

**IAIA Board of Directors**  
Mid-year Meeting Minutes  
26 October 2007  
Holiday Room, Holiday Inn Express, Mexico City, Mexico

**Present:** Charlotte Bingham, Ross Marshall, Sachihiko Harashina, Luis Montañez-Cartaxo, Alan Kwok, Angus Morrison-Saunders, Paola Gazzola, Júlio de Jesus, Charlotta Faith-Ell, Marina Khotuleva, Rita Hamm, Bridget John, Jennifer Howell

**Apologies:** Jonathan Allotey, Debra Zanewich

**Welcome and review of agenda.** President Charlotte Bingham opened the meeting and reviewed the agenda, noting that the strategic planning task force had met prior to the start of the Board meeting to update the Strategic Action Plan (SAP) for 2007-08 and draft a 5-year Strategic Plan for 2007-2012. Many discussions during the meetings held prior to the Board Meeting (26 Oct) revolved around the Strategic Plan and the Action Plan for 2007-2008. These outcomes are not reported here, but are reflected in the documents prepared by John, who facilitated the strategic planning sessions.

**1A. SAP 2006-2007 Update**

**SAP F5: Review status of funds** (see International Association for Impact Assessment, Inc. Financial Statements for the Eight Months Ended August 31, 2007) John and Kwok reviewed the IAIA07 conference revenues and expenses generated by Headquarters and Korea. Because the sponsorship solicited by the Korean Organizing Committee exactly matched the Korea-based expenses, the net effect of sponsorship on the bottom line is nil. As a result, IAIA07 profit as of 31 August 2007 is \$102,000 profit. With most revenue collected and expenses paid, this should be very close to the final net income amount for the conference.

**SAP U4: Develop a marketing plan to position IAIA.** Gazzola reported that there has been confusion as to how this links with SAP U2 (*Prioritize IAIA involvement in various decision-influencing fora and determine level of financial commitment*). Debra Zanewich has been identifying appropriate organizations, so work will be ongoing with Debra.

**SAP U5: Develop a marketing plan to attract new members.** Gazzola reported that work has been progressing with students, Latin American professionals, and business and industry. Initiatives with Students and Early Professionals (SEP) include the student fee waiver, the training course fee waiver, and constantly updating the university database and promoting IAIA by sending IAIA material to these universities. The mentoring and buddy schemes have not been overly successful thus far, but they are included in the IAIA08 program with intent to promote them more aggressively. Last year's fee waiver program participants have assembled a generic list of potential sponsorship sources for funding students' attendance at IAIA conferences.

Montañez-Cartaxo reported that he will be re-establishing contacts with Latin American participants shortly, and that there has been a lot of communication established at the CFE conference in Mexico City.

**U13: Develop an action plan for corporate involvement.** Bingham reported that a preliminary corporate brochure is now available and IAIA is actively seeking additional corporate members.

*ACTION: Board members to send names and contact persons of potential corporate members in their countries or regions to Bridget John.*

Hamm and Bingham noted that the bylaws need to be revised to redefine corporate membership, but given that this is not likely to be a controversial issue, that pursuing corporate memberships should not be delayed pending approval of the bylaws at the Annual General Meeting in Perth.

The Board noted the assistance of Paul Sage and individuals at the World Bank who are helping put together a list of consulting firms to be contacted and invited to be corporate members.

*ACTION: Board to re-read Debra Zanewich's document, "Discussion Draft Financial Institutions Strategy", and any Board member who is interested in being involved in a related IAIA08 session is to contact Debra.*

**U6: Prepare high-impact publication.** John reviewed that the purpose of this document is to be an advertisement to potential members and interested parties about IAIA, whether as a standalone piece or in a packet of supplemental IAIA information. One concept draft is completed; a second one is being drafted.

*ACTION: HQ will circulate high-impact publication drafts; Board will provide feedback.*

**U9: Develop a position paper defining role and value of IA.** Charlotta Faith-Ell reported that Bill Ross agreed to develop the paper, but requested guidelines and suggestions for potential reviewers.

