IAIA Board of Directors

Meeting Minutes
Porto, Portugal
2-3 June 2012

Present: Luis Sanchez, President; Stephen Lintner, immediate Past President; Jonathan Allotey, Past President; Greg Radford, President-elect; Wes Fisher, out-going Treasurer and Director; Pamela Gunther, incoming Treasurer and Director; Sandra Mols, Secretary and Director; Ana Maria Esteves, Director; Jong-Gwan Jung, Director; Juan Quintero, Director; Lea den Broeder, out-going Director; Jennifer Howell, Bridget John, and Rita Hamm, IAIA HQ.

Apologies and resignation: Nicholas King, Director

President Sanchez called the meeting to order and welcomed Radford, Quintero, and Gunther as newly-elected board members. After reviewing the plan of action, the Board approved the agenda.

I.   Housekeeping

A.   Interim Board Activities

The first action of the Board meeting was to minute the interim Board activities. Since the midterm Board meeting November 2011, the following actions have been taken electronically:

1.   Reviewed the revised guidelines for the Distribution of Awards, the AGM, and the Council Meeting

2.   Approved the minutes of the midterm meeting

3.   Concurred with the Task Force recommendations on the selection of Taylor and Francis as the new IAPA publisher

4.   Reviewed the draft committee composition, including committee chairs

5.   Approved the Western Northern Canada proposal to host IAIA13

6.   Declined the offer of a previous IAIA member to be an IAIA representative to Rio+20

The Board then confirmed the appointment of Pamela Gunther as the incoming IAIA Treasurer, accepted the resignation of Nick King as a member of the Board and the agreement of retiring Director/Treasurer Wes Fisher to participate in the Board until the next election cycle as a co-opted member of the Board, filling the vacancy due to Nick King's resignation.

Howell prepared notes from the Annual General Meeting and Council meeting to guide the Board in addressing issues raised therein. The Board expressed appreciation to those committee and section chairs and others who reported to the Council and to all who attended the AGM.

B.   Items from the AGM

David Burack suggested the establishment of a Professional Practice Committee. The Board discussed this issue, offered their appreciation for David's effort, and suggested that he be appointed to the existing Training & Professional Development Committee, working with and within that Committee to accomplish his objectives for IAIA.

Action: Hamm to follow up with Burack.

C.   Items from the Council meeting

Lintner noted the lack of self-assessment reports by many Sections, asking that they complete these assessments by the Board's midterm meeting. Sections not completing reports at or by midterm will be subject to discontinuation. The Board acknowledges their

appreciation for the amount of dedicated effort given to IAIA over the years by IAIA Section members and acknowledges the following reports and requests:

1. Publications Committee: den Broeder thanked Bill Ross, outgoing Chair, and indicated that the Committee will be preparing an action plan for the year and will submit this to the Board for review by midterm. Their main task will be to review the member web survey results.

2. Training & Professional Development Committee: John Boyle reported on the turnover of committee members, the establishment of an endorsement process for IAIA training courses offered outside of the annual conferences, and thanked John Fry for his work on training course review criteria revision. He asked for clarification on expected committee rotation.

   Action: Hamm offered to clarify and prepare new guidelines for IAIA committee rotation by midterm.

3. Editorial Board: Maria Partidario thanked Frank Vanclay for chairing the Task Force to select a new publisher, Bill Page for his service as IAIA's past IAPA publisher, and Alan Bond for developing the strategy for ISI recognition. She indicated that the Editorial Board has made a concerted effort to add quality members to the Board to increase IAPA's standing in the profession and indicated that the Board will be revising the Guidelines for the Editorial Board in particular with reference to membership rotation for review by the IAIA Board by midterm.

4. Awards Committee: Anne Miller noted the change from corporate award to corporate initiative award and reminded everyone to send nominations.

5. Sections Coordinating Committee: Rita Sully (temporary SCC coordinator reporting on behalf of Ben Cave) suggested that a more unified and organized approach was needed to engage Sections and Section chairs and more time to meet than was available in the program this year.

   Action: SCC in consult with Howell will decide soon on a set meeting time for future years.

   a. *Agriculture, Forestry & Fisheries:* John Fry reported that they are preparing for Calgary and hope to have an AFF-related technical visit there.

   b. *Disasters & Conflicts:* Charles Kelly reported that they had met and agreed to remain a Section.

   c. *Biodiversity & Ecology:* Orlando Venn recommended that there be a better way to host, comment on, and revise documents online with Connect. Liz Clarke requested a better definition of the role of section chairs. Pamela Gunther suggested creating a 1-page guidance document for Section chairs outlining what to do, when it needs to be done, and how much time is involved.

