.1: Confirm conference quality document. The Board discussed how selection and approval of abstracts and/or papers might increase conference quality and tweaked the quality guidelines to reflect submission and scheduling policy.

ACTION: Board to send wordsmithing suggestions to Hamm. Hamm will consolidate suggestions and Board will sign off.

13b2: Consider developing a policy on preferred locations, venues, and rolling schedule for annual conference/future events. Taylor clarified that this SAP pertains to how venues are submitted, the schedule of conferences, the frequency of conferences, etc. The Board reconfirmed that there is one premiere conference event and there is no objection to IAIA's holding regional and/or special topic meetings.

The Board noted that some members who have recently suggested not holding a conference each year misunderstand the importance of the conference to IAIA's budget and mission. The direction as IAIA's outreach grows is more conferences, not fewer; therefore, greening the conference(s) is more important than ever. However, certain activities may be conducive to virtual meetings, and this should be considered wherever possible.

ACTION: John will add SAP activity on greening the conference. A task force will develop IAIA's green guidelines.

ACTION: HQ will adapt the guide to hosts for special and regional meetings.

The Board discussed challenges to confirming conference locations more than 1-2 years in advance.

The Board discussed potential upcoming bids to host a conference and the roles of HQ, the local organizers, and third parties with particular regard to negotiating hotel bookings and the need for a policy on when accommodations options should be available to delegates.

13b.5: Review and evaluate the peer review process. Hamm noted that Jenny Pope had handled the process for IAIA09 and will be writing up policies and procedures.

ACTION: HQ will include questions about the peer review process to the IAIA09 conference evaluation survey.

The Board generally discussed concerns raised by members and how the proposed processes, time frames, and outputs for Geneva differ from IAIA's standard, as well as how the Board can help the chair achieve his stated goals.

ACTION: Hamm will follow up with IAIA10 program chair Hussein Abaza to clarify:

1. *The program committee structure (who's on it).*
2. *Alignment with the guidelines for quality and the general structure of IAIA conferences to the extent possible so there is some consistency for members.*
3. *Where Sections come into the process and what he expects from them.*
4. *The timetable with all components of the conference laid out – accommodating theme forums, workshops, sessions, IAIA business, etc. and be clear how this relates to a preliminary program.*

13b.7: Ongoing review of conference rates. Taylor reviewed that the Board had decided in Calgary not to raise rates beyond what would be considered reasonable increases.

13b.8: Cross-promotion of future event/conference schedules from Affiliates and associated organizations.

ACTION: Torreson to research option for organizations to self-post their conference notices on IAIA's Web site.

SAP 12a: Analyze current Web content and develop Web-related services and resources.

D.2.3: Conduct benchmarking research on how similar organizations are publishing conference content online. John reported that information is being compiled and will be completed by the SAP deadline.

The Board discussed the fact that it is becoming more common for members to make video recordings during the conference and agreed on the following policies:

POLICY: Videographers officially sanctioned by IAIA to officially record parts of the conference program will have IAIA-provided identification.

POLICY: "No recording without permission" text will be added to the preliminary and final programs.

Web developer's report. (See IAIA Annual Report – IAIA Web) Howell read through the highlights. The Board expressed its satisfaction with Torreson.

ACTION: Hamm and Howell to forward Board questions on the report to Torreson and relay suggestions for future reports.

HQ training. Hamm and John reported on recent training undertaken by HQ staff, primarily related to Web development (including communications) and marketing a nonprofit organization.

SAP 14a: Develop the M-IAIA member status and support for practitioner and administrator standards. Bingham reviewed the history of the M-IAIA initiative and its purpose and current requirements.

The Board decided against charging any fees for M-IAIA status and confirmed the requirements of having four continuous years of membership and signing the code of conduct. The Board voted to change the name "M-IAIA" to "Sustaining Member." Checking the code of conduct box on the online membership application/renewal form is sufficient; signature confirming adherence to the code is not required.

ACTION: HQ to post the "Guidelines for Use of the IAIA Logo" document on the Web site.

ACTION: HQ to ask members on the member directory form if they are certified by any other entities and provide an explanation of "certification."

ACTION: John and Shelli LaPlante to discuss and implement database options for Sustaining Member status, including processes, time frames and potential cost implications and report back by midterm.

SAP 16a: Develop the corporate package and promote corporate membership. Bingham noted that the corporate package is available and efforts are ongoing to develop lists of contacts in many countries. The Board noted that personal contacts and repetition are key.

The Board discussed the pros and cons of due diligence for any company that applies for corporate membership, determining that IAIA's position is that corporate membership does not imply an endorsement of activities of member companies; if any concern is brought forth about a company's activities, IAIA would encourage the company to practice the standards of business practice and ethics that IAIA promotes.

SAP 17a: Promote IAIA services and membership structure.