*ACTION: The Board will review the Bill Ross document. Faith-Ell will advise Ross, and suggest that William Veerkamp and Richard Fuggle be reviewers.*

**U14: Develop IA communications for lay people.** The Board agreed to revisit the need for this document based on the content of the paper Bill Ross is writing.

**In3&4: Prepare Guide to Hosts/Conference Bid Preparation.** John reported that the budget section is close to completion. Howell reported that the Guides will be re-drafted pending completion of two other projects.

**1B. Five-Year Strategic Plan and Action Plan for 2007-2008.** (see SAP) John read through the SAP activities from the Task Force discussion on 23 October.

## **2. Review/Acknowledgment of Reports**

**2a. Board Nominations.** Hamm and Marshall reported that the Nominations Committee has been working since Seoul but still has slots to fill on the ballot.

*ACTION: Board members to provide Board nominations suggestions to Richard Morgan.*

**2b. Sections Coordinating Committee.** (See documents: Sections Coordination Committee Midterm report to Board – September 2007 and Sections Coordinating Committee Sections Self assessment report, October 2007) The Board noted its appreciation to Lea den Broeder for her efforts.

*ACTION: Zanewich will send a message to den Broeder on behalf of the Board thanking her for taking the initiative to coordinate the Section reporting and noting that Section visibility suggestions have been included in the IAIA08 preliminary program.*

*ACTION: Zanewich to communicate the importance of receiving Section reports that identify their outputs, activities, and contributions to IAIA.*

*The Board approved the change of name from Environmental Management Systems to Corporate Stewardship and Risk Management and encourages the Section to include discussion of CSR in its platform.*

*ACTION: Hamm to send message to den Broeder requesting Section reports by December for those who have not yet reported.*

*The Board agreed that Section chairs must attend the annual Council meeting or send a representative if they are not at the annual meeting and deliver a state-of-the-Section report.*

*ACTION: Hamm to advise the Sections through den Broeder that an oral report every Council meeting and a written report to the Board every three years is required by the Board. The reports should include information such as average membership numbers, attendance at sessions, review of progress, etc.*

**2c. Publications Committee report.** (IAIA Publications Committee 2007 Mid-Term Report) Howell and Faith-Ell reviewed progress to date and ongoing plan of work.

*ACTION: Marshall and Bingham will draft a note to the Publications Committee regarding updates to tasks resulting from SAP decisions.*

**2d. Affiliates Committee.** de Jesus reviewed Affiliate status, activities, and Web sites, noting that written reports are ineffective; the Board agreed that active involvement by key persons would be more appropriate than written reporting.

*The Board agreed to disband the Affiliates Committee and replace it with a “Global Network Group” consisting of all IAIA Affiliate Presidents, Branch Chairs, and key contacts from other organizations with whom IAIA has signed agreements.*

*The first Global Network Forum will be held during the IAIA08 Annual Conference. Since this will be the initial Forum, only Affiliate Presidents and Branch Chairs will be invited.*

*ACTION: Angus Morrison-Saunders to identify a time and place for the meeting in Perth.*

*ACTION: Julio de Jesus to send a message to Affiliate Presidents notifying them that this change has been made and invite them and the Branch Chairs to attend the inaugural Global Network Forum in Perth. The focus of the meeting will be on the value of a viable Forum, but the agenda will include a review of working agreements and web-site issues.*

**2e. Training and Professional Development Committee (TPDC).** (see report: (e-mail) TPDC report to the Board, October 2007) John reviewed the report from Arne Dalfelt.

*ACTION: John to communicate the training elements of the SAP to the TPDC.*

*ACTION: Hamm to re-circulate the proposal, “Impact Assessment for the 21<sup>st</sup> Century” (which actions the Marrakech Declaration) to the Board; Board to provide suggestions for potential donors.*

### **3. Requiring Board Discussion**

**3a. 2008 Operational Budget.** (see *Draft 2008 Budget and Draft Note to 2008 Operating Budget*) Kwok noted that the draft budget included a contingency of \$20,000 to cover some of the SAP action items discussed on the previous days. The budget also included a separate section to show projected web-based revenue and related web development expenses (e.g., hardware, software, staff), include a web site administrator position at HQ..