      Action: Gunther to create a 1-page guideline for Board review followed by Section chairs' review. This document should not duplicate the recent updates to the Handbook.

   d. *Climate Change:* Arend Kolhoff noted that as a new Section, they are searching for a small group of committed people, and they are busy preparing for IAIA13.

   e. *CSRM:* Rita Sully noted that the Section is small and IAIA has a low corporate profile.

   f. *Cultural Heritage:* Julio de Jesus noted that their Section meeting included a Skyped-in member who was unable to be in Porto. The Section held a training course, published Key Citations this past year, is preparing for Calgary, and is working on Best Practice Principles.

   g. *Energy:* Pamela Gunther noted that Steef van Baalen has assumed the role of Section Chair.

h. *Health:* Francesca Villiani spoke about the HIA conference in Quebec (August 2012) and the desirability for IAIA to have a booth at that meeting, the plans for the Section to produce a FasTips in cooperation with WHO, and recommended that there be fewer paper-based sessions at IAIA conferences.

i. *Indigenous Peoples:* Murray Jones mentioned the recently-published IP Principles document. He also advocated for having the SCC report in advance so the Council meeting could be spent discussing issues rather than merely basic reporting.

j. *Public Participation:* John Devlin voiced support for alternative session formats for Calgary, and Bert Enserink noted that there is a lack of continuity in the Section when members drop out after being a member during a year when they attend a conference. Enserink also indicated that the Section plans to work on a FasTips.

k. *SIA:* Daniel Franks expressed satisfaction in organizing conference sessions with other Sections.

l. *SEA:* Thomas Fischer indicated that the Section was considering a name change.

m. *SEP:* Sandra Mols noted a student day would be held at IAIA12 on the day following the Council meeting. She also recognized the unique aspect of the SEP Section in that the main work of the Section is to obtain new members and then disburse them as active members in other Sections. She noted that the SEP Section is developing an article review program for IAPA where authors could be teamed with another individual for assistance (e.g., language/grammar) in preparing articles for submission (see 8a below).

6. Affiliates Forum: Iñigo Sobrini noted that there was a good representation from the Affiliates at this conference and offered the following suggestions on behalf of the affiliates for Board consideration:

a. Provide economic support for developing country affiliate events

b. Allow free web (including member-only info) and Connect access to all individual affiliate members

c. Provide means of support for networking among affiliates

d. Better promote affiliates and affiliate membership

e. Transfer IAIA membership contacts to affiliates for follow-up and facilitate joint membership

f. Ensure an affiliate representative on the IAIA Board of Directors

g. Help establish IAIA affiliates

   Action: *Establish task force to review these requests and report back to the Board by midterm. Julio de Jesus, Iñigo Sobrini, Pamela Gunther, Jonathan Allotey, and Loreley Fortuny, Shelli LaPlante and John are requested to serve on the Task Force.*

7. IAIA12 Conference: Miguel Coutinho stated that IAIA annual conferences deserve to be on CNN news; more news coverage would raise IAIA's profile and would allow us to find other kinds of sponsors. However, he found that it is difficult to get media coverage.

8. FasTips: Maria Partidario, FasTips series editor, encouraged Sections to submit ideas for more topics and distributed draft Guidelines for review and comment

9. Tweeting at IAIA12: Daniel Franks reported that 40 people were tweeting at IAIA12 and that the messages would be incorporated in the conference wrap-up.

10. Final comments: IAIA HQ to review the online registration form because page 2 was not obvious and some people missed signing up for activities such as the banquet.

II.   Treasurer's Report

Fisher provided a summary of IAIA's financial position as of the end of 2011, noting a small net loss for the year but healthy net assets in reserve. It is expected that IAIA12 will generate a small

profit. The Board approved offering a new "Senior" membership category with a 30% discount on dues to those over 70 years of age. The level of financial detail in the 2011 annual report was increased from previous years based on suggestions offered at the IAIA11 AGM. The Finance Committee offered a suggestion for some additional clarity regarding administration expenses. Donors for the most recent three years will be included in each annual report, with a cumulative list of donors of maintained on the IAIA web site. The Board discussed how better to engage corporations, what IAIA could offer them, and ideas for long-term funding.

> **Action:** *Radford, Gunther, and Esteves will work with Rita Sully and the CSRM Section to explore opportunities for IAIA to better engage corporations in IAIA with a view toward high-level funding and capacity building.*

III.   **Strategic Action Plan 2012-2015 - SAP Directed Discussion + Related Reports**
John reported that the format of the Strategic Action Plan had been significantly changed since the midterm Board meeting. The one-page summary of the Strategic Plan will be made available to IAIA members via IAIA Connect.

