

IAIA Board of Directors Meeting

17 October, 2006 Tryp Oriente Hotel, Lisbon, Portugal

19 October, 2006 Hotel Colina Costelo, Castelo Branco, Portugal

Present: Ross Marshall, William Veerkamp, Charlotte Bingham, Angus Morrison-Saunders, Alan Kwok, Debra Zanewich, Paola Gazzola, Luis Montañez-Cartaxo, Jonathan Allotey, Ahmed Abul-Azm, Rita Hamm, Bridget John

Apologies: Jill Baker

Apologies: 19 October – William Veerkamp

1. **Welcome.** Marshall opened the meeting, welcomed the Board, and asked the Board members to review the agenda.
2. **Meeting hosts.** The Board expressed its appreciation to Associação Portuguesa de Avaliação de Impactes (APAI) and to Julio Jesus for their hospitality and logistical arrangements for this Board meeting.
3. **IAIA HQ annual review.** Hamm and John provided highlights of Headquarters' activities over the past year. With IAIA's small staff of four, Hamm thanked the Board for its involvement and asked for continued assistance as a sounding board and for brainstorming/problem solving. The Board asked Hamm to convey its appreciation to all Headquarters staff.

It was noted by the Board that the staff often traveled abroad without comprehensive travel insurance. Hamm was instructed to ensure that all full-time IAIA staff traveling to conferences, meetings, etc. abroad are covered in the future.

4. **SAP Update.** John reviewed the Strategic Action Plan activities through 2007 (see IAIA SAP Activities for 2006-2007, 9 October 2006). Work has been ongoing on various SAP statements. This year's SAP differs from other years in that many of the activities are interwoven rather than stand-alone activities.

a. Financial perspective

F5: Review status of funds at annual board meeting and transfer funds as possible. Kwok reported that IAIA currently has \$350,000 in reserve; the Finance Committee recommends moving an additional \$50,000 to reserves at this time. Kwok reviewed the 2007 operating budget, noting that it was conservative and balanced. The Finance Committee recommends the Board approve the budget, allowing John to update it with recently received information from Norway about IAIA06, noting there might be two significant changes: 1) If the CBBIA grant is extended, revenue could increase due to additional administration fees received. 2) There may be additional revenue or expenses due to IAIA06.

The Board approved the draft 2007 operating budget as presented and agreed to transfer \$50,000 to the Board-designated fund now, and at the Treasurer's discretion, transfer \$50,000-\$100,000 after IAIA06 is finalized..

b. User perspective

U2: Prioritize IAIA involvement in various decision-influencing fora and determine level of financial commitment. Hamm reviewed the decision-influencing fora in which IAIA is currently involved. The Board agreed to continue these relationships but to make more notice of them in the newsletter/on the website. Board agreed that while we prioritise these, IAIA remains open to developing others, especially in support of activities that will be undertaken as part of U4, U5, and U13.

The Board agreed that a new item be included in the budget for travel associated with this activity. Hamm to agree about the sum with Kwok.

The existing Guidelines for Liaison with External Organizations will remain in place, but Hamm and Bingham will add a reporting template.

U5: Develop a marketing plan to maintain and attract new membership. Gazzola reported that eight potential markets had been identified in which IAIA is under-represented, and the team members conducted an informal SWOT analysis for each. Three markets were selected for immediate recruitment efforts: students and early professionals, Latin American professionals, and business/industry representatives. The other five markets (military personnel; decision-makers, politicians, and government officials; members of IAIA affiliates not already IAIA members; environmental NGOs; and Southern European professionals) will be pursued in a systematic manner. Gazzola will distribute the draft action plan to the Board by e-mail.

U6: Prepare a high-impact publication describing the IAIA organization. John will draft a one-page promotional flyer showing IAIA's global reach and connectedness.

U9: Develop a 1-2 page position paper defining the role and value of IA including all disciplines. Richard Grasseti is currently working on a draft of this document which will be forwarded to the Publications Committee. He will also prepare a one-page summary of each of the Principles and Practices series documents.

U13: Develop an action plan for corporate involvement. Bingham summarized her review of corporate membership benefits offered by various other associations and her proposal for IAIA's corporate dues structure.

The Board agreed there is a need to have a corporate membership rate and to allow the officers and the team working on the corporate membership package to review the progress/suggestions made to date and submit the final proposal to the Board by e-mail.

