**IAIA Board of Directors Meeting Minutes**
**Aalborg University, Aalborg, Denmark**
9:00am-7:10pm · 27 October
8:15am-6:40pm ·28 October
8:00am-12:25pm · 29 October

**Present:** Jonathan Allotey, Lea den Broeder, Júlio de Jesus, Wes Fisher, Jong-Gwan Jung, Rita Hamm, Bridget John (joining at 9:45am, Stephen Lintner)

**Apologies**: Maya Villaluz, Nick King, Nick Taylor

President Allotey opened the meeting at 8:00am on 27 October and welcomed all Board members, noting that Lintner would be arriving directly from the airport that morning and would be joining the meeting shortly.

**I.      Housekeeping**

**II.**     Allotey reviewed the agenda and noted that minutes of the previous meeting and items listed in Appendix I had been approved electronically.

**III.     Treasurer's Report**

a.  **Event update.**   Fisher reported that the final figure for IAIA09 financial statement was a loss of ($86,353) and that IAIA10 had an expected loss of ($109,493).  It is expected that the two climate change symposia and HIA New Zealand event will either breakeven or provide modest proceeds.  IAIA11 is on track with some sponsorship outreach already underway, with a greater focus on sponsorship expected once the IAIA11 preliminary program becomes available.  The Board discussed the issue of whether IAIA could or should evaluate potential sponsors based on their environmental reputation.  It was also noted that the meeting of the Portuguese Network resulted in proceeds of approximately US$3,500 to IAIA.

*ACTION:  Include text in the final program indicating that sponsors have no explicit nor implied right to influence the conference program and that program elements contributed by sponsors are reviewed and monitored by the Program Committee.*

b.  **Report from Finance Committee meeting.**  Fisher reported that the Committee had met and discussed the financial results of the various IAIA events and the 2011 operating budget.  Now that the IAIA10 financial statement is nearly finalized, the Committee decided it was time to transfer the second trench of funds, approved in Geneva, to long-term investments.  The Committee recommended that the Mini-Challenge Grant program be offered again in 2011, with perhaps more focus on using the program to complete items in the Strategic Plan.

*ACTION:  HQ to transfer funds to long-term investments.*

*ACTION:  HQ to offer the Mini-Challenge Grant program in 2011 based on Board recommendations from the SAP.*

Fisher reported that the Committee had also discussed the need to restructure IAIA's current membership categories.  This led to general Board discussion, with

the determination to retain the individual and student membership categories as they are and to modify the corporate benefits package to address concerns expressed by members.  Lintner suggested discussing membership rates with some affiliate members, determining what membership package we could offer to entice affiliate members to also join IAIA International.

*AGREED:  The corporate member category will be changed to allow for a specific number of individual members within the corporate membership.*

*ACTION:  HQ and de Jesus will discuss which affiliates to use as pilots for a dual membership rate option and contact those affiliates about how the process would work and what rate to use.*

c. **2011 Operating Budget: overview and preliminary approval**  *(See DRAFT 2011 Operating Budget and DRAFT Notes to 2011 Operating Budget)*.  John reviewed the budget line-by-line and gave an overview about the underlying assumptions and how it is prepared, noting a $3,900 projected net income for 2011. Fisher reported that the Finance Committee suggested some minor changes to the Executive Office Expense category, but recommended the Board approve the amended 2011 Operating Budget.

*AGREED:  Board approved 2011 Operating Budget.*


IV. **Strategic Action Plan – SAP Directed Discussion + Related Reports.**  Note:  Outcomes and updates from the following SAP discussions are reflected in detail directly in the SAP document prepared by John.


**SAP 12. Analyze current web content & develop web-related services and resources.**

3.3 **Investigate software for abstract management in conjunction with internal system development.**  On behalf of Jennifer Howell and Jeff Torreson, Hamm reported that the search for suitable software is ongoing, but to date, nothing has all the features IAIA requires, especially in regard to accommodating the large number of reviewers IAIA uses.  In the meantime, we continue to use our current internal system.  One "wish list" piece that is currently missing is the automatic placement of papers/presenters into the final program.  However, Torreson is continually tweaking and modifying our existing system, and the need for third-party software may ultimately prove unnecessary.

4.0 **Networking options.**  John reported that IAIA *Connect* had been launched, was experiencing activity and generating positive feedback, and that a demonstration was held at the Aalborg meeting.

