

IAIA Board of Directors
Meeting Minutes
17-20 October 2009
WSP • Stockholm, Sweden

Present: Nick Taylor, Sachihiko Harashina, Jonathan Allotey, Wes Fisher, Luis Montañez-Cartaxo, Julio de Jesus, Charlotta Faith-Ell, Marina Khotuleva, Lea den Broeder, Rita Hamm, Bridget John, Jennifer Howell.

Apology: Maya Villaluz.

President Taylor opened the meeting at 1:00pm on 17 October. He welcomed Board members and reviewed the agenda, noting that minutes of the previous meeting and items listed in Appendix I had been approved electronically. He expressed the Board's appreciation to Charlotta Faith-Ell and WSP for organizing and hosting the meeting and the additional meetings with area VIPs which would follow the Board meeting.

I. Strategic Plan Development

Because the Strategic Action Plan (SAP), the document that guides the Board's discussions and IAIA's direction, tends to become operational rather than strategic over time, the Board revisits and updates the plan on a regular (5-year) basis. The meeting opened with an unstructured brainstorming session to highlight trends and formulate new strategies to be incorporated into the SAP.

The Board adjourned at 6:00pm and reconvened at 9:00am on 18 October.

II. Treasurer's report

- a. Financial update: IAIA09, IAIA10, IAIA.** Fisher reported that as of August 2009, IAIA's finances were as follows:

Net assets

\$1,071,080 (31 Aug 2008)

\$1,179,608 (31 Aug 2009)

Up \$108,000

Mutual funds

\$319,888 (31 Aug 2008)

\$246,656 (31 Aug 2009)

Down \$73,000

Fisher noted that this loss is not unusual given the overall market over the last year. In keeping with our mission and philosophy, IAIA investments are held in socially

responsible mutual funds; he would appreciate the help of the Finance Committee in reviewing these investments. IAIA's investment advisor, who is with Merrill Lynch, feels IAIA is not in a bad situation since the rebound for IAIA's mutual funds has been better than the average rebound in international stock market indices overall.

IAIA09

(\$63,400)

Fisher noted that the loss was due primarily to the change in venue and unexpected costs from the local organizer.

IAIA10

Projected \$143,000 profit if the expected number of delegates register, expenses are held in line with budget, and all goes well with obtaining sponsorships.

- b. Report from Finance Committee meeting.** Fisher reported that the Committee discussed Board remuneration, including the fact that remuneration is so low that it causes some exclusion, especially with junior Board members or others who could make major contributions but simply can't afford to attend Board meetings. The Committee concluded that it would be difficult to provide the kind of reimbursement involved in fully supporting a Board member over three years and decided to continue with the current stipend program, with modest increases to the amounts available. Suggestions for workable alternatives are welcome. Taylor noted that the Committee spent a lot of time discussing creative fund raising. Den Broeder suggested that previous Board members might share their suggestions for cutting costs or finding funding.

ACTION: Hamm to forward ideas for "being a Board member on a shoestring budget" to Richard Morgan.

AGREED: The Board approved modest increases to Board member stipends, from US\$300 to \$350 for annual conference meetings and \$700 to \$850 for mid-term meetings on an "if you need it" basis.

Fisher and Taylor thanked John for diligence in managing IAIA's budgets and adapting format and presentation to make financial information easier to understand.

Taylor reported that a framework and criteria have been developed for the mini challenge grants, including feedback from Ilse Aucamp, Chair of the Sections Coordinating Committee, and these were approved by the Committee to go to the Board.

ACTION: The Board made minor changes and approved the mini challenge grant framework and criteria.

- c. 2010 Operating Budget: overview and preliminary approval** (*See DRAFT 2010 Operational Budget*). John reviewed the budget and how it is prepared, noting a \$131,000 projected net income for 2010. In response to Board queries, John reported that Career Central has not yet broken even and that there will be a marketing push in 2010; noted

that it's not clear why the new/renewal membership figure is lower; clarified what Branch and Affiliate fees are, recent revenue, and where they are included in the budget.

ACTION: John will rename the Branch/Affiliate revenue category to Branch revenue.

III. SAP-Directed Discussion & Related Reports. Note: outcomes and updates from the following SAP discussions are reflected directly in the SAP document prepared by John.

