

IAIA Board of Directors Meeting Minutes

Centro de Convenciones, Puebla, Mexico

9:00am-6:00pm • 4 June 2011

8:45am-12:15pm • 5 June 2011

Present: *Stephen Lintner, Jonathan Allotey, Lea den Broeder, Wes Fisher, Jong-Gwan Jung, Maya Villaluz, Nick King, Nick Taylor, Ana Maria Esteves, Luis E. Sanchez, Jennifer Howell, Bridget John, Rita Hamm*

Apologies: *Sandra Mols*

President Lintner called the meeting to order at 9:10am on 4 June, welcoming all Board members and presenting Certificates of Appreciation to outgoing members Maya Villaluz and Nick Taylor.

I. Housekeeping

Lintner reviewed the agenda and noted that minutes of the previous meeting and items listed in the Appendix have been approved electronically.

The agenda was adjusted to accommodate certain Board members' schedules.

Esteves agreed to review the minutes from the current Board meeting. Mols will be asked to serve as Secretary during her 3-year term.

Although IAIA Board meeting agendas are structured around the Strategic Plan, President Lintner asked that the Board first discuss the issues raised at the **AGM** and **Council** meetings. Follow-up will be conducted individually as appropriate:

a. Rio+20

Peter Croal offered to draft a declaration for IAIA to ensure IA and SEA are embedded in the Rio+20 recommendations. See further discussion at SAP11c.

b. Professional category of membership (Richard Fuggle)

At its midterm meeting (2009), the Board reviewed the Ethics Task Force recommendations for a professional category of members. However, this issue was parked because of IAIA's potential legal responsibility for giving the appearance of certifying people. The Board moved instead to focus on a category of "sustaining members," the criteria for which includes 4 continuous years of IAIA membership and signing the code of ethics; the list of sustaining members is refreshed annually and posted on the website.

c. Discounted fee structure (Richard Fuggle)

The Board discussed the pitfalls of using OECD countries as the criteria for the discounted membership fee structure. Other options were suggested leading to a broader discussion of fee structure for member categories, conference registration, and invited speakers.

ACTION: Recommendations for any changes will be brought by the Finance Committee to the Board before the midterm meeting, preferably before 31 August.

d. Friends of IAIA (Patrick Duffy)

The Board thanks Patrick Duffy for suggesting a “friends of IAIA” fund and will consider this in light of Charlotte Bingham’s capacity building fund and IAIA’s existing fund to support developing country delegates/members. Because tax benefits are often a factor people consider when donating to a non-profit organization, IAIA has noted on its website that donations from members in the US are tax-deductible. Efforts were made in 2010 to discover any similar benefits for donations made by Canadian or other international members with no success.

ACTION: John will contact Patrick Duffy for assistance in navigating Canadian tax law in this regard, and may contact IAIA’s affiliates in other regions as well.

The Board discussed suggestions for making the donation process more prominent on the website. Previous recent research about the feasibility/wisdom of establishing a separate foundation concluded that until a certain level of donations were attained, the cost of establishing and maintaining a foundation were not justified. In the interim, general donations or donations for a specific purpose are legitimately handled through special IAIA accounts.

Lintner noted that in many non-profit organizations, past presidents and board members are often potential sources of donation revenue.

ACTION: Lintner offered to draft a letter, to be sent immediately after IAIA11 so as to take advantage of Bingham’s matching offer which expires 30 September 2011.

e. Major reforms (Patrick Duffy and Rita Sully)

The Board wishes to assure all IAIA members that the IAIA Board continually reviews its activities via the strategic planning process that was established in 2001, with major planning sessions held in roughly five-year increments and annual work plans developed based on the current strategic planning document. IAIA member feedback surveys and conference evaluations are reviewed in the Strategic Action Plan (SAP) process.

f. Identifying special interests/cross-cutting sessions final in the program (Pamela Gunther)

HQ will develop a system for this and test it in Porto. However, text and organization of the final program depends on whether organizers and contributors maintain the planning schedule.

g. Use of IAIA as a catalyst for implementing best practice principles at the affiliate level (Stephen Stead)

The Board is open to suggestions about ways IAIA may become more pertinent to the objectives of IAIA affiliates in meeting the needs of their members.

ACTION: Lintner and Allotey will engage with affiliates to determine their priorities, interests and constraints (re: SAP 17a: 5.3).

h. AGM issues (Frank Vanclay, Ross Marshall, Ben Cave, Nick Taylor)

The Board discussed the critiques received regarding the level of financial reporting, the number of awards presented at the AGM/need for appropriate recognition of members service and committee/section activity, and the visibility of the Board at both of these sessions.

