

IAIA Board of Directors

Meeting Minutes

17-18 May 2013 | Ramada Hotel, Calgary, Canada

Present: Greg Radford, Wes Fisher, Sandra Mols, Pam Gunther, Luis Sánchez, Stephen Lintner (17th only), Ana Maria Esteves, Miguel Coutinho, Karin Isaksson, Juan Quintero, Miles Scott-Brown, Rita Hamm, Jennifer Howell, Bridget John.

Apologies: Jong-Gwan Jung.

President Radford opened the meeting and welcomed all Board members.

I. Housekeeping

1a. Minute interim Board actions/progress. The Board of Directors completed the following electronically between 1 November 2012 – 8 May 2013.

- Reviewed and responded to the request re: IAIA's 2013 Institutional Award
- Reviewed 2013-14 Committee composition and Board member duties
- Approved Affiliates' connection to IAIA Connect
- Approved the Minutes of the Midterm Board meeting

1b. Minute action items from AGM & Council. Issues raised by members at the Annual General Meeting (AGM) and Council were read, discussed and the following actions taken:

Annual General Meeting

- 1) In IAIA13 closing statements, be sure to acknowledge Treaty 7's input and generosity. IAIA should ask the First Nations what IAIA can do to advance their IA issues. (Peter Croal)
 - a) *Action: IAIA13 program chairs to acknowledge Treaty 7.*
 - b) *Action: Hamm to follow up with Treaty 7 regarding their IA issues.*
- 2) Mining will be a big topic in Chile; recommend contacting Canadian mining companies in Toronto and Vancouver that work in Chile for sponsorship. Members of the IAIA13 sponsorship committee have offered to assist, using their experience working for IAIA13. (Patrick Duffy)
 - a) *Action: John to follow up on connections already made in Calgary between IAIA13 Sponsorship Committee and members of the IAIA14 team regarding potential mining sponsorship.*
 - b) *Action: Howell will contact IAIA14 organizers regarding the possibility of theme days (e.g., hydro; mining; agriculture, forestry and fisheries).*
- 3) The Twitter culture that has been trying to build over the last couple of years has suffered a setback this year with no free wireless Internet connection; because it is a strong marketing tool, member suggests that future conference organizers make it a priority. (Daniel Franks)

- a) The Board acknowledged that not having free wireless Internet connection is a disadvantage, but also noted that every effort is made to provide for free or low cost Internet access, and given the difficulty of securing hosts and venues, it cannot be top priority in site selection.
- 4) Pleased to note the new section on contributors in the annual report. (Wes Fisher) No action required.
- 5) Expressed a concern about the seemingly short time frame that trainers and others have to prepare for upcoming conferences and was pleased to learn IAIA HQ was trying to do something about this; suggests confirming venues more than a year out. (John Boyle)
 - a) The Board acknowledged the short time frames and also noted that a longer planning time frame is preferred, but it is extremely difficult to confirm sites more than a year in advance.
- 6) Has there been any discussion about translation and funding for translation in Chile? (Jo Treweek)
 - a) Yes. The Board also discussed Spanish-language training courses in depth. See III A 6a: TPDC Report for details.
- 7) Suggestion for a fee waiver or affordable day pass for Indigenous Peoples at the conference; when we are fortunate to bring important IP speakers to the conference, find a way to fund them so they do not have to pay. (Angeles Mendoza)
 - a) The Finance Committee and/or Board will take this suggestion into consideration when it receives a formal proposal from Mendoza.
- 8) Suggestions to make a “free” day for Indigenous Peoples representatives and not to schedule the IP sessions at the same time. (Kepa Morgan)
 - a) *Action: Mendoza and Morgan will prepare a proposal for an “IP Free Day” for the Board to consider.*
 - b) The Board acknowledged that it is preferable not to schedule similar-interest sessions concurrently, but it is not always possible given the complexity of the program.
- 9) Some interest has been expressed in the proposal from IAIA13 regarding establishment of a professional practices committee. An Indaba will be held in Calgary to discuss. (David Burack); no action required at this time.