U9. Develop a 1-2 page position paper defining the role and value of IA including all disciplines. Explain the role of IA and IAIA as it related to decision-influencing. De Jesus noted that the document is completed. The Board noted its value and thanked all the individuals involved in its preparation, and de Jesus in particular for his effort to coordinate the final version.

ACTION: Following a minor change to the byline, the document will be posted online and publicized by HQ.

U14. Develop IA communications for lay people. The Board noted that this document can now be developed based on the completed position paper (U9).

ACTION: HQ and den Broeder to prepare follow-up document for laypersons. The Board and the Publications Committee will review it simultaneously; in case of numerous discrepancies the Board will have final approval.

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

B1.1 Review all practical IA content and structure on the Web site. Faith-Ell reported that comments are still welcome from the Publications Committee and Board. Howell reported that in the short term, Webmaster Jeff Torreson is updating the current look of the site without making major navigational or content changes; for the long term he is mocking up a proposed new structure which will be circulated to a Web task force and the Board for feedback.

B1.2 Prepare draft entry-level document (Web text) mapping how to access documents on IA within the IAIA site. John noted that HQ has had limited time to address this task as yet, and Taylor noted that currently the Web site is changing rapidly, which affects navigation and the links that would be included.

The Board discussed options for providing text and documents in languages other than English and the pros/cons, paid member benefits, privacy issues, and availability of material in the members only versus public pages.

AGREED/ACTION: The newsletter will be moved from the members-only pages of the Web site to the public pages.

B1.3 IAIA publishes a state-of-the-art review of literature, case studies and best practice examples on the Web by working with Sections/membership to identify appropriate material. Den Broeder commented that this is an ongoing activity and

that the involvement of Sections and members needs to be stimulated in some way. The Board generally discussed communication of SAP activities to the Sections Coordinating Committee chair and the Sections, how to better involve Sections and/or encourage individual champions, current problems with Section operations, Section meeting times and visibility at the annual conference, the importance of and appreciation for strong Section leadership.

C2.3 Investigate software for abstract management. Howell reported that investigation is underway, but that in addition to a number of practical criteria including, for example, number of reviewers, compatibility of software and cost, a final decision will be dependent on the evaluation of IAIA10: whether we return to a fixed submission and review process after IAIA10 or we continue to be flexible with the process and timelines from year to year.

AGREED: Where available in saleable format (e.g., hard copy, CD), older conference proceedings will be sold online. New proceedings are to be posted online only.

ACTION: HQ to look into additional options for archiving online proceedings.

C2.5 Investigate selling other items online. John reviewed items that are currently available online, noting that the *Environmental Methods Review* book sold out once it went into the new online store rather than just being listed as a for-sale item. The Board discussed either reprinting or updating the book, pros and cons of selling other promotional-type items such as cups or clothing, online advertising, the possibility of creating and selling a hard copy member services directory, and the practical feasibility of generating \$250,000 per year from Career Central.

AGREED: The IAIA Web site will not carry advertising banners at this time, but other options can still be considered.

ACTION: Taylor will work with HQ to investigate how an association directory of services could work.

AGREED: HQ will revise the amount of \$250,000 anticipated revenue from Career Central to a more realistic figure.

C3. Networking options. The Board generally discussed new social networking tools including Twitter, Google Groups, and Facebook, and options, including opportunities and risks, for utilizing them within and outside the membership.

ACTION: Taylor will investigate using "Group" in Facebook and will invite Board members to try it. If they have not already joined, Board members will need to join Facebook to participate in this trial.

ACTION: Den Broeder will investigate risks and protocols of using social networking tools such as Facebook and Twitter, e.g., appropriate subject matter,

potential for personal and professional discussions to get mixed up, privacy issues with photos, etc.

AGREED: Change the wording of C3 from “provide” and “implement” to “investigate and trial.”

AGREED: The SEP Section may be asked to participate in the trials after the initial round of ideas is circulated among the Board.

D. Jobs Board. The Board discussed barriers to usage of the Jobs Board, including competition from free Job Boards and in-company or in-country recruiting limitations; status of HQ marketing and follow up with employers and job seekers.

ACTION: All Board members to encourage usage of the Jobs Board.

ACTION: HQ to continue marketing efforts; offer specials and discounts.

ACTION: Continue to monitor usage. Discontinue when the setup fee is paid off if usage does not increase.

13b. Develop a conference strategy that maintains the IAIA Annual Conference as the premier event.