U14: Develop IA communications for lay people. Richard Grasseti will distill information from U9 into layperson terminology, with the help of an environmental journalist, if needed

Other User Perspective items. John summarized Social Spectrum's marketing assessment of IAIA's promotional materials and the ideas that IAIA will implement. Primarily, it involves a shift in focus of promotional text, which will be considered when reaching out to target markets in SAP U5 and SAP U13. Zanewich volunteered to help draft a survey to constituents to find out exactly what they value and what they need to maintain their membership. Marshall suggested putting a call in the newsletter for assistance as well.

c. Internal Perspective.

In3: Prepare detailed Guide to Conference Hosts. This document is expected to be available 31 January, 2007. Veerkamp will provide a detailed explanation of the conference budget template. The Board also recommends including lessons learned from each annual conference, what organizers should not to do, what organizers need to do at the previous meeting, and testimonials from previous conference organizers.

In4: Revise Guide for Conference Bid Preparation. This is also expected to be ready 31 January. Montañez and Allotey have suggestions based on discussion of a draft conference proposal; Montañez will send the modifications to Jennifer Howell.

In6: Review content and format of IAPA. Morrison-Saunders reported that publication design updates are waiting for the completed website re-design. The Website Task Force is currently discussing the banner design.

The Board supports corporate advertisements in the Newsletter but agreed not to include ads in IAPA at this time. The Board mandated Morrison-Saunders to make the decision regarding IAPA design on the behalf of the Board.

5. Committee and Task Force Reports

The Board acknowledges and appreciates the work of all IAIA Committees and Task Forces.

- a. **Awards Committee.** The Board carefully reviewed the list of nominees submitted by the Awards Committee along with the rationales for each candidate.

The Board asks the Awards Committee for further review and justification with a revised list to be submitted by 15 December.

- b. **Board Nominations Committee.** In 2007, the terms of Abul-Azm, Baker, Montañez, and Veerkamp will end. The Committee is continuing to finalize candidates.
- c. **Publications Committee.** Alan Bond and Morrison-Saunders have agreed on the structure for the Principles and Practices Series and are encouraging previously published Principles and Practices series to be reworked in the next few years. A copy of each of the six published documents was included in the delegate bags for the APAI conference in Portugal. The draft issue on follow-up has been submitted to Bond. The Board congratulates the Publications Committee for its hard work in this area and extends a note of appreciation.
- d. **Sections Coordinating Committee.** Lea den Broeder is undertaking a self-assessment framework for the sections to use for the three-year review required by the Board for each section.
- e. **Training and Professional Development Committee.** The TPDC reviewed courses for IAIA07 using a new, more transparent approach. Eleven course offerings were approved.
- f. **Ethics Task Force.** Richard Fuggle has completed the final draft of the Code of Conduct. Bingham will send it to the Board electronically once it is received. The Board acknowledges the work Fuggle has done to spearhead this effort.

The Board does not openly support asking members to pay extra for the privilege of noting they have signed the IAIA Code of Conduct. However, if the Task Force supports this, it is asked to supply rationale to the Board when it submits the draft Code of Conduct for Board review.

- g. **Website Task Force.** Morrison-Saunders reported that Jennifer Howell has been leading this effort. There is substantial progress, but the new site is not yet ready to go live. The Board extends appreciation to Howell for her hard work in this area.

6. Conference Updates

- a. **IAIA06.** John is still working to finalize the financial accounts with Norway. It appears that despite large sponsorships, the conference net profit will be very small.
- b. **IAIA07.** IAIA and the IAIA07 organizers must work hard to get 700 delegates to attend the conference, particularly if the political situation with North Korea escalates. John asked Board members to suggest any non-Korean companies working within Korea as potential conference sponsors. IAIA will send letters to various ministries of environment after the preliminary program is completed. Hamm will send guidance to the Board regarding when they should arrive for meetings in Korea.
- c. **IAIA08.** Morrison-Saunders reported that work is underway. Two organizations have expressed interest in holding their meetings in conjunction with IAIA08. He will be promoting IAIA08 while in Seoul.
- d. **IAIA09 and onwards.** The Board has received a draft IAIA09 proposal. Hamm will write a letter of support to the proponents to assist in their planning efforts. An expression of interest from one other country was recently received.

7. Additional items

- a. **Vacant board position.** Because of pressing job duties, Boulejiouch resigned his position on the Board.

The Board agreed to appoint a replacement in January 2007 to fill the one-year remnant of Boulejiouch's term.

- b. Guidelines for Lead IA Professionals.** A copy of the proposed document was included in APAI delegates' bags.