ACTION: Guidelines/policies will be reviewed and re written to ensure that these suggestions are consistently incorporated into these two events at future conferences (Hamm and Howell with Board review/approval).

i. Student fee waiver assistance during the year (John Devlin)

The Board discussed John Devlin's suggestion that the student fee waiver program be expanded to provide student assistance to Sections and Board members during the course of the year, not simply to conference-related duties.

ACTION: This suggestion will be reviewed by HQ and the Students and Early Professionals Section and a recommendation regarding this be made to the Board from the Finance Committee by the midterm meeting.

j. Accelerate deliverables timetable (Debra Zanevich)

HQ has developed, and is currently revising based on feedback, an automated system for uploading proceedings materials and will assess the feasibility of shortening the paper review and return deadlines.

k. Addressing impacts of sporting activities (Patrick Duffy)

IAIA conferences have had sessions or presentations on various sporting events (e.g., the Vancouver Olympics) and the process of proposing sessions or papers on impact assessment of sporting events is the same as for any other session. The Board thanks Patrick for this reminder and hopes that future conferences will again address this important aspect.

II. Treasurer's Report (Report from Finance Committee meeting; see financial statements)

Lintner thanked Fisher and HQ for careful management and financial discipline. Fisher reported that IAIA's net assets increased \$36,600 in 2010, and that the Finance Committee recommended that IAIA transfer \$100,000 to Board Designated Funds.

ACTION: HQ to transfer \$100,000 to Board Designated Funds.

All three special meetings held in the second half of 2010 will result in a small net cash inflow for IAIA. It was noted that the Washington, DC, Climate Change Symposium produced the largest gain to IAIA of the three events, due largely to the

World Bank making facilities and provision of the venue/equipment at little-to-no charge.

IAIA11 will likely have a negative impact on IAIA's bottom line due to the scarcity of sponsorships, despite the efforts of Luis Montañez-Cartaxo. However, the Board agreed that IAIA11 was a very good conference, and the outreach allowed by the event fulfills IAIA's mission and is worth the investment.

Sponsorship for IAIA12 looks promising, with Miguel Coutinho already receiving one solid commitment and several verbal commitments.

The first two Mini-Challenge Grants were reviewed. Aware Girls has completed and submitted a report. The outreach to three university groups in Pakistan generated interest in IAIA in the area and was a good outreach project. Esteves reported on the SIAHub, which now has 198 members, 60% of whom are not IAIA members. Esteves will prepare and submit a final report, and she offered to track the list of SIAHub members to see who joins IAIA and/or attends an IAIA conference.

ACTION: The IAIA Finance Committee will consider a list of SAP activities to include in a second call for Mini-Challenge Grant proposals.

The Finance Committee recommended that Career Central job postings be offered free for IAIA members for a period of 12 months.

AGREED/ACTION: HQ will set up Career Central so that postings are free of charge to IAIA members for 12 months.

The Board discussed the complexity of the list of member benefits and decided that the corporate/organizational membership categories will be placed on a separate corporate page on the web.

III. Strategic Action Plan – SAP Directed Discussion + Related Reports.

Note: Outcomes and updates from the following SAP discussions are reflected in detail directly in the SAP document prepared by John. The SAP nomenclature given below refers to SAP updated May 2011 for Board meeting discussion in Puebla.

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

2.1 Design member survey to identify gaps in content on IAIA web site.

Howell reported that the Publications Committee reviewed a draft survey at their Puebla meeting which will be finalized after IAIA11 and distributed to members.

3.5 Investigate selling other items online. The Board briefly discussed options for “hard” items which could be sold on IAIA's website and determined that

because product sales is not the main focus of the organization, this item should be removed from the SAP.

4.0 Networking options. John reported on the progress of IAIAConnect since the site's October launch, noting that use has been steadily increasing, resources are being viewed and downloaded, and that special IAIAConnect sessions held in Puebla had been well-received. While the Sections Coordinating Committee had positive feedback about IAIAConnect, den Broeder conveyed some concern by SCC members that messages might not be reaching members.

ACTION: John will send an IAIAConnect test message to Section members.

5.6 Draft of social media plan. John reported that this plan will be drafted by the midterm 2011 meeting.

5.10 Take videos of delegates during the conference on why they like attending IAIA conferences. John reported on the video recording of sessions being done at IAIA11. However, due to lack of staff time and equipment availability, individual delegate interviews were not conducted.