1.2 Consider developing a policy on preferred locations, venues, and rolling schedule for annual conference/future events. Taylor noted that some ideas are evolving for the coming years, not in response to the SAP but to the climate change symposia proposals (see item V below) and the goal to keep rotating locations. The Board discussed indications of interest for conferences beyond 2011 but noted that no firm formal proposals have yet been submitted.

1.3 Review existing “green conference” guidelines and update. Taylor reported on his efforts to follow up on this activity.

ACTION: Taylor to send the new paragraphs on greening the conference for the conference quality document and additional wording for PN14 to Howell.

1.5 Create policy and guidelines for regional and special interest meetings, including the range of IAIA services. John and Taylor reported that while guidelines are difficult to write because of the wide variations from meeting to meeting, a budget template is available, and HQ is currently developing a menu of services that IAIA can price out.

1.6 Review progress on conference quality, including peer review process. The Board noted Jenny Pope’s excellent report (See IAIA09 Peer Review Process). Hamm noted that the paper submission and review process for IAIA10 would use Pope’s suggestions and timelines to the extent possible. The Board generally discussed processes, reactions, and communication of the IAIA10 conference.

1.7 Ongoing review of conference rates. The Board noted that the conference rate has not risen significantly other than an increase in 2006 to reflect rising venue costs and VAT and in 2008 to cover GST, and discussed options for covering the IAIA10 banquet cost (also factoring in potential sponsorship).

AGREED: The delegate portion of the IAIA10 banquet fee will be set at \$40.

4.0 Broadcasting/conference proceedings. The Board discussed the pros, cons, and options for video and/or audio recording of conference sessions.

AGREED: Recording of theme forums will be continued. Presentations from speakers who opt out will not be posted online.

ACTION: Torreson to track hits on currently-posted audio recordings. Board to monitor over time and assess whether it is worthwhile to continue.

ACTION: HQ to check into pricing of video equipment. However, it was noted that for IAIA10 alone, 5 sets of equipment with two operators each would be needed to cover theme forums in a high quality manner. The cost of buying and shipping that quantity of equipment and the availability of personnel may be prohibitive; HQ will check with UNEP to see what they can source on-site for 2010.

14a. Develop the Sustaining Member status and support for practitioner and administrator standards.

Standards 5-6. Develop standards for regular practitioner and administrator/Review by Board. (See guideline standard for IA professionals – Three Levels) John reported that John Boyle and the Training and Professional Development Committee developed this document based on direction from the Board. The Board reviewed and discussed the document in detail.

ACTION: Fisher to advise Boyle that the Board recommends replacing “Junior” with “Early” and deleting “Senior” from the terminology.

ACTION: Board members with other specific suggestions will provide input to Boyle within a month.

ACTION: IEMA may have some useful information. Fisher will provide the URL to Hamm, for forwarding to Boyle.

ACTION: TPDC to circulate the next version for Board review.

ACTION: Board to consider other categories of guidelines, e.g., reviewers and trainers.

Sustaining Member (SM) 8-11. Create the administration process, post Code of Conduct signers separately, announce SM status in e-news and newsletter. John

reported that she and member liaison Shelli Schneider have worked through the process and the activities are generally completed.

16a. Develop the corporate package and promote corporate membership.

8. Begin promoting corporate membership to list of prospective corporate members.

John reported on recent activities, including e-news announcements, Web flyer, and work with Equator Banks. Suggestions for target corporates are welcome.

9. Contact E8 about IAIA10 involvement. Montañez-Cartaxo reported that he and Debra Zanewich had not received replies to the letter they sent and that he will follow up again.

ACTION: In follow-up with current corporate members, HQ to ask what they do and don't like about IAIA's corporate membership package, what training needs they have, whether they have any interest in IAIA reviewing their CSR activities, and whether they would be willing to sponsor young professionals to attend IAIA conferences or participate on the Board.

ACTION: Den Broeder to assist HQ with identifying other ways to reach companies in addition to flyers.

AGREED/ACTION: Add "explore whether it is worth developing a strategy to evaluate corporates' existing CSR activities related to IA" to the SAP. Montañez-Cartaxo to take the lead; Harashina and Zanewich to follow up. Fisher to contact Peter Tarr to assist with the activity as well.

ACTION: Harashina to send JETRO guidelines and/or URL to Montañez-Cartaxo, Fisher, and Hamm.