A.   Increase the value of IAIA membership

1.   Strengthen interaction between new and existing members: IAIA HQ will begin highlighting a new member(s) each month via IAIA*Connect*.

2.   Maintain annual conference as premier event: The Board expressed desire to offer varied conference formats at future IAIA conferences and to identify ways to strengthen presentation capabilities. IAIA12 Program Chair Miguel Coutinho provided feedback to the Board about his experiences planning for IAIA12. He stressed that providing support for the delegate visa process was an incredible and unexpected amount of work, identified the need for IAIA to be even more involved in soliciting sponsorship, and encouraged limiting paper presentations to one per presenter as well as limiting the participation of session chairs in the final stage of program participation (current process is *too* participatory; causes confusion/errors and delays). After a general discussion about the abstract submission process, Coutinho emphasized that the ultimate decision regarding sessions should lie with the Program Chair.

3.   Promote the use of IAIA*Connect* and promote IAIA through other social media

3a.   Ask Sections to review the effectiveness of IAIA*Connect* prior to IAIA12: John reported that the Section Chairs were asked prior to IAIA12 for feedback on IAIA*Connect* but nothing had been received yet. However, some Sections did mention use of Connect in their Section reports.

3b.   Expand content on IAIA's YouTube Channel: Brief videos of two past IAIA presidents were recorded onsite at IAIA12.

4.   Develop projects/events with other organizations: INECE (International Network for Environmental Compliance and Enforcement) submitted proposals for three collaborative projects regarding (1) journalists, (2) black carbon, and (3) judges. The Board agreed to move forward with the journalist proposal.

> **Action:** *Fisher will respond to INECE to set up a collaborative process for preparing the journalists proposal.*

5.   Maintain diversity in professional expertise and geographic spread

5a.   Engage affiliates in sharing issues/projects prominent in their region: Hamm reported that a promotional flyer had been sent to affiliates in May regarding resources available from IAIA, including translated publications. John reported that brief informational videos were created by the Spanish, Portuguese, and Nigerian affiliates as well as the Ireland-UK branch to be posted on the IAIA website. Eight affiliates had been contacted to refresh and update their MoUs, and as of the Board meeting, five had been completed and signed, with a goal to refresh every three years. In addition, Hamm noted that one new affiliate MoU

with the Association for Environmental Impact Assessment of Nigeria (AEIAN) had also been signed.

5c. Develop strategies for increasing engagement with additional, under-represented groups within IAIA's membership: Hamm reported on discussions in Porto with Chinese and how they would like to partner with IAIA, including possible translation of some IAPA articles.

Action: Hamm to check with Taylor and Francis regarding translations and recommendations.

6. Develop additional training opportunities: The Board discussed a suggestion by Sukhad Keshkamat to offer more webinar-based training, agreeing to start small using GoToMeeting, testing at least three times, with SEP members to be the test participants.

Action: John to ask TPDC for suggestions on a selection process for potential webinar trainers and topics.

Action: Conduct at least one webinar test prior to mid-term Board meeting.

6a. Develop additional training opportunities: Esteves updated the Board on the status of the five-day intensive integrated IA professional development course.

Action: Hamm and Esteves will convert the proposal into an Expression of Interest for coordinator and circulate publicly by 31 July.

6b. Develop non-conference training endorsement: Esteves reported that a pilot course had been offered via the program by herself and Frank Vanclay. In her opinion, having the IAIA endorsement logo was an attraction for participants. Minor adjustments regarding privacy issues are being made to the application process based on their experience.

7. Develop www.iaia.org to be the best source of impact assessment information

7a. More aggressively promote existing resources: John reported that now the website has been restructured, she can begin more regular promotion of IAIA resources and publications, including social media outlets. Hamm updated the Board on IAIA's schedule for systematic review, updating and checking of website content.

Action: John to develop Wikipedia site for IAIA, with review by the Publications Committee.

7b. Analyze results of web content survey to determine gaps: Den Broeder noted that the Publications Committee is in the process of reviewing and analyzing the results of the survey, and den Broeder and Bill Ross will prepare a report.

Action: Den Broeder and Ross to prepare summary report of web content survey by 31 August.

8. Increase opportunities for students and early professional involvement

8a. Explore possibility of creating a journal writing assistance service: Mols reported that over 200 responses were received for the article review assistance survey. Although the survey results are still being formally reviewed and summarized, she noted that about half of the respondents were seasoned writers with the other half being first-time writers. About half of each group was interested in a journal writing assistance service. In Porto, Mols met with one of the IAPA editors, and they decided to a) find a more appealing name for the service, b) start small, and c) find a champion or two whom members trust.