*ACTION:  Den Broeder and HQ will ask the Sections to evaluate the effectiveness of IAIAConnect prior to IAIA11.*

**5.6 Investigate other social media outlets.** John reported that Torreson had already secured IAIA's names in accounts with Twitter and YouTube for future use. John suggested use of an IAIA YouTube Channel, similar to one used by UNDESADSD. The Board discussed various content opportunities that could be available by creating such a channel and several specific new action items were added to the SAP as a result.

*AGREED: John and Torreson to create and develop an IAIA YouTube Channel.*

*ACTION: Howell to update Guide to Preparing an IAIA Conference Bid and Guidelines to Quality IAIA Conferences documents to include the use of video as discussed.*

**SAP 13b. Develop a conference strategy that maintains the IAIA Annual Conference as the premier event.** The Board discussed the pending IAIA12 proposal expected from Sweden and the need to set a deadline for the proposal as well as a backup plan. Hamm reported she'd received interest in another Prague event, as a followup to the 2005 SEA meeting, and that she had received a draft proposal from the Chinese who wish to host a regional climate change symposium.

**2.2 Coordinate information on affiliate local/regional meetings for inclusion on web, in newsletter, etc.** de Jesus reported on recent Italian and Portuguese meetings which Lintner also attended. He also noted that IA professionals should make an effort to be involved with/speakers at non-IA meetings, such as meetings of planners, insurance and banking.

*ACTION: Include an article in IAIA's newsletter encouraging members to become involved with organizations/conferences that are related to impact assessment issues but outside of the IA field directly.*

*ACTION: de Jesus will recommend to the Affiliates that they invite IAIA Board members or CEO to attend their meetings.*

**4.0 Broadcasting conference presentations.** Given the high cost involved with securing professional quality videos of conference presentations and the previous discussion in SAP 12a regarding a YouTube channel, the Board removed the specific SAP activity requesting a feasibility report on the issue of professional video recording.

**SAP 17a. Promote membership recruitment and retention.** The Board discussed a few preliminary strategies for engaging practitioners. John reported on discount opportunities/campaigns for joining or re-joining IAIA. She also reported on the developments of the small task force identifying ways to engage/recruit more members from Small Island Developing States. The Board discussed the potential benefits of holding mini-workshops/sessions at IAIA on topics not related to IA but rather to professional development (e.g., making powerful presentations, tips for preparing reports, etc.)

*AGREED:  Trial three or four small mini-sessions at IAIA11 on practical professional development/instructions.*

*ACTION:  HQ to survey membership about practical educational/training needs.*

**2.4    Prepare proposal for student advisor role on the Board.**

*AGREED:  There will not be a permanent Board position assigned to a student/ early professional.*

*ACTION:  den Broeder and Taylor to work on mechanism for allowing a representative from the SEP section to attend the Board meeting in an advisory role, to be trialed in Mexico.*

**4.3    Investigate and pursue other topical or regional group recruitment strategies.**

*ACTION:  King to consult with Luis Montañez-Cartaxo to identify 1-2 potential organizations in the Mexico region who could send representatives to IAIA11 as observers for no fee.*

**SAP 17c. Develop the corporate package and promote corporate membership.**

*ACTION:  de Jesus to contact international consultancies already involved with IAIA to determine if a corporate code of conduct would be useful to them, and/or if they already have their own internal corporate code of conduct.*

*ACTION:  de Jesus to prepare a one-page summary of the success of the Portuguese Affiliate in generating corporate members.*

*ACTION:  Create an international advisory group of people who are well-connected who can assist IAIA.  Lintner, Fisher, and HQ to look at legal models sanctioned under US law.*

**SAP 19a.  Support the development of Sections activity and integrated IA practice.**  Ilse Aucamp has resigned as Sections Coordination Committee chair, effective immediately; den Broeder has already been contacting potential replacements.  den Broeder and Hamm presented the re-worked text on Sections for the Handbook.  John reported that the Section-generated International Year of Biodiversity "Inspired by Nature" contest had closed and that the 50+ submissions were being reviewed by judges.  The Board acknowledged the Section Coordination Committee plan to hold an additional meeting in conjunction with IAIA11 and offered to participate to the extent possible if requested.

*ACTION:  den Broeder and Hamm to incorporate Board's suggestions on revised Handbook text.*

**SAP 26a. Outreach IAIA publications and activities to a wider audience.**

*ACTION:  HQ to request written or video case studies from members, both in English and in native language.*

*ACTION:  HQ to solicit various IA tips that we can use as an "IA Tip of the Day."*

**2.0** **Develop IA communications for laypeople.** (See What is Impact Assessment?) Hamm and den Broeder presented the draft of the one-page "What is Impact Assessment" document for laypeople which included sketches and will rework the document based on Board feedback in terms of text and replace sketches with photographs.