Council

- 1) The Awards Committee will be seeking support from the Board for the addition of a new “youth” award category. (Peter Croal) See IV: Review of Additional Reports (Awards Committee) for detail.
- 2) Please consider cultural sensitivities in conference activities (e.g., casino venue not appropriate for some). (Peter Croal)
 - a) The Board acknowledged the issue but noted that venues are rarely able to meet all of IAIA’s ideal requirements.
 - b) *Action: In IAIA14 materials, note that a casino is located on one floor of the venue, but the casino will not be used for IAIA14 events.*
- 3) FasTips needs more robust promotion and more input from Sections. (Maria Partidário)

- a) *Action: Coutinho to liaise with SCC Chair Cave regarding increased Section involvement in FasTips preparation.*
- b) *Action: John to contact Partidario regarding external marketing.*
- c) *Action: Howell to contact Affiliates regarding translation.*
- 4) A request for student fee waiver recipients to assist Sections throughout the year, not just at conference. (John Devlin)
 - a) The Board noted that the Public Participation Section Chair's situation may be very specific, and that student fee waiver participants are critical to on-site management.
 - b) *Action: The Board approved this one-time situation for the Public Participation Section to pilot the arrangement. Future requests for yearlong assistance will be considered on a case-by-case basis and in reflection of lessons learned from this pilot.*
- 5) Membership fluctuates based on location of conference. Can we not reduce dependence on cyclical membership? (Maria Partidário)
 - a) The Board acknowledged that this is an ongoing problem.
- 6) The Web survey indicated that Key Citations are not often viewed, but are also not often updated. (Lea den Broeder)
 - a) The Board noted that all Key Citations are all updated within the update guidelines.
 - b) *Action: Howell will follow up with the chair of the Publications Committee to clarify and provide a review copy of the Guidelines for Key Citations prepared by Frank Vanclay.*
- 7) Suggestion that Affiliates and International connect more closely, as member was aware of IAIA through his international contacts, but not WNC. (Mabaye Dia)
 - a) The Board welcomes suggestions for additional promotion of all affiliates.
 - b) *Action: IAIA HQ to highlight Affiliates in e-news to increase awareness of affiliates.*
 - c) *Action: HQ to review IAIA's web site to be certain that only the legal name of the affiliate is used.*
 - d) *Action: Howell to advise Affiliates of booth options at annual conferences.*
- 8) Speed mentoring was great; please continue it. (Eelco de Groot)
 - a) *Action: Encourage future organizing committees to continue the activity; identify some Spanish-speaking mentors for IAIA14.*
- 9) We need a different strategy to raise sponsorship funds to lessen pressure on conference organizers. (Miles Scott-Brown)
 - a) The Board acknowledged this point and welcomes suggestions or proposals at any time. See III B4: Create various donation categories and benefits.

II. Treasurer's Report

Pam Gunther, IAIA Treasurer, reported that IAIA is financially in good stead. She noted that the financial success of the various special meetings is often dependent on the venue and the concessions (e.g., free meeting room space) offered. Gunther reported that the Finance Committee reviewed some alternatives for the under-performing Calvert International Fund and selected Neuberger Berman Socially Responsible Fund as a replacement. Gunther will review its performance quarterly.

Agreed: Board approved Finance Committee's recommendation to move Calvert International funds to proposed Neuberger fund.

Action: John to inform IAIA's financial advisor of the Finance Committee's decision to switch to Neuberger.

Action: Gunther to review Neuberger's performance quarterly.

The Board discussed conference costs and suggested that IAIA HQ provide information to the membership about various expenses (e.g., lunches, coffee breaks) in an effort to raise the awareness of the members. Coutinho noted that the IAIA12 Sustainability Report has some helpful information in that regard.

Action: Howell to include information about the per person costs for various conference expenses in an upcoming IAIA newsletter issue.

III. Strategic Action Plan 2012-2013

A. Increase the value of IAIA membership

Agreed: Make the jobs board free for members.

Agreed: Howell to follow up with Taylor & Francis regarding free or reduced-cost access to other journals.

2. Maintain conference as the premiere event.

2a. Varied conference formats. The Board discussed the additional session time slots and setups required, an unintended consequence of the effort to increase alternative session formats based on feedback that sessions lack discussion time.

Action: HQ to investigate electronic poster options.

Action: Electronic-only (HTML and PDF) preliminary program approved. This will allow a longer timeline for the submission and review processes for training course proposals, session proposals, and paper/poster abstracts.

Action: HQ to implement online point-of-submission restrictions to enforce the policy of limiting session proposals and/or paper or poster submissions to two per person.

Action: HQ and program committees to enforce submission policies and deadlines.

Action: Session plans will be accepted only in the specified format (or online when the online system becomes available).

Agreed: A line item will be added to the conference budget to accommodate up to \$5,000 in special setup requests for alternative-format sessions; allocation will be on a

first-come, first-served basis (i.e., the earlier session plans are submitted, the more likely funding will still be available).

