

11 April

Present: Jonathan Allotey, Nick King, Maya Villaluz, Jong-Gwan Jung, Charlotta Faith-Ell, Lea den Broeder, Julio de Jesus, Luis Montañez-Cartaxo, Rita Hamm, Bridget John, Jennifer Howell.

Apologies: Marina Khotuleva, Wes Fisher, Stephen Lintner, Sachihiko Harashina.

12 April

Present: Nick King, Jong-Gwan Jung, Jonathan Allotey, Julio de Jesus, Lea den Broeder, Nick Taylor, Luis Montañez-Cartaxo, Stephen Lintner (via speakerphone), Maya Villaluz, Rita Hamm, Bridget John, Jennifer Howell.

Apologies: Marina Khotuleva, Wes Fisher, Sachihiko Harashina, Charlotta Faith-Ell.

President Allotey opened the meeting at 2:25pm on 11 April and welcomed Board members. He reviewed the agenda and noted that minutes of the previous meeting and items listed in Appendix I had been approved electronically. Certificates of Recognition were presented to outgoing Board members. Hamm reviewed the Board duties (Handbook, Tab 2).

I. Housekeeping

- a. **Confirmation of Board Secretary.** The Board confirmed Julio de Jesus will serve as Board Secretary.
- b. **Minute interim Board actions.** (See Appendix I)

II. Treasurer's Report

- a. **Financial update: IAIA09, IAIA10, IAIA.** John reported that the financial loss from IAIA09 as of February was \$66,295, and the Board noted that a loss for the conference had been expected. The Board discussed reasons for the loss and noted that income to cover IAIA's conference costs, operating costs, and resources and services is the goal. A loss for Geneva is expected to be from \$135,000-150,000, due primarily to sponsorship that didn't materialize. The Board discussed difficulties of obtaining sponsorship, whether there is any way to guarantee expected sponsorship upon approving a bid, and lessons learned. The conclusion was that it was unrealistic to expect a guarantee of sponsorship at the time a bid to host the conference is received. The Board also noted that budgets for special meetings such as the climate change symposia are expected to break even without sponsorship and that modest income will be expected.
- b. **Report from Finance Committee meeting.** Taylor reported that the Finance Committee had met and discussed the 2010 operational budget, the financial accounts of IAIA09 received to date, and the expectations for IAIA10. After reviewing IAIA's investments, the Committee suggested IAIA transfer some funds into higher interest-bearing accounts, and the Board agreed.
- c. **Review of 2010 operating budget and financial report.** (See 2010 Operational Budget and notes and Financial Statements for the Year Ended December 31, 2009 and notes) John noted that the 2010 operational budget had been approved in Stockholm.

Taylor updated the Board on the status of the mini-grant proposals. The Board provisionally approved two proposals, provided the contracts can be signed off upon meeting the remaining issues.

ACTION: HQ to follow up on the mini-grant proposals.

AGREED: To project or otherwise provide the accountant's review statement at the AGM.

III. Strategic Action Plan (SAP) – 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.

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

AGREED: Den Broeder and King to take the strategy lead.

ACTION: Torreson, John, and Howell to update the web strategy to reflect who does the activities rather than how to carry them out.

ACTION: John to change the color of the “done” items on the SAP table.

3.8 Investigate social media outlets. (See Social media for IAIA: An exploration)

ACTION: John and den Broeder to analyze social media survey results.

ACTION: Draft of social media strategy provided by midterm (den Broeder, King).

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

1.1 Confirm conference quality document. The Board noted that this is a working document, to be modified as needed with new ideas and lessons learned.

ACTION: Howell to add text to Conference quality guidelines to incorporate concurrent thematic sessions as a programming option.

AGREED: Board members traveling to IAIA affiliate areas should try to arrange to visit the affiliate while they are there.

4.0 Broadcasting/conference presentations.

ACTION (ongoing): Hamm to forward the annual conference proposals received by previous Board members to incoming Board members.

SAP 17a. Promote membership recruitment and retention.

AGREED: de Jesus, den Broeder and Lintner will serve as strategy leads.

ACTION: HQ to review 2007 Member Feedback Survey regarding what members want as benefits and conduct a follow-up survey if warranted.

1.0 Latin American Professionals

ACTION: King to assist Montañez-Cartaxo with promotion and outreach for IAIA11 among GBIF's Latin American membership.

2.0 Students/Early Professionals

ACTION: Add lunch tables/mini job fair at the annual conference for companies who are hiring (SEP Section with HQ and program chair).

ACTION: Add an open form to the web site for thesis topic ideas and another for students to post their own topics. (Torreson)

ACTION: Add to the preliminary and final programs that anyone wanting to be mentor or mentee can attend the mentor-mentee meeting (HQ/program chair).