5.13 Create video based on "What is IA" document for laypersons. The board discussed the desirability of creating a short video(s) on impact assessment that could be used in promotion of IA at the Rio+20 sessions.

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

General. Howell reported on the meeting she conducted in Puebla with the conference brainstorming/feedback group and will prepare a summary to circulate to meeting attendees. The Board agreed that we should give more visibility to green conference activities we are already undertaking, and John will ask the Aalborg organizers for a copy of their post-conference questionnaire. King recommended that a conference IA be undertaken with more regularity, as it is listed as a responsibility of conference hosts in the draft letter of agreement between IAIA and conference host.

IAIA SEA-Prague. The overall interest in the special SEA meeting will be determined soon with deadlines for proposal submissions looming. At that time, a determination will be made to cancel or continue to plan for this special meeting.

Climate Change III (China). The Board acknowledged the need to hold events in China in order to engage Chinese and other Asian participants. They agreed to monitor the progress in the development of the proposed Climate Change Symposium in Beijing and make a final go/no-go decision by the end of August.

IAIA13. Hamm reported that a draft bid was received to host IAIA13. A site visit will be conducted pending a finalized proposal that should include 1-2 alternatives to the currently proposed locale.

SAP 17a. Promote membership recruitment and retention

2.0 Students/Early Professionals. Den Broeder reported on some of the student-related membership initiatives. The Students and Early Professionals (SEP) section will be updating the student flyer for use in IAIA12. The Board reviewed the use of, and agreed to continue, the Early Professional membership rate, allowing recent graduates to pay the student rate for up to two years after graduation, upon request.

5.0 Affiliate development and support. The relationship of IAIA with its affiliates was discussed, and the Board determined that the best strategy for IAIA and its affiliates is to build stronger relationships. Lintner and Allotey will replace Julio de Jesus as Board liaison to the affiliates.

7.0 Small Island Developing States (SIDS). Taylor distributed a report prepared by Richard Morgan, student intern Seth Gorrie, and himself. A small email survey and a literature review were conducted. The Board is supportive of the proposed continuing efforts to further engage professionals in SIDS, including a possible IAIAConnect group and online conference calls/meetings. Lintner and King have several relevant contacts and possible funding options, and they agreed to be included in communications on these outreach efforts.

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

Ideas for engaging conference sponsors to become corporate members were discussed, along with possible contact points (e.g., trade organizations, international consulting firms) for reaching corporate members. John and Esteves will liaise with Rita Sully and the CSRM Section for their ideas and suggestions.

SAP 19a. Support the development of Sections activity and integrated IA practice.

Hamm provided an update on the SAP activities relating to Sections, most of which are ongoing projects. King reported on the meeting of the Climate Change Special Interest Group in Puebla and its intent to become a Section. They will submit their proposal to the Sections Coordinating Committee immediately following the Puebla meeting. Ideas for an online climate change “portal” were discussed. Esteves asked about the official procedure for special interest groups to become a section. Hamm will include the information on creating a section from the Guidelines for Sections, Sections

Coordination Committee, and Informal Interest Groups in Section 2.8 in the 2012 Handbook to be sure this is fully covered there.

AGREED: In anticipation of the Section Coordinating Committee's approval, the Board endorsed the creation of a Climate Change Section.

The proposed new Climate Change Section received an offer from NCEIA to host a climate change portal. The Board expressed appreciation for the offer but determined that it would be better for the visibility and vitality of the Section if any such portal was linked to IAIA's website rather than to a national institute.

ACTION: Fisher and den Broeder will communicate to NCEIA about their offer to host a climate change portal.

King reported on the biodiversity tool (*Promoting biodiversity-inclusive EIA: best practice guide for EIA biodiversity data publishing*) that was developed as a part of IAIA's MoU with GBIF, which IAIA will now promote. Hamm will liaise with King on getting the document reviewed by the IAIA membership and future promotional and training activities. Provisionally, the Board supported a premeeting training for Porto with the usual review process handled by the TPDC.

ACTION: King to submit a premeeting training course proposal to TPDC for IAIA12.

1.15 Conduct survey of members to address needs/structure/function of IAIA Sections. Den Broeder reported that a Sections assessment survey was sent to IAIA members, with a 40% response rate. John provided preliminary results to Section chairs while in Puebla and posted them on the Sections Coordinating Committee group on *IAIAConnect*. Section chairs will use these results to plan, develop and assess their respective Section activities.