AGREED: Add a SAP activity; on the IAIA corporate page, add links to resources such as the UN Global Compact, World Council on Sustainability and Business, World Business Council, and Global Reporting Initiative.

ACTION: Richard Fuggle, de Jesus, Charlotte Bingham, Allotey, Harashina, Khotuleva to be asked to develop a code of conduct for companies to sign and subscribe, based on the UN Global Compact.

ACTION: Schneider to modify the Capacity Building Stipend (CBS) brochure to target companies to sponsor young professionals from low-income countries, with input from den Broeder and SEP Section.

17a. Promote IAIA services and membership structure.

1.0 Latin American Professionals.

ACTION: Montañez-Cartaxo to create and distribute information about documents available in Spanish; Loreley Fortuny-Mounts (HQ) to address responses received.

Montañez-Cartaxo reported on recent activities, including his participation at a conference in March where intent to establish or expand a Spanish network was discussed.

ACTION: Montañez-Cartaxo to stay in contact with Iñigo Sobrini of the Spanish Affiliate and look at ways to support them, including connecting them to a proposed 2011 HIA conference in Spain (den Broeder to supply details of the potential conference to Montañez-Cartaxo).

The Board discussed the difficulties in engaging and retaining Latin American members, including more promotion and follow up and the option to hold conference sessions in languages other than English.

2.0 Students and early professionals. John noted that most SAP activities are completed. Den Broeder noted that the Section has two new co-chairs (Nick Okello and Sandra Mols (nee Rihm)).

2.14 Draft plan for a “young IA” professionals meeting and discuss with SEP Section. Den Broeder reported that has been no communication on this, but she would be happy if the activity could remain on the SAP.

ACTION: Den Broeder, Okello and Mols to follow up on the possibility of holding a “young IA” professionals meeting.

ACTION: HQ to encourage Sustaining Members to participate in the mentoring program given their demonstrated commitment to the profession and to IAIA.

ACTION: Fortuny-Mounts to contact previous mentors and develop a list of suggestions for new mentors.

4. Group recruitment

4.1 Locate contacts from international EIA organizations to promote exchange of information, joint initiatives, and possible MoU.

ACTION: De Jesus will continue his effort with Germany.

ACTION: Taylor suggested adding the Swedish EIA Centre to the list and offered to contact the Malaysian Association for Social Impact Assessment.

ACTION: Den Broeder will contact the Dutch EIA Commission regarding its support of some new associations in Africa.

ACTION: Harashina will follow up with JICA and Chinese associates.

5. Advertising. John reported that advertising in international publications and journals will begin as soon as the IAIA10 preliminary program is available.

- 6. Identify the next target group.** Taylor confirmed that the latest target group is Small Island Developing States (SIDS), and suggested making contact with AOSIS (Alliance of Small Island States) and the UN, and noted that the proposed climate change seminars may be of interest to these groups.
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Following a short preparatory in camera session, the Board adjourned at 6:00pm and reconvened at 9:00am on 19 October.

19a. Review the policy for and operation of Sections. *(See Sections Coordinating Committee report).* Den Broeder noted the quality of the report and highlighted that Sections vary in their degree of activity and purpose. The Board discussed the apparent dormancy of some Sections and the varying degrees of participation of the Section chairs in the Sections Coordinating Committee meeting as well as participation by the Sections in general with regard to reporting, follow up on strategic activities, and conference activities. The Board also discussed the extent to which IAIA wants to develop sector or specialist area Sections and/or subsections within the organization.

Two new Sections are being discussed: Cultural Heritage and Oil and Gas Development. The Board noted that in general new Sections should be encouraged, and confirmed that the SCC's role is to make a recommendation to the Board when new Sections are proposed.

ACTION: Den Broeder to convey specific Board feedback and outline available services such as Survey Monkey and Web page services to the Sections via SCC chair Ilse Aucamp.

ACTION: Den Broeder and John to prepare a Survey Monkey self-assessment tool for Sections.

AGREED: Section tables for meet and greet at conference will be continued.

AGREED: At Ilse Aucamp's initiative, a pre-conference Section workshop will be held in Geneva.

AGREED: To the extent possible, Section meetings during the conference will be scheduled at different times, to allow individuals to attend more than one meeting.

AGREED: To approve the Health Impact Assessment Section's request to change its name to Health Section.