ACTION: Create mentor-mentee sign for message board. (HQ)

ACTION: Den Broeder and Taylor to prepare a proposal for the mid-term meeting on a student advisor position on the board.

ACTION: HQ to select a low membership renewal month and create a promotion to increase registrations/memberships.

ACTION: Montañez-Cartaxo to send details on Puebla-area universities with environmental programs to Sandra Mohls and Nick Okello.

3.2 Contact previous members whose membership has expired and announce the associated membership category, along with other new categories. John reported that although the response rate with the Swedish ex-members was low, it was worth doing.

ACTION: HQ and Taylor to send follow-up letters to ex-members from Australia and New Zealand to encourage renewals of lapsed memberships. (HQ, Taylor)

8.0 Identify the next target group. The Board identified China as an area of interest, noting the interest shown in and the success of the China Day program held at IAIA10.

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

ACTION: Taylor to assist John with a new paragraph on stewardship to add to the corporate membership brochure.

ACTION: CSR Section to review the corporate membership brochure. John to send the corporate membership brochure with the new paragraph together with the SAP to the CSR Section.

AGREED: Fisher will become the liaison on this SAP activity.

12. Develop code of conduct for companies to sign and subscribe, based on UN Global Compact.

AGREED/ACTION: By midterm, de Jesus, Bingham, and Vanclay to draft a code of conduct for consultancies to be able to sign. The idea is that the consultancies may be interested in paying an annual fee to show IAIA's logo and be able to say they are subscribing to the IAIA code of conduct.

ACTION: Allotey to follow up with Per Sandberg at World Business Council regarding implementation of policies.

ACTION: CSR Section to follow up with Sandberg after Allotey contacts him.

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

ACTION: Add review of MoUs to SAP/Board agenda as a regular item.

ACTION: Amend MoU template to include reporting requests. (Hamm)

ACTION: Den Broeder to send Board's response to the Sections report and proposals to the Sections. Hamm to assist with the response.

ACTION: Regarding listserv communications, move the message to contact the administrator with problems or questions on the listservs to the top of the listserv page. (Torreson)

ACTION: Add a comments section to session proposal and abstract submissions to allow for notes to identify which sessions are proposed or facilitated by more than one Section. (Torreson)

ACTION: Den Broeder to ask Sections to create a general and a theme-related matrix, using Mind Mapping, to show the interrelationships between the Sections and the IAIA11 conference theme.

AGREED: New Sections on Cultural Heritage and Energy or Oil & Gas are approved. When formal recommendations are received for additional Sections, the Board will address them.

ACTION: Ilse Aucamp, den Broeder, John and Taylor will design a survey on the role of Sections.

ACTION: Den Broeder, Aucamp and Taylor will write a short statement for the Web site that a process for Section development and dissolution is under review. In the meantime, encourage people to set up an interest group and when the policy is ready submit a proposal.

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

1.1 Identify key documents/web pages to be provided in several languages. The Board reviewed current translation strategy, which is whomever (individuals, Affiliates, etc.) has resources to do translations is invited and welcome to do so, preferably in the order of priority the Board has set for Web pages and documents. De Jesus has been working with Affiliates, and currently a number of translations are in progress.

ACTION: Hamm to ask Lintner whether it would be possible to have World Bank review and polish documents translated by volunteers.

AGREED: De Jesus will take the SAP strategy lead.

ACTION: Jung will check into resources for Korean translation.

ACTION: Villaluz will check into translation resources for Chinese and other Asian languages.

ACTION: Harashina will check into translation resources for Japanese.

ACTION: Khotuleva will check into translation resources for Russian.

2.9 Connect with journalist organizations to train/inform media.

AGREED: Hold a media session at IAIA11. (King, program chair)

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

3.2 Develop standard for regular practitioner and administrator. John reported that the new draft prepared by John Boyle/ TPDC will be going out post-conference for additional review and comment. Allotey noted although the Board decided not to go the route of certification that question keeps coming up.

AGREED: IAIA does not do certification, but we can have an agreement with certifying agencies that authorizes them to apply our standards and pay us a fee.

SAP 3a. Develop a financial sustainability strategy for IAIA. (new SAP item)

AGREED: Fisher to take the strategy lead.

1.0 Sponsorship.

ACTION: Montañez-Cartaxo and John to follow up with Etienne Cadestin, if possible, on sponsorship suggestions/lessons learned.

6.0 Raise income from jobs board.

ACTION: Include note in the newsletter and on Facebook regarding option to post internships on the jobs board. (HQ)

ACTION: Review text and make more clear that job seekers don't pay for the Career Central service. (HQ)

7.0 Establish an endowment fund.

AGREED: The Board expressed its appreciation to Charlotte Bingham for establishing the endowment fund and agreed to look at ways to expand this fund.

ACTION: The Finance Committee to explore the expansion of this fund.