2.4 Consider asking trainers to define and develop courses on integrated IA and ethics. Esteves reported that she proposed to the Training and Professional Development Committee an idea for a 5-day integrated impact assessment course for project managers, which was endorsed by the TPDC. Fisher will help with the financial aspects of the plan.

ACTION: Esteves will work with John and a small group of Board and Training and Professional Development Committee members to further develop the proposal and a business plan for the course by the midterm board meeting.

SAP 26a. Outreach IAIA publications and activities to wider audiences.

- 1.4 Update Board on translations received and published on the web; ask for status report from Affiliates on outstanding translation.** Publications already translated should be promoted to IAIA affiliates.

ACTION: Howell will re-circulate to the Affiliates from countries in which English is not the first language the hierarchy of documents to be translated as well as a list of those documents posted on the website that have been translated and information about the process/protocol to be followed.

- 3.3 Develop series of “Top 10”-type lists of helpful information for IA practitioners.** This item may be replaced by the current FASTIPS proposal for quick, helpful documents in a variety of areas.

- 4.2 Ask members for success stories, both in English and in native languages.** John to contact Miguel Coutinho, who held IAIA11 success story sessions. Linter offered to conduct a brief video interview for posting on IAIA’s YouTube channel.

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

- 1.3 Develop criteria for approving trainers/courses for IAIA endorsement.**

Fisher noted that this had been discussed by the TPDC and is in development.

- 1.10 Revise evaluation criteria for conference training course review.** Fisher reported that John Fry had drafted new criteria for TPDC review, and the TPDC hopes to have this finalized before the IAIA12 call for training course proposals is issued.

- 3.8 Develop better ways to disseminate standards.** John Boyle will prepare an article for the IAIA newsletter and is putting together a list of possible marketing outlets and a cover letter to send.

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

- 1.0 Sponsorship.** Esteves noted that companies are more likely to spend money on projects than just to contribute money for recognition only.

ACTION: John will put together a working group on IAIAConnect to discuss the issue of corporate contributions.

Establish an endowment fund.

ACTION: John and King will investigate trusts as an option.

SAP 11c. Develop strategy for topical and timely engagement.

The Board discussed potential options for IAIA involvement in Rio+20, acknowledging Croal's initiative to draft a declaration and the possibility of linking with other involved ENGOs. Sanchez and King will be the point persons for IAIA's involvement in Rio+10.

ACTION: Sanchez and King to explore options and make recommendations to the Board before the midterm meeting.

IV. Review/Acknowledgment of Additional Reports

Board nominations. (See report)

Awards committee. (See report) Esteves expressed concern that the corporate award was not given this year and suggested that to avoid possible conflicts of seeming to endorse all activities of a corporate, an award be given to a "corporate initiative" instead of to a corporation itself.

ACTION: Esteves will work with Anne Miller to draft criteria for a corporate initiative award prior to the 2012 award nominations cycle.

Effectiveness Study. The Board asked Hamm to contact Barry Sadler and request the current draft of the reports for the Board's informational purposes.

V. Other items requiring Board discussion

IAPA publisher search. The Board clarified the process that will take place to find a publisher to replace Beech Tree, due to Bill Page's upcoming retirement. The Task Force was convened by Maria Partidario, and is chaired by Frank Vanclay. The Board confirmed that Frank Vanclay has the authority to review the proposals and lead the search task force, as well as the authority to negotiate contract points as needed. Fisher, Sanchez, and King will review the task force's recommendation and/or the contract negotiated by Frank Vanclay, and the Board will endorse the proposal when appropriate. The Board approved expenditure if needed to travel to finalize the contract.

GBIF-IAIA MoU. (See SAP 19a) Venue and dates of midterm Board meeting and Board meeting dates for Porto. The Board tentatively agreed on the week of 7 November for the midterm meeting. The date and venue will be confirmed at a later date.

In camera session.

VI. Close of meeting.

Lintner closed the meeting at 12:15pm.

Interim Board Actions October 2010 – June 2011

Approved by vote:

- Minutes of Aalborg Board meeting

Approved by consensus:

- Revision to Policy Note #4 (Board stipend policy change/clarification)
- Preamble to the Guideline Standards for IA Professionals”
- To proceed with plans for Climate Change Symposium #3 (Beijing)
- Positive response to Awards Committee recommendations of the 2nd regional award recipient
- Site visit to Sweden
- Site visit to Porto
- Proposal from Portugal for IAIA12
- Slate of candidates for 2011 election
- Task force to be convened by Maria Partidario to make recommendation for IAPA’s publisher replacement