- 1. Review Handbook and guideline documents pertaining to Sections and Sections Coordinating Committee.** The Board generally encourages Sections to work on new media issues like the wiki and to work with IAIA's Webmaster to update and maintain their Web pages; these activities will increase activity and visibility.

2. **Each Section to publish a state of the art review of literature, case studies and best practice examples to highlight the importance of their topic.** Den Broeder suggested either dropping this activity or linking it to the new wiki. Taylor noted that work on updating the key citations is also underway and related to development of the wikis and reviews.

ACTION: Board representatives (den Broeder, Allotey, Taylor) will go through the SAP with Section representatives at the pre-conference Section workshop. At that workshop, Sections will also be asked to help identify which international bodies IAIA should engage with, seeking specific names of those to contact at those international bodies and the specific reason for the contact.

Section proposals. (See DRAFT proposal of three project proposals to be drafted by IAIA's Biodiversity & Ecology Section during 2010-2013) The Board generally discussed submission of proposals using IAIA's guidelines, appropriate uses of the mini challenge grants, and oversight by the Board to ensure cohesion and priority when multiple proposals are being submitted by IAIA and/or from within IAIA.

ACTION: Hamm to follow up with Susie Brownlie and Asha Rajvanshi, co-chairs of the Biodiversity and Ecology Section, and provide them with the Board's recommendations.

26a. Translate and deliver IAIA publications. Faith-Ell reported that the Publications Committee has been reviewing new publications and the newsletter and has been asked to give feedback on the Web site. The Committee continues to monitor use of the listservs and will also be working with Torreson on options for networking tools. Taylor noted that the strategy on translation at the moment is ongoing translation of documents as the documents come to hand and translators are available. The Board reviewed its previous discussions on preferred languages, preferred documents and Web pages, and availability of translators for quality, professional-level translation at low to no budget.

ACTION: Hamm to contact Dieudonne Bitondo, President of the Cameroon affiliate of IAIA, regarding the possibility of providing translations into French through francophone CLEAA members and otherwise look for individuals who might undertake this urgent task.

26b. Develop and implement a strategy for how IAIA formalizes, certifies, and delivers training. (See Training and Professional Development Committee (TPDC) Six months report)

1.0 Training Courses. Taylor noted this is a topic crucial to many aspects of the SAP. The Board expressed its appreciation to the committee and in particular for retiring chair Arne Dalfelt's efforts, recognizing that the TPDC's tasks are not easy. Fisher reviewed the report highlights. The Board discussed registration of trainers and the role of IAIA in training outside the conference and whether IAIA wants to go forward with these initiatives. John reported that the committee discussed these issues just prior to the Board's meeting in Stockholm. However, although a draft proposal has been written, it is not ready for submission to the Board yet.

ACTION: Hamm and Taylor to send an appropriate recognition of service to Dalfelt.

ACTION: John to update draft proposal based on feedback received from TPDC immediately prior to mid-term Board meeting and resend to TPDC, requesting a final proposal by January.

The Board discussed frequency of requests for non-conference training and types of training requested to date (including courses offered in languages other than English), and acknowledged that inquiries and training course marketing in these situations will need to proceed on a case-by-case basis until some policies can be established based on development of the program.

2.0 Online Training. The Board discussed the UNU online program and Fisher suggested that Torreson also familiarize himself with it. Taylor noted that the idea is to use an existing online system rather than trying to create something new. The Board discussed possible training topics and ways to identify “hot” topics. The Board noted that IAIA’s training database needs updating; all IAIA members who are trainers should be encouraged to post their courses.

ACTION: HQ to notify trainers currently in IAIA’s online training database, members at large, and others of the recent updates to the database and encourage them to update their course information and/or post new courses.

ACTION: Harashina to contact UNU about potential collaboration.

Conclusion of SAP discussions.

ACTION: Taylor and John will update the SAP to include the strategic discussions and modifications arising at this meeting and circulate it by the end of January.

IV. Review/acknowledgement of additional reports

Board nominations. (See IAIA Board Nominations Committee 2009-10. Report to IAIA Mid-term Board Meeting, Stockholm, October 2009) Taylor reported that the Board Nominations Committee and its chair, Richard Morgan, are making progress, but nominations are still encouraged. The shortened timetable this year was noted.