The Board agreed to adopt the Guidelines and promote them through IAIA's web page, newsletter, and e-news. The Board expresses its appreciation to John Boyle for his diligence in bringing this document from an idea to its final form.

- c. Professional Development Fellowship proposal.** The currently proposed project has changed in structure and scope since IAIA's original endorsement. The Board was offered \$15,000 to be used to seek sponsorship for the original form of the proposal.

The Board decided not to accept the \$15,000 because of the limited intent of its purpose, but remains open to collaborate on the original proposal or other capacity development projects, pending their review and approval.

- d. Branches.** The Board extends its appreciation to Jean-Roger Mercier who has overseen/managed the Washington, D.C. branch since its inception but is stepping aside now due to his retirement and return to France. The Ireland-UK Branch has now elected a Committee to oversee its activities but has requested that it still retain pilot status for the time being.
- e. Affiliates.** IAIA HQ will contact affiliates who have not paid annual dues or signed an MoU, indicating that the relationship will be broken if a satisfactory response is not received within a given number of days. The Board discussed concerns regarding the current state of affiliates, the low income stream generated and emerging issues that require Board attention.

The Board unanimously agreed that there is a problem with the current affiliate structure and asked Hamm to set out a detailed recommended course of action by the end of the calendar year for Board consideration and adoption.

In a separate discussion, the Board agreed that Affiliates can translate current issues of the IAIA newsletter to post on their local websites, as long as the previous versions are removed before the current issue is posted.

- f. Regional 2007 conference in South Africa.** The Board reviewed the proposal from IAIA's to hold a regional IAIA meeting in Capetown.

The Board rejected the current proposal for a 2007 IAIA regional meeting in Capetown; Marshall will send a letter asking them to reconsider the arrangements in light of the Prague model and re-submit the proposal.

- g. Marrakech Declaration Capacity Building proposal.** The Board thanks Lee Wilson for the large amount of work he has undertaken to prepare a draft of the proposal to action the Marrakech Declaration promises.

The Board confirms its interest in the project and asks Wilson to prepare a request for project endorsement according to IAIA's Guidelines for Adoption of Internal Projects by 15 November at the same time he is responding to suggestions from reviewers and revising the proposal

Bingham, Abul-Azm and Allotey will work with Wilson and those involved from the Training and Professional Development Committee (TPDC) to ensure the proposal is cohesive with IAIA's strategic planning efforts.

Members of the TPDC have proposed two theme forums for IAIA07 relating to capacity building. Bingham will contact the two conveners to propose amending the text for a closer linkage with the Marrakech Declaration. Allotey offered to be involved as one of the chairs.

- h. Special project management.** Considering the increase in the number of IAIA's special projects, John will consult with IAIA's accountant regarding possible organizational and structural scenarios for managing the projects that will minimize IAIA's risk and report back to Kwok.
- i. Committee membership and chairs.** Regarding the recruitment of committee chairs, the Board supported including a generic advertisement in the IAIA newsletter/e-news requesting interested parties to volunteer for IAIA service, including for committee chairs.
- j. Conflict of interest policy.** The US Internal Revenue Service is requesting that nonprofit organizations have a conflict of interest policy in place. Hamm will draft a statement to be included in the Handbook section on the fiduciary role of the Board of Directors; she will send it to the Board for review.
- k. CBBIA.** Discussions with Norway and Sweden governments regarding future funding of CBBIA look promising. Veerkamp reported on his meeting with Jo Treweek and the donor. From that meeting, he stressed the need to include funding for trips to meet with the donor on a regular basis in any future project budgeting and to make sure the project manager is diligent about it. The donor also provided some additional contacts for Jo Treweek to follow up on in order to disseminate the results of the project.
- l. Maldives project.** IAIA received a request from UNEP Post-Tsunami Environmental Recovery Programme's Disaster Management Branch for UNEP manual EIA training in the disaster-stricken country of Maldives. This project was recently completed, with the possibility for similar projects forthcoming.
- m. In camera session.** The Board chose not to have an *in camera* session to discuss IAIA HQ issues, but Hamm will ensure it remains a fixed item on the agenda.
- n. Closing response.** The Board agreed that the small workgroup sessions held between the two full Board meetings on 17 and 19 October were helpful in advancing the productivity and efficiency of the Board meeting overall. Marshall noted that the purpose of the Board of Directors is to ensure financial propriety and governance. As such, he closed the meeting by asking the Directors to concur that IAIA is on firm financial footing and being managed in the best interests of the members. The Directors agreed unanimously. Marshall closed the meeting.