*The Board approved the 2008 operational budget.*

*The Board approved moving \$200,000 to IAIA’s reserve fund with \$100,000 transferred now and another \$100,000 after the finalization of fiscal year 2007 statements.*

**3b. Capacity Building Stipend Proposal.** John reviewed history and outcomes of the Capacity Building Stipend (CBS) project since its initiation in 2005 and reported that a formal proposal to potential donors to continue the project is now complete. Potential donors have been contacted and additional partners are actively being sought. John noted that donor fatigue is a factor, and the Board discussed dressing the feedback to show the results to donors and to attract new donors.

*ACTION: HQ to provide a one-page summary of CBS outcomes to provide to past and potential donors.*

**3c. Awards Nominations.** Hamm reported that a summary list of nominees had been circulated but at that time, the Committee had not yet voted. Marshall read the names of Committee's nominees for each award category. The Board accepted all Award Committee nominees except for one nominee who the Board agreed did not meet the criteria for the award.

*ACTION: Hamm to advise the Awards Committee of the Board's action regarding the nominee who does not fit the criteria.*

*ACTION: Hamm to update the Awards Committee guidelines to reflect the changes in the review process.*

**3f. Proposal from ACII.** (see Proposal for Communications Services – August 21, 2007) Bingham reviewed the impetus for the report. The Board agreed there are valid points in the recommendations, but that the timing may be better for the work and the expenditures involved in two to three years, when some of the current SAP fundamentals are completed.

**3g. Needed bylaws changes.** A number of changes need to incorporate proposed changes in membership categories and other suggestions to make the by-laws less time- and detail-bound. The changes will need to be reviewed by the membership, time for comment allowed, and final adoption will be sought at the AGM.

*ACTION: Hamm and Bingham volunteered to tackle this project and to send their suggestions to the Board by end of January for distribution to the membership in February.*

#### **4. Advisory**

##### **4a. Conference Updates**

**IAIAsa/PEAA.** Charlotte will represent IAIA at both the IAIAsa meeting in November and also at the first Partnership for Environmental Assessment in Africa (PEAA) meeting to be held just prior to the affiliate meeting.

**China.** Marshall reported that he will be in Beijing the week of November 2 with Elvis Au and other invited IAIA members to attend what is titled the first Chinese government meeting on SEA aimed at senior and middle ranking officials. The IAIA representatives will be delivering papers.

*ACTION: Marshall to send a trip report to Hamm.*

**European Chemical Industry Council (CEFIC) Health Expert Group-HIA.** Bingham reported that CEFIC has an interest in HIA, and conference calls have transpired between Veerkamp, Martin Birley, Ben Cave et al. to determine how IAIA and CEFIC might jointly hold a conference on HIA in July 2008. Veerkamp has been appointed the IAIA representative. Veerkamp has asked for confirmation from the Board that he and Ben Cave as Chair of the HIA Section be empowered to be the IAIA's representatives on the working group.

*The Board approved William Veerkamp and Ben Cave as IAIA's representatives to the potential CEFIC-IAIA HIA Conference.*

**Cumulative effects.** Hamm reported that there is strong interest in North America for IAIA to hold a workshop/conference on the topic of Cumulative Effects. Barry Sadler is heading this effort, with cooperation promised from Larry Canter and Bill Ross.

*ACTION: The Board encouraged Hamm to proceed with plans for this special topic meeting in the fall of 2008.*

**IAIA09.** Hamm noted that the Board has seen the trip report on the Ghana site visit and reported that she is fully confident Jonathan Allotey and his team will be very competent, and that the venue has challenges but will be workable.

**2<sup>nd</sup> International Conference on Health & Biodiversity.** John reported that Jo Treweek sent information on CoHab2, 25-28 Feb 2008, with a proposal asking for IAIA involvement in the conference, providing significant input to workshops, panel involvement and chairing a side event with the CBD secretariat. There are no financial implications indicated at this point. The Biodiversity Section has produced some suggestions for topics.