Awards Committee. (See Awards Committee. 2010 Annual Report). Faith-Ell read through the suggested awards recipients suggested by the Awards Committee.

AGREED: The Board ratified the slate of nominees as proposed by the Awards Committee.

Branch reports. (See IAIA Mid-term Report October 2009 [Ireland-United Kingdom (UK) Branch]) Hamm noted that both the Ireland-UK Branch and the Washington Area Branch (WAB) are on track and have no issues currently before the Board. Both Branches are active and providing excellent meetings of professional interest to IAIA members in their regions. The efforts of the Branch chairs Josh Fothergill and his predecessor Adam Boyden (Ireland-UK) and Will Knowland and Gene Owens (WAB) are commended.

Editorial Board. (See IAPA Editorial Board – mid-term report for IAIA Board 5 October 2009) Faith-Ell read through report highlights.

ACTION: HQ to check with Bill Page regarding costs of Manuscript Central.

Webmaster report. John read through highlights of the report. The Board discussed the early stages of the IAIA Wiki.

AGREED: There will be a review of the IAIA Wiki one year from the day it launches.

ACTION: John to contact Ben Cave to confirm the Board's decision that because Wikipedia is already open to the general population, submissions to the IAIA Wiki will be closed (i.e., for members only) for quality control at this time, but all options will be open in the future.

AGREED: Torreson will attend the Geneva conference to be available to discuss Web development, questions, Section page development, networking tools, online training options, etc. directly with members at large and Board members.

V. Other Items Requiring Board Discussion

Climate Change Symposia. Fisher reviewed the background and purpose of the meetings, noting that the Washington, DC, location is set and that locations for other meetings are being sought, probably in the Nordic region and Asia-Pacific. The Board discussed implications for Headquarters staff workload, sponsorships, timing of meetings and meeting announcements, proposed format and caliber of speakers, and overall purpose of the symposia, which is to bring the IA profession in close contact with climate change professionals in order to apply IA more rigorously to climate change adaptation and mitigation processes and strategies.

IAIA10. Taylor noted the issues around the program and the program chair's efforts to clearly communicate with Sections and other persons involved in the program planning and reported that HQ has been working with the Geneva team to ensure that IAIA's interests and guidelines are addressed. Hamm and Taylor noted that while the timeline is condensed in order to accommodate more pre-conference dialogue, the overall conference format and planning process are fairly typical, with the concept of thematic concurrent sessions a useful addition. Hamm and Taylor highlighted the pre-Board meeting site visit to Geneva and reported on timing, logistic and budget issues. Den Broeder reported that IAIA may be receiving a request to link a WHO-related Health Impact Assessment meeting to IAIA10.

ACTION: Den Broeder to suggest to Abaza that a speaker be identified to speak on the 30-year anniversary of the EIA Directive in Europe.

IAIA11. Montañez-Cartaxo has submitted a preliminary proposal for IAIA11 and will be further developing the proposal and contacting IAIA members for assistance. HQ will also assist and will need to do a site visit as soon as possible.

IAIA09. Hamm reported on the outstanding fee due to Portobello, noting that Portobello has submitted an enlightening follow-up report that details a number of problems experienced by Portobello, vendors, and delegates; also noting that overall their service was necessary.

AGREED: HQ to pay the outstanding balance to Portobello in full.

HIA Section name change.

AGREED: The Board approved the Health Impact Assessment Section's proposal to change its name to Health Section.

World IA Day. De Jesus reported that over 400 persons responded to the survey on whether this should be pursued, and if so, on what date. 70% of respondents thought the idea should be pursued. The Board debated the date options and decided on 16 June, the anniversary of the Rio Declaration.

AGREED: To pursue formal recognition of World IA Day on 16 June.

ACTION: HQ to secure the date. Promotion within IAIA's strategic plan to follow.

Affiliates Forum. De Jesus reported on the forum in Accra and suggested, to be more useful in the future, that instead of presentations on individual affiliate activities, a concrete issue be tabled so Affiliates can discuss how to work on the issue.

ACTION: Howell to prepare a general Affiliates poster, including contact information, for IAIA10 and individual Affiliates will be asked to provide again posters as a way of highlighting their activities.

Hamm reviewed the status of MoUs and requested feedback on an issue specific to the Ontario Affiliate. The Board approved of the Affiliate's suggested wording. Hamm noted that IAIA's communications with Affiliates have been problematic at times, changing with the directions of the various Boards, and that it is helpful to have the assistance of de Jesus for communication, policy development and feedback.