Latin American professionals. John reported that more follow-up will be done on the information prepared by Montañez-Cartaxo for the Latin American target group. De Jesus reported that Spain is interested in developing a network initiative. The Board identified Small Island States as the next target group.

ACTION: De Jesus and den Broeder will follow up on the Spanish network initiative together with Montañez-Cartaxo.

Students and Early Professionals (SEPs). John reported that an informational flyer is being prepared for IAIA10, Gazzola will be doing a follow-up survey to ask how SEPs have contributed to IAIA in return for the benefits offered through the student programs.

ACTION: Den Broeder will, as the Board's Sections liaison, maintain contact with the SEP Section.

The Board expressed its appreciation to Gazzola for her many contributions to the SEP activities and the Board of Directors.

17a.22: Provide incentive for people who are sole (or 2 only) representatives from their country to recruit more members from their country. John reported that this incentive will be announced within in the next three months.

17a.23: Contact previous members whose membership has expired and announce the associated membership and other new categories. John reviewed the new membership categories and their purposes.

17a.24: Locate contacts from international EIA organizations to promote exchange of information, joint initiatives and possible MoUs. De Jesus and Harashina reported that their contacts with a German and a Japanese association respectively have not yet been successful.

ACTION: De Jesus will follow up with Finnish delegates from IAIA09.

17a.25: Contact other associations to which several of our members belong to pursue cross-promotion of IAIA to their members. John reported that HQ did an assessment of other associations to which people belong so we could promote the most popular ones. Information will be sent after Accra so that IAIA10 and IAIA can be promoted at the same time.

ACTION: John to send the list of the top organizations to which HQ will be sending information to the Board for reference and their additional suggestions.

SAP 19a: Review the policy and operation of Sections. Den Broeder reported that Sections have been active but not always communicating to each other or the Board. Ilse Aucamp, the new Sections Committee Coordinator, will look at the handbook and make it more concrete so the Sections know better what is expected of them. We should propose that some Sections that are not active should be discontinued.

The Board noted that there were some preliminary proposals from one of the Sections and that formal proposals in proposal format may be expected in the future. In the meantime, mini challenge grants will be announced shortly and Sections are welcome to apply.

ACTION: Hamm to advise the Section of the Board's discussion.

The Board discussed criteria for determining whether a Section is functioning and the process for its discontinuation if it is not. No further discussion will take place until Aucamp has reviewed the handbook.

Update on Global Biodiversity Information Facility (GBIF) Memorandum of Cooperation (MoC). (See Memorandum of Cooperation between the International Association for Impact Assessment and the Global Biodiversity Information Facility) Taylor clarified that this is Nick King's global biodiversity database. The MoC was received just before Accra. The Board had no objections to the MoC.

ACTION: Hamm to sign off on the GBIF MoC.

SAP26a: Translate and deliver IAIA publications. De Jesus reported that the Portuguese Affiliate signed an MoU on a Portuguese language network which is now working and has started a Web site and translated a number of IAIA documents. Work will continue on translation of Web pages in cooperation with Torreson.

The Board reviewed the strategy and progress to date on translation efforts, including cooperation from Affiliates.

SAP 26b: Develop and implement a strategy for how IAIA formalizes, certifies and delivers training. Fisher will take over as strategy lead.

26b.2: Assess feedback from trainers and identify IAIA's role in training and training options to pursue. Taylor reported that a group of trainers met during the Accra meeting. They strongly support the idea of training outside the conference and of some sort of IAIA endorsement of trainers and their courses.

The Board discussed options, pros and cons of various forms of endorsement and approved in principle the idea of developing trainer endorsement as a strategy.

ACTION: Fisher will advise the Training and Professional Development Committee (TPDC) of the Board's approval in principle of the endorsement of trainers and ask the TPDC to establish criteria by midterm.

(See Training and Professional Development Committee (TPDC) six months report) Fisher reported that John Boyle will be taking over the chair of the TPDC from Arne Dalfelt, that the committee's training course proposal scoring system is working well, and that they have discussed e-learning collaboration with UN University. He then updated the Board on the Capacity Building Stipend (CBS) program, the Marrakech Declaration, a suggestion via CLEAA for a sponsor-a-fellow type program, Boyle's interest in developing standards for IAIA practitioners and administrators, and new course ideas.

John reported that the TPDC also suggested sending the call for 2011 courses just after sending the call for 2010 so they have more time to collaborate and develop courses. The Board suggested that the official call should wait until a venue and date are determined for IAIA11, but they could use this approach to solicit courses on a specific subject if it's really needed.

Zanewich noted that at the Council meeting there was a suggestion to develop a document on best practice in reviewing an EIA.

ACTION: Bingham will work with Peter Tarr to do a 4-page paper on best reviewing EIAs.