Action: HQ to continue production of a 2-page program highlights flyer, given its usefulness for IAIA13 and in light of the decision not to have a printed preliminary program for IAIA14.

Action: HQ to investigate mobile conference app options and costs and submit a bid to the Board from a professional application developer.

Emphasis on Sustainability. Following general discussion about the sustainability of IAIA's events, including a proposal for a green sponsor sponsorship category and a proposal regarding water bottles, the Board acknowledged that IAIA's sustainability policies at the annual conferences will serve as a leading example to all attendees, which demonstrates that we (IAIA and attendees) can all implement recycling and sustainability practices whenever possible for our impact assessment work including attendance of annual conferences. Although a venue's green practices cannot be a deciding factor in venue confirmation, ISO/CD 20121 will be followed to the extent feasible for all future venues. IAIA will be involved in discussions with future venues to ensure that these practices are followed and will help the venue understand and implement ISO/CD 20121 to the extent financially and practically feasible.

Agreed: Howell will review ISO/CD 20121 guidelines and implement more detail into IAIA's conference guideline documents, and IAIA will more robustly promote the green practices of both IAIA and event venues.

Agreed: The carbon offset program in conjunction with conference registration will be made more prominent and mandatory.

Action: The conference EISs for identifying the success of the sustainable practices for the specific conference, as available, will be widely promoted.

Action: For the above action, Quintero will create an EIS template based on the IAIA08 report. HQ will ask future hosts to complete the document as part of conference responsibilities. Agreed: In years when a champion on the organizing team is not available, a student may complete the EIS in return for membership and conference fee waivers.

Action: Scott-Brown, John, and Howell to follow up with the City of Calgary regarding funding for an EIA of IAIA13.

2d. Presentation capabilities

Report from Conferences Committee

Coutinho reported that the IAIA14 proposal from Chile was previously approved and marketing has begun.

Hamm reported that no proposals have been submitted as yet for IAIA15 and beyond, although interest has been expressed from several parties.

Hamm alerted the Board to several potential proposals for hosting special meetings in the coming year and the consequent potential impact on HQ workload.

Action: The Board asked HQ staff to prepare a report for Board consideration at midterm, identifying possible ways to accommodate increased workload.

Following additional discussion on conference-related issues, the following actions were taken by the Board:

Action: The Board agreed that the minimum number of participants in a training course would be set at 10.

Action: Sanchez will prepare a proposal regarding the formation of a scientific committee to conduct reviews of papers from the annual conference. The paper review process will retain the status quo for IAIA14.

Agreed: The Board confirmed that conference bids need to more closely adhere to the guide for preparing a bid and should include all required documentation.

Action: HQ to add a statement to delegate information to the effect that on-site registration does not guarantee lunch or delegate materials.

Action: HQ to obtain a quote from professional videographer located in the conference venue city for taping, editing, and posting selected sessions on YouTube.

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

3a. Measuring IAIAConnect effectiveness. The Sections Coordinating Committee, which had requested review of *Connect* on the basis that some preferred other media, concluded that *Connect* is used differently by different Sections and therefore the proposal to make a change was withdrawn. Questions about IAIAConnect were asked on the April 2013 Membership Feedback Survey, and the results will be analyzed to measure the effectiveness and use of IAIAConnect.

3b ii. Screening process for video submissions. A first attempt to create marketing videos with past presidents was unsuccessful, as not many past presidents were available and the guidelines were not fully developed; this approach will be revisited in 2-3 years.

3c ii. Video: "What is IA?" Use of a professional videographer will not be pursued, as the costs were prohibitive. An amateur contest will be held instead, with cash prizes from the innovation

fund for first and second places. The videos will be posted on YouTube, and IAIA members will vote.

Action: John to follow up to initialize the contest.

4. Develop projects/events with other organizations

4b ii. Dealing with the media. Fisher noted the Grantham Foundation, Metcalf Institute for Marine and Environmental Reporting, and the Society for Environmental Journalists (SEJ) as possible partners to help make IA and IAIA better known. There may be mutual interests in exchanging speakers, training, etc.

Action: Fisher will attend a Metcalf Institute event and report back with any suggestions.

Action: John will contact SEJ, and HQ will consider sending a representative to SEJ's annual conference.

5. Maintain diversity in professional expertise and geographic spread

IAIA - EIANZ agreement. The Board welcomes the application of EIANZ to be an associated organization under the usual IAIA benefits and responsibilities afforded in the standard IAIA structure for associated organizations.