Action: Sophia Carodenuto will review the article review service survey and provide summary by 31 August.

> ***Action:*** *Mols and Angus Morrison-Saunders will identify possible champions for article review service by 30 September.*

  8c. Develop mini-job fair at annual conference: Mols noted that a session was held at IAIA12 inviting organizations to speak about their hiring practices and to provide recommendations to students and early professionals in the job market. Suggestions for future conferences included announcing to companies in advance that there will be a bulletin board specifically designated for job advertisements, and to have a session where people can promote their organizations and themselves (without competing against booths).

9. Monitor debates/developments: The Board noted both cultural heritage and social performance management were developing as current trends.

10. Develop videos expanding on existing and new IAIA materials

  10a. Promote videos of key conference sessions, beyond the conference proceedings: IAIA HQ will take steps to further increase transparency about whether sessions are audio and/or video recorded, including reminders in advance of the conference, cross-checking by session chairs of speaker's preferences, and announcements by session chairs at the start of the relevant sessions.

  10b. Develop a video based on the "What is IA" document for laypeople.

> ***Action:*** *Esteves will investigate what can be done professionally on a small budget.*

11. Connect with journalist organizations to train/inform media: It was recommended that the IAIA13 Program Committee consider engaging someone with journalism experience as part of the team.

B. Improve financial sustainability

1. Identify target groups:

> ***Action:*** *Board of Directors and HQ will consider new, appropriate target groups by midterm.*

2. Develop corporate membership

  2a. Revise the corporate membership category benefits: John noted that these had been reviewed by a small task force consisting of Esteves, Gunther, Fisher, Rita Sully, Paul Sage, John, and Shelli Schneider. The Board approved the recommended changes, and encouraged the group to ensure that capacity building was included in any outreach materials.

> ***Action:*** *IAIA HQ will revise the corporate flyer and corporate information on the IAIA web page associated literature, in consultation with the above group plus Radford, and implement them by 31 July.*

3. Seek capacity development opportunities: The Board was appreciative of the continued capacity building funding offered by NORAD and the new funding offered this year by AusAID. Additional organizations were identified as potential partners for IAIA13. Esteves and Mols recommended contacting corporations as well, appealing to their CSR units.

> ***Action:*** *HQ will review IAIA membership for possible corporate contacts.*

4. Create various donation categories/benefits: Fisher reported that the categories had been established and posted on the IAIA website with a dedicated button. The page also includes a list of past contributors.

5. Develop strategies to raise conference-related sponsorship

    Action: *Esteves, Mols, Gunther, and Radford to review "Why Sponsor IAIA13?" text of sponsorship brochure before finalization.*

6. Explore corporate sponsorship of section initiatives: Den Broeder reported that the Sections Coordinating Committee had discussed this at IAIA11 and were interested, noting, for example, that pharmaceutical companies might be potential sponsors for Health Section initiatives. Hamm briefed the Board on a meeting she had with the co-chairs of the Biodiversity and Ecology Section who had been approached by a company wanting to work with the Section on a special meeting or workshop related to biodiversity and impact assessment. The discussions are still in the very early stages with the company at this point. Hamm also noted the interest by the Health Section to organize an HIA day as part of IAIA13.

    Action: *Hamm, den Broeder, and Francesca Villiani will develop a one-page flyer regarding an HIA day at IAIA13 that can be distributed at the HIA conference in Quebec at the end of August.*

7. Investigate selling soft items (e.g., training) on the web: John reported that approximately 40 people so far had taken advantage of the free webinars offered by Larry Canter.

C. Promote communication of the strategic direction of IAIA to membership, Sections, Affiliates, Board, HQ, and potential donors

1. Post summary of strategic plan on website

    Action: *John and Jeff Torreson to post the one-page summary on the web page.*

2. Include summary in the newsletter

    Action: *Howell to include one-page summary in the newsletter.*

3. Provide updates to Sections after every Board meeting

    Action: *Gunther and den Broeder to send summary to Sections.*

4. Send summary to affiliates for distribution

    Action: *Loreley Fortuny to send summary to affiliates.*

5. Engage with affiliates to determine their priorities, interests and concerns: Several suggestions were received at the IAIA12 Affiliates Forum, which had the theme "How can IAIA help the affiliates?" (See I.C.6.)

6. Post in Board group on IAIA*Connect*

    Action: *John to upload summary to* Connect.