*ACTION: John to follow up with Treweek for clarification on specifics of IAIA and IAIA representative involvement.*

**4b. Intern from Guatemala.** John reported that HQ is fortunate to have an intern from Guatemala and is assigning projects that take advantage of her availability and education/background.

**4c. Capacity Building in Biodiversity and Impact Assessment (CBBIA) report.** John reported that June 30, 2007, was the extended deadline for completion of the project, and IAIA is working on the report to the Dutch donors, which is due at the end of the year. For various reasons, a Small Island Developing States conference planned for November 2007 could not be held, so \$61,000 budgeted for the event has not been spent. In addition, it is not clear whether IAIA needs to return the approximately \$20,000 interest accumulated on the CBBIA account.

*ACTION: John to follow up with donors to discuss options for the \$61,000 and \$20,000*

*ACTION: John to continue discussing with Treweek how to publicize the outputs and results of the capacity building program and how to carry it out.*

**4d. NIS (EECCA region).** Khotuleva reviewed the background of this Russian language network initiative. Hamm and Khotuleva are developing the concept and trying to identify potential donors, and will provide a final report at a later date. The Board expressed its approval of this project.

**4e. WHO capacity building proposal.** Bingham outlined the concept note prepared by Robert Bos (WHO) and Peter Furu (DBL/UN of Copenhagen) to develop networks and people who are skilled in doing HIA in a variety of African countries, with IAIA as a partner. One expected output would be something similar to the capacity building stipends. The Board expressed encouragement for finding funds to support this project and would like to see a follow-up version that would include budget detail.

**4f. Membership categories.** John noted that the new categories will be implemented July 2008, contingent upon membership approval at the Perth AGM. Members will be given sufficient notice of the discussion through the newsletter and e-news; until the AGM, the new membership categories will be referred to as “proposed.”

*The Board decided on “M-IAIA” (Member of IAIA) as the designation for members with four or more years of continuous membership.*

**4g. Outstanding issues.**

**Conference Policy – quality, value and rates.** Marshall and Morrison-Saunders reviewed draft plans to raise the quality of the annual conference’s technical program.

*The Board agreed in principle with the proposal and suggested that Marshall and Morrison-Saunders’ plan to improve the quality of conference sessions and the longer-term value of the conference be carried out to the extent possible starting with Perth.*

*ACTION: After trial and evaluation in Perth, Marshall and Morrison-Saunders to flesh out the proposal to improve the quality and value of the IAIA annual conference for review and final decision.*

Marshall suggested that IAIA explore alternate methods for determining the conference registration rates.

*ACTION: Marshall and John to review conference budget and recommend a method for setting conference rates based on a breakeven scenario, along with scenarios showing various levels of profit.*

#### **4h. Board meeting in Perth.**

*The Board decided to hold its meeting on Friday afternoon and evening, with priority items to be discussed first; the meeting will be extended to Saturday if needed.*

**4i. Midterm meeting invitation.** Hamm reported that AQEI has invited the Board to meet next September 8 in conjunction with their annual meeting, which will be a collaboration with the Francophone Secretariat. Other options to consider at this time include Mali in October or the Cumulative Effects meeting venue.

*ACTION: Hamm will respond with thank you to AQEI but note that the timing is a little early for the IAIA Board meeting; however, the Board is committed to sending representatives from the Board who are Francophone and therefore will be able to participate fully in the conference.*

### **5. In camera session**

**6. Close of meeting.** The Board noted its appreciation to Luis Montañez-Cartaxo for his guidance, management, and assistance that enabled the Board to have a productive mid-term meeting in Mexico City, and to CFE for the invitation to attend the conference.

John thanked Board members for their work on the strategic planning process.

Bingham thanked Board members for their many days of hard work and successfully getting through the agenda, and encouraged the Board to stay active and responsive in the coming months.

Bingham closed the meeting at 6:00pm.