ACTION: Hamm to review MoUs and the Handbook regarding regional boundaries.

De Jesus reported that EIANZ has contacted HQ to discuss becoming an Affiliate, which overlaps with the New Zealand Affiliate. Taylor noted that Richard Morgan has been in contact with the parties to try to resolve the issue.

IAIA historian. Taylor reported that Rabel Burdge, who has been IAIA's unofficial historian for a number of years, is stepping down.

AGREED: A call for a historian will be run in the newsletter, together with recognition of Burdge's contributions.

International Biodiversity Competition. (See e-mail: IAIA initiative for 2010) Fisher reviewed the proposal and Fisher and John reported that the Finance Committee has approved six years of memberships and two years of hard copy journal subscriptions for the competition organizers to distribute at their discretion, as awards for submissions to the contest which is to be held in honor of the UN designation of 2010 as the Year of Biodiversity.

AGREED: The Board approved the proposal from the Biodiversity & Ecology Section to coordinate a competition for IAIA members and Sections, with available prizes of six years of memberships and two years of hard copy journal subscriptions for the competition organizing group to distribute at their discretion. Organizing group to ensure IAIA has permission to use submitted and/or winning materials in various media (e.g., Web site).

VI. Advisory

Effectiveness study. Faith-Ell noted that the Earthscan Web site lists a 2011 publication date for Barry Sadler's edited book from the SEA Prague meeting in 2005. Hamm reported on Sadler's efforts on the Update to the EA Effectiveness Study. The Board asks for an update and timeline for completion from Sadler and agrees that in the interest of accountability and credibility, the study must be received and completed within 3 months of the proposed deadline, after which no further expenditure of funds on this effort would be authorized.

Disclaimers for technical visits. John reported that based on Schneider's research, in addition to available information included in the preliminary program, follow up information will be sent to technical visit participants and a disclaimer to be signed by the participants will be included with technical visit check-in sheets. The Board discussed the need for health and safety guidelines.

ACTION: A member of the Health Section will be asked to draft health and safety guidelines to be included in the guide to hosts. Den Broeder to convey the request via Ben Cave.

MoUs signed. Hamm noted that all Board members have updated copies for their handbooks of those MoUs signed since IAIA09: GBIF, IEMA, IAIA-Italia, and the new pilot affiliate in the Cameroon.

HIA Parma. Hamm reported that Ben Cave is putting in an application for the Health Section to host a side event at a ministerial meeting being organized by WHO for 10-12 March 2010 in Parma, Italy. IAIA has no other role in the meeting at this time.

Board member participation. Taylor reviewed the policy requiring active Board member engagement and participation, including the steps to be taken when a Board member is inactive. The Board acknowledged that changing circumstances might make it impossible for some members elected to the Board to serve out his/her term, but there is power to co-opt if anyone stands down.

2010 Operations Plan. Hamm noted that the plan has been updated from last year and requested suggestions or feedback.

ACTION: HQ to add information on the Web host and rent review to the 2011 operations plan.

World Wildlife Fund. De Jesus summarized that HQ recently received a proposal regarding a program for capacity building in the western regional of Africa. WWF is seeking technical collaboration from IAIA. Hamm and de Jesus will follow up for clarification and development of the proposal, keeping the Board informed of developments.

WESSA (people caring for the earth). Hamm reported that within the last few days a preliminary proposal has been received to start a CBBIA-type project in South Africa. She has requested more background information and will forward it to the Board as it becomes available.

VIII. Budget review and approval.

Hamm and John noted there is very little Capacity Building Stipend (CBS) funding available for 2010, and the Board noted efforts to find replacement funding such as the initiative discussed for corporates.

AGREED: The Board approved the 2010 budget.

IX. Close of meeting. Following an *in camera* session, President Taylor closed the meeting at 6:00pm.

APPENDIX I

Board actions taken by electronic vote from Accra (May 2009) to mid-term (October 2009)

By vote:

- Confirmed the IAPA editorial Board and the book review editors
- Approved the Accra Board minutes
- Approved the IAIA10 training courses

By consensus:

- Hamm's acceptance of the offer to be a chair of a session at the World Energy Congress in Montreal (September 2010)
- Mid-term meeting options