7. Structure each Board meeting agenda based on the strategic plan outline. The Board will continue to do this.

8. Distribute plan detail to staff

    Action: *John to send updated detailed action plan to staff after IAIA12.*

9. Update staff after each Board meeting

    Action: *Hamm to communicate outcomes of and assignments from Board discussions to IAIA staff .*

10. Include strategic plan summary in any outreach documents for potential donors: The Board recommended that the annual report should also be sent to potential donors as part of the IAIA documents.

IV. Review/Acknowledgement of Additional Reports, if any

A. Sections Coordinating Committee: den Broeder expressed appreciation to Rita Sully who stepped in as Acting SCC Chair and prepared the SCC report on Ben Cave's behalf. She reported that of the 15 Sections, several did not provide input to the SCC report, and only five provided self-assessment reports. The Board recognized the Health Section for its state-of-the-art article, the Indigenous Peoples Section for finalizing its Principles paper, the SIA and CSRM sections for initiating a special IAPA issue, and the Biodiversity Section for their high level of activity and rolling program. In addition, the Board discussed the specific recommendations and requests posed by the Sections in the report.

1. Improve abstract handling: This has the full attention of IAIA HQ, with strategies and technologies planned to make improvements. The Board also noted that conference quality is often determined as much by the presentations as the content of the papers, and it discussed possible ideas for improving presentations.

   Action: IAIA HQ will seek additional opportunities to promote tips and techniques for more effective presentations as well as ideas for session types beyond typical paper sessions.

2. Support with IAIA Connect and social media: Strategies were discussed to increase awareness of and activity on IAIA*Connect,* as well as increased awareness of Section activities and initiatives in other social media outlets.

3. Call attention to the place of cultural heritage in EIA and SEA:

   Action: Ask the Cultural Heritage Section for specific ways IAIA can help in this area.

4. Make session chair reports available more broadly to conference participants: Given the variability in session reporting quality, it was suggested to make these reports available on IAIA*Connect* rather than the website. The board noted this request but questioned the value and means of distribution since the quality and content of these reports varies greatly.

5. Biodiversity and Ecology Section would like ongoing and past Section work included on the web site.

   Action: John will ask Section chairs for specific additional information to include.

B. Training and Professional Development Committee: The Board acknowledged receipt of the TPDC report. Esteves reported that the TPDC meeting held in Porto resulted in a plan to update the call for training courses for IAIA13, spearheaded by Ainhoa Gonzalez and John Fry.

C. Publications Committee: No report was submitted, but den Broeder noted guidelines for the Publications Committee were updated prior to IAIA12. In addition, Frank Vanclay developed new guidelines for Key Citations which were submitted to the Committee for review, and guidelines for FasTips will be revised and submitted to the Board.

D. IAPA Publisher Task Force: The report was acknowledged and reviewed, and it was noted that a contract may be appropriate between IAIA and the IAPA editors. While the Board felt that editorial stability was required during the 2-3 years following the transition to a new publisher, it recognized a more formal arrangement should be developed between the IAPA editors and IAIA.

   Action: Hamm will ask Taylor and Francis for best practice guidelines on editor relations and incorporate that information into an IAIA policy.

E. **Italy GIS System:** During IAIA12, Guiseppe Magro presented an online GIS system and requested, on behalf of IAIA's Italian Affiliate, that IAIA host the system on its website. The Board commended Magro and the Affiliate for developing the system and for their desire to share it with IAIA members.

   Action: IAIA HQ will post a link to the GIS system on the IAIA's Affiliates page and announce its availability to IAIA members.

F. **Open IA Database:** During IAIA12, Patrick Driscoll submitted a brief written suggestion that the IAIA Board consider developing an open-source extractable database of publicly available EIAs, HIAs, SEAs, etc. Noting that several databases already exist worldwide, and the lack of IAIA resources to maintain a new, separate, comprehensive database, the Board suggested that perhaps providing links to all other existing databases might be an appropriate solution.

   Action: John to ask Driscoll for a more detailed 2-page description of his proposal, which should include the cost and staff time implications to create and maintain such a database as well as how this would differ from databases that already exist.

V. **Other Items Requiring Board Discussion**

A. **Midterm meeting 2012:** Several possibilities were suggested, but no location was decided. Possible dates would be from 28 October – 2 November.

B. **Outgoing Board members:** Immediate past-president Stephen Lintner presented certificates of appreciation to the Board members who had completed their three-year terms: Wes Fisher, Lea den Broeder, and Jonathan Allotey.

VI. ***In camera*** (Board)