Action: Hamm will advise EIANZ of the Board decision and suggest the MoU be drafted based on the sample MoU for Associated Organizations.

5a iv. Affiliates Task Force update. The Board discussed an inquiry regarding having representatives from the respective Affiliates serve on the Board of Directors. HQ contacted all Affiliates, asking them to submit nominations for possible election to the Board to the Board Nominations Committee. The Board noted that recent Boards have had strong Affiliate representation and that not every special interest can always be represented on every Board.

Action: HQ to follow up and again encourage Affiliates to submit names for consideration to the Nominations Committee for Board positions.

Action: Coutinho to follow up with the SCC and encourage submission of names to the Nominations Committee for consideration for Board positions.

5b. Special meeting registration policy.

Agreed: For special meetings, IAIA will offer non-member rates that include IAIA membership.

5c ii. China Association. Hamm provided a summary of a meeting in Calgary with representatives from the China Association for Environmental Impact Assessment/the Appraisal Center for Environment and Engineering in the Ministry of Environmental Protection. The

Chinese delegates indicated an interest in training, translations of IAPA articles, joint meetings and an umbrella MoU to accommodate these activities. Rita will involve the Board in subsequent discussions/agreements.

Action: Hamm will prepare a draft MoU for Board and ACEE consideration.

Action: Sánchez to follow up with Taylor & Francis regarding the translation issue.

6. Develop additional training opportunities

6a. Develop 5-day integrated training course. Esteves informed the Board that all of the proposals received had budgets significantly higher than the original Board-approved amount. To help mitigate the development costs, partnerships with other possible organizations are being explored.

Agreed: The Board confirmed its interest in pursuing development of a five-day intensive integrated impact assessment course. Esteves will continue to talk to potential industry partners about funding part of the course's development.

Action: Hamm to communicate with the finalists on IAIA's current position.

TPDC report. As Board liaison to the TPDC, Esteves reported that the TPDC had a full agenda for its meeting at IAIA13. The committee verbally updated the old and outdated guidelines for the TPDC, and John Boyle, TPDC Chair, will distribute a written draft to the TPDC for review. The Committee also discussed options and strategies for possible webinars, plans to include Spanish-language courses in the call for IAIA14 course proposals, the timeline for the IAIA14 course review process, and requirements for endorsing non-conference training courses that have not previously been offered at IAIA events. The Board expressed appreciation to the TPDC for their work over the past year.

After much discussion, the Board agreed that the training course fees for participants and the administration fees retained by IAIA should be increased, as the last increase was six years ago.

Action: Esteves and John to present a proposal for increased training course fees to the Finance Committee and TPDC.

Action: HQ to flag IAIA-endorsed training courses on IAIA's training web page.

The Board discussed the importance of offering training courses in Spanish for IAIA14 and identified five to six possible "core" courses that should be offered in Spanish if possible.

Action: Esteves to communicate to TPDC the five to six "core" courses the Board would like offered at IAIA14 in Spanish, if possible.

Action: Scott-Brown will contact the IAIA14 committee asking them to identify someone from their team to serve as a training liaison to the TPDC, copying Esteves.

Action: Howell to confirm with the IAIA14 committee the number of rooms available for training courses and whether local universities might be able to offer some rooms as well.

Action: Howell to work with IAIA14 committee to identify the possibility (market, logistics) of offering additional Spanish-language training courses before the conference in Santiago.

IP training proposal. See “Support Annual Searches for a 1-day Training Course on Aboriginal Engagement for Impact Assessments and Development Whenever the Annual IAIA Conference is Located in a Country where Aboriginal Peoples are Affected by Impact Assessment.”

Agreed: The Board endorsed this proposal for submission to the TPDC for consideration as applicable.

Action: Esteves to forward this proposal to TPDC.

7. Develop www.iaia.org

Publications Committee review of the web site. See “Publications Committee Annual report and work plan, May 2013” and “Proposals to implement recommendations from IAIA Publications Committee Web Survey 2013-04-08.”

Action: HQ’s web developer will follow up on actionable recommendations.

8. Increase opportunities for student and early professional involvement

8a. Journal article writing assistance. Mols reported that a champion has not yet been identified for this project; requested that any suggestions be forwarded to her.

8b. Career development opportunities/promo session. The Board noted that the jobs board was provided at IAIA13 and that many companies already self-promote.

Agreed: This item to be removed from the SAP.

9. Monitor debates/developments

Agreed: No attempt will be made within to create new “emerging topics,” as they will self-identify, therefore, this item will be removed from the SAP.

10. Increase resources available

10e. Case studies project. This proposed project, also known as the “yearbook,” would be a new publication from IAIA containing solid good practice examples of IA on the ground. Lea den

Broeder, Chrissy Crispin, and Amanda Chisholm of the Publications Committee are tasked with initializing the project.

Action: Radford to ask the Publications Committee to submit an implementation proposal by midterm.

B. Improve financial sustainability

1. Identify target groups

B1b. Membership feedback survey. John reported that the raw data from the April 2013 membership survey will be analyzed by 31 August.

Action: Radford/Hamm to add survey results to the midterm agenda.

4. Create various donation categories and benefits. See “IAIA 35 Years Initiative Proposal” by Fisher. The Board revisited ongoing discussions about the difficulty of raising funds and increasing IAIA’s financial cushion. It was noted that benefits flowing back to donors is key.

Agreed: Establishment of a fundraising task force is a good idea.

Action: Scott-Brown will champion a “35 Years Initiative” and establish a Task Force.

Action: John and Scott-Brown will develop a proposal for the Board’s review at midterm.

Action: HQ to reverse the order of donors on the sponsor web page and in the annual report (make it high to low) and clarify whether the amounts shown are cumulative.

Action: The fundraising task force will restructure the donors page.(See the SEJ model)

IV. Review/Acknowledgement of additional reports

Awards Committee. The Board extends its appreciation to Anne Miller, retiring chair of Awards, as well as Peter Croal, who is taking over chairmanship of this Committee. Croal suggested that the Board consider adding a Youth Award. After discussion, the Board members suggested that the Committee take over the 30 under 30 project begun by Richard Roberts this year, allowing that perhaps initially, it may better be billed as 10 under 30 rather than 30 under 30. The Board will look to the Committee for implementation of this project, evaluating the response after three additional years.

Action: Howell to send the 30 under 30 criteria developed by the IAIA13 program committee for the Awards Committee’s review/modification.

IAPA Editorial Board. Sánchez expressed the Board’s appreciation for the IAPA report and the work of this Board to ensure smooth transition of IAIA’s journal to Taylor & Francis. A few key issues have been raised which need to be resolved:

(1) Who is responsible for final review of format in each issue? Howell will continue the review for one more year, at which time the transition period is expected to be concluded and this review would no longer be needed.

(2) Editor(s) contract. There is current discussion whether a contract is needed; Frank Vanclay is preparing a draft contract to be discussed with the current editors.

The Board will look for an update to these points and applauds the fact that the application to ISI (Institute of Scientific Information) is ready to submit with special thanks to Alan Bond for his persistence in this pursuit.

Board Nominations. Fisher reported that the Board Nominations Committee had met twice during the week in Calgary to determine the geographic and gender priorities. He indicated that contacts had been made with several potential nominees and had received preliminary positive responses. The Committee feels they are ahead of schedule based on previous years' experiences.

Sections Coordination Committee. The SCC submitted their annual report as a short narrative and proposals, which was appreciated by the Board. The Board encourages the Sections to review the SAP and direct suggestions straight to the Board.

Agreed: The Board agreed with the impetus to improve communication between the Sections and the Board via the SCC, noting, however, that individual section proposals may be sent directly from the sections to the Board (via HQ) throughout the year.

Agreed: The Board agreed that two Sections (Integrated Trade and IA Law) have been inactive and should be reclassified as special interest groups, although Hamm asked that the Board give the IA Law Section until midterm to regroup and become active; if that does not happen, then the Board would consider this Section reclassified as well.

Agreed: As a pilot at IAIA14, the Board approved the SCC proposal that each Section have one dedicated time slot on the annual conference, provided the required information about the session is received in accordance with scheduling needs.

Action: Coutinho to request from SCC Chair Cave a list of organizations comparable to IAIA in order for a benchmarking study to be undertaken.

V. Other items requiring discussion

Dates of midterm Board meeting. The Board agreed to pursue meeting midterm in Santiago prior to the Social Responsibility in Mining meeting 5-8 November. Board members anticipate supporting the IAIA14 team, meeting potential/actual sponsors and possibly visiting the venue of IAIA14 in Viña del Mar.

Action: Hamm to liaise with Hernán Joglar to schedule meetings with persons of interest and to arrange for the Board's housing and meeting venue.

Recognition of outgoing Board members. The Board expressed its appreciation to outgoing Board members Lintner, Fisher, and Jung.

VI. *In camera*