*ACTION: Board to send image suggestions to den Broeder and Hamm.*

**3.1** **Develop marketing/promotion strategy for World IA Day.** de Jesus discussed involving affiliates and membership in promoting the World Impact Assessment Day and using the event to launch new documents from IAIA.

**SAP 26b. Support increased quality of IA practice, standards and training.**

**1.3** **Develop criteria for approving trainers/courses for IAIA endorsement.** John to follow-up with John Boyle to ask the status of this proposal.

**3.0** **Standards.** (See IAIA Guideline Standards for IA Professionals – 2010 Proposal) Board reviewed the guideline standards document submitted by Boyle and the TPDC and recommended adding a preamble, similar to the preamble on the TPDC-generated "IAIA Guidelines for Lead Professionals" previously approved.

*AGREED: Board officially approved "Guideline Standards for IA Professionals" (2010).*

*ACTION: Hamm to draft the preamble for Board approval.*

*ACTION: HQ to format and distribute the approved guideline standards to membership with January 2011 newsletter.*

**SAP 3a. Develop a financial sustainability strategy for IAIA.**

**1.1** **Find someone in IAIA membership with corporate fundraising expertise.** The Board discussed ideas of members to contact, what IAIA can offer organizations, and what specifically IAIA wants to ask for from organizations.

**2.5** **Develop one-page proposal for having a professional directory of services.** John reported that Taylor was working on a draft proposal for this project. The Board agreed that locating experts should be one of IAIA's strengths, particularly if we can network through both our membership and affiliates.

**5.0** **Hold additional meetings and seminars.** Allotey suggested that a relationship with INECE (International Network for Environmental Compliance and Enforcement) should be pursued.

**SAP 11c. Develop strategy for topical and timely engagement.** Lintner expressed IAIA can be a thought leader by consolidating the DC and Aalborg climate change events, using a small task force, as there currently are no state of the art best practices is this area. The Board discussed potential topics that are not getting much current coverage in IAIA annual conferences and ways to direct focus to them.

IV.    **Review and Acknowledgement of Reports**

**Board Nominations.**  (See IAIA Board Nominations Committee 2010-11 Report to IAIA Mid-Term Board Meeting)  The Board discussed the challenges of finding nominees for three-year terms on the Board and expressed their appreciation for Richard Morgan, Chair of this Committee as well as for the members of the Committee who have been exchanging a good amount of e-mail over the past few months.  The pros and cons of virtual meetings to replace or enhance the current schedule of Board meetings will be explored in the next month and the evaluation of this approach will be assessed and relayed to Morgan as it may affect the ability of more IAIA members to accept nomination.

*ACTION:  HQ to set up a virtual meeting with the Board on 12 November to test the feasibility of an online meeting system.*

**Awards Committee.**  (See IAIA Awards Committee Recommendations – 2011 Awards)  The Board reviewed the Awards Committee report and expressed their appreciation for the Committee's commitment to ensuring that the Committee functions as intended and that award nominees meet the IAIA criteria for the specific award.  Anne Miller, Chair of the Awards Committee is especially commended for her leadership in this regard.  The Board will submit its recommendations to Miller and ask that she work with Shelli Schneider (IAIA HQ) to notify the recipients in a timely way.  If possible, the Board suggests that the regional award recipient be asked to give a keynote address to IAIA11.

*ACTION:  Hamm to contact the IAIA11 Program Chair suggesting the 2011 regional award recipient be invited to give a keynote address.*

**Publications Committee.**  The Board asks the Chair to submit a mid-term report as soon as it is possible, recognizing that his current job situation has impeded his ability to prepare a report in time for midterm review.

**IAPA Editorial Report.** (See IAPA Editorial Board  - mid-term report for IAIA Board , October 2010)  The Board commended Maria Partidario and the members of the IAPA Editorial Board for their insightful analysis of Editorial Board membership and their plan for using recruitment/replacement of the membership of the Board to enhance the chances for IAPA being listed in the Institute for Scientific Information (ISI).  Recognizing and accepting the approach outlined in the midterm report, Board member Villaluz and Past President Taylor cautioned the Editorial Board to maintain geographic and disciplinary diversity to the extent possible in filling Editorial Board positions, and den Broeder encourages the IAPA Board to ensure the journal is of interest and benefit to practitioners as well as academics.