III. Review of Committee Meetings/Acknowledgment of Reports

A. **Board Nominations Committee.** (See IAIA Board Nominations Committee 2008-9 Report to IAIA Board Meeting, Accra, May 2009) Allotey, Taylor and Hamm reported that activity is on track and Morgan will be circulating names. Nominations are welcome.

B. **Awards Committee.** (See Awards Committee 2009 Annual Report) Faith-Ell reported that the process is beginning to identify candidates for awards and nominations are invited. The Board made some preliminary suggestions.

C. **Ethics Task Force.** (See Annual Report Code of Ethics Task Force) Bingham reiterated Richard Fuggle's suggestion at Council that the Vision, Mission and Values be made more visible so that more members can sign up.

IV. Requiring Board Discussion

A. Issues arising from Annual General Meeting

World IA Day.

ACTION: De Jesus to send text describing the activity proposal, including date options.

ACTION: HQ to research what other activities take place on the proposed dates.

ACTION: Zanewich to send the link for the Earth Hour country signup sheet to HQ.

B. **Issues arising from Council meeting.** Taylor read through the list of issues raised.

The Board decided to expand the mentorship program to everyone, not just students, and to advertise the "Welcome to IAIA" session more.

ACTION: Den Broeder will convey the resettlement issue to the Sections.

ACTION: HQ will include an update about the registry issue in the newsletter.

C. Report on Affiliates Forum. De Jesus reported that the Affiliates forum in Accra was successful and suggested some changes to the session for Geneva, and that there has been no progress on Affiliate guidelines.

ACTION: Den Broeder to ask Cave to provide SCC access to de Jesus to determine if that communication tool would be helpful.

D. SIFEE (Secrétariat international francophone pour l'évaluation environnementale). (See 27 February 2009 letter from Éric Giroux to Rita Hamm) Bingham reviewed the history and current status of SIFEE, including issues of translation and participation and Geneva.

The Board appointed Bingham and de Jesus as the liaisons to SIFEE.

F. Ireland-UK Branch. (See IAIA Ireland-UK Branch Annual Report, 5 May 2009) The Board expressed its appreciation to previous Branch coordinator Adam Boyden for his good and conscientious guidance, and acknowledged the Branch report.

G. IEMA MoU. (See IAIA-IEMA Memorandum of Understanding) The Board authorized Hamm to sign the MoU with IEMA (Institute of Environmental Management and Assessment).

H. **Midterm meeting options.** The Board parked the discussion to a later date when additional information about possible collaborative meetings is available.

I. Health and safety guidelines. The Board discussed the possible need to issue specific health and safety guidelines, especially for technical visits/tours, beyond the general conference event liability statement and practical considerations already given.

V. Advisory

A. UNESCO (United Nations Educational, Scientific and Cultural Organization)**.** De Jesus reported on the UNESCO meeting he attended and the Board discussed the possibilities of UNESCO participating in Geneva and/or IAIA's participation in preparation of a new international agreement on UNESCO-designated sites. No decisions were taken.

B. IPIECA (International Petroleum Industry Environmental Conservation Association). John reviewed IAIA's recent involvement via Susie Brownlie and Asha Rajvanshi in a March 2009 IPIECA workshop on IA, biodiversity and the extractive industries.

C. AAAS (American Association for the Advancement of Science). Hamm reviewed IAIA's recent involvement via Anne Miller and Gene Owens in AAAS's launch of a human rights coalition in January 2009.

D. WRI (World Resources Institute). (See Identifying Rollbacks in EIA: Concept Note) Taylor reported that Hamm and Peter Croal have discussed partnering on a project with WRI.

E. CLEAA/PEAA (Capacity Development and Linkages for Environmental Assessment in Africa/ Partnership for Environmental Assessment in Africa). Bingham reported on recent CLEAA meetings and activities. A new IAIA representative needs to be appointed to PEAA.

ACTION: Hamm to contact CLEAA/PEAA regarding funding to attend meetings beyond the original one-meeting per-year schedule.

G. WAB (Washington Area Branch). Bingham highlighted recent activities and noted its very successful Earth Day program. Hamm noted that recordings are available on the Web site.

H. HIA-WHO. Taylor reported that a list of activities has been developed to update the annual action plan associated with this MoU.

I. Other business. The Board expressed its appreciation to staff and to retiring Board members Paola Gazzola, Debra Zanewich, Charlotte Bingham, and Alan Kwok. Debra Zanewich and Charlotte Bingham were applauded for their particular contributions to this meeting, Paola Gazzola for her ongoing input, and Alan Kwok for his four years of service.

VI. Close of meeting. Following a 4:00pm *in camera* session, President Taylor closed the meeting.

See also:

Sections Coordinating Committee Annual Report to IAIA Board, May 2009.
IAIA Publications Committee Report to the Board of Directors May 2009