**Mini-grant Project: SIA Hub.**   (See SIAhub: socialimpactassessment.com – Midterm report to IAIA Board, 15 October 2010)  The Board reviewed the progress on this project and recognizes the effort expended.  Ana Maria Esteves, project

director, is asked to ensure that the SIA Hub does not compete with IAIA *Connect* and that the Hub becomes the recruitment vehicle promised in the project proposal. The Board will look forward to learning from this project what works/what does not and to use those experiences to feedback into the IAIA *Connect* effort.

**Sections Coordination Committee Report.** (See Section Coordination Committee: Mid-term report to IAIA Board, October 2010)

*ACTION:* d*en Broeder will ask the Indigenous People's Section to submit their best practice principles report to the Board for review.*

Other items in the report that requested Board response have been addressed previously and individually, prior to the mid-term meeting.

**Training and Professional Development Committee.** (See IAIA Training and Professional Development Committee Six Month Report: March 2010 through October 2010) The Board expressed appreciation to the TPDC for all the extra effort put forth reviewing a record number of training course proposals as well as for their excellent work on completing the "Guideline Standards for IA Professionals."

**Effectiveness Study.** The Board did not have time to review the report due to the late date on which it was received but acknowledged the report.

*ACTION: HQ to request concrete completion dates and immediate submission of draft reports completed to date.*

**V.    Other Items Requiring Board Discussion**

**Affiliates.** Board liaison to the affiliates, de Jesus reported that IAIA has recently signed a MoU for the pilot Mozambican EIA Association (AMAIA) and that possibly another would be signed with an organization in Zambia which has recently contacted IAIA. Lintner asked how the policies for IAIA affiliates and branches have evolved. Hamm gave a brief history. Liaison de Jesus raised the issue of needing clear guidelines for branch chair tenure and replacement. The Board also discussed the need to capture more affiliate members as IAIA International members.

*ACTION: de Jesus and Hamm will review the policy on branches and submit a revision.*

**SIA Principles EU.** Frank Vanclay is heading up a project for the EU on SIA Principles. Originally, he was led to believe the project would be more fully funded and that multiple expert meetings would be possible and funded. However, at this juncture, the funding has been limited and applied by Frank to development of the SIA Hub.

*ACTION: de Jesus will e-mail Vanclay to request that the Principles will be available as an IAIA product.*

**EIA Directive 25-Year Review.** Coordinator of IAIA's response to the EIA 25-year Review conference in Leuwin 18-19 February 2011, de Jesus presented a brief outline for his 8-minute presentation. Lintner suggested that he focus the remarks such that they gave the audience an idea of "what's in it for them" to get their attention rather than just giving a status report of EIA and of IAIA.

**IAIA *Connect*.** John raised the issue of member requests for new Groups to be added to IAIA *Connect*. Issues regarding IAIA liability and corporate/sponsor access to IAIA*Connect* were also discussed.

*AGREED: The Board confirmed that new Groups may be added upon request to make it easier for IAIA members to connect/communicate with each other, as that is the purpose of IAIA*Connect*. Those requesting a Group should indicate how long they expect to keep the Group active, and although no time limits would be firmly set, IAIA should remove inactive Groups to guard against the negative perception inactivity may give to IAIA*Connect *users.*

*ACTION: John to add a statement to IAIA*Connect *that IAIA cannot be held responsible for what other people will do with text posted by members.*

*AGREED: Conference sponsors and corporate members may have a profile on IAIA*Connect*, including the advertising feature, once it is available.*

**Request from Corporate Stewardship and Risk Management Section.**

The Board felt that cooperation with Ethical Corporation should be handled at an administrative level.

*ACTION: den Broeder will communicate to the proposer that they work together with John at HQ.*

**V.** ***In camera* session.**

**VI.** **Close of meeting.** Allotey closed the meeting at 12:25pm.


**APPENDIX I**

**Interim Board Actions April 2010 – October 2010**

- IAIA *Connect* – Memberfuse social media proposal approved
- Recommended Training Course proposals for IAIA11 approved
- IAIA Guideline Standards for IA Professionals – revision approved
- Mini-Grant proposal recipients notified
- IAIA in the EU – 2 proposals (Júlio de Jesus's 25 year Review of the EIA Directive; Frank Vanclay's Principles for SIA) approved
- SEFA database located for review
- Minutes of Geneva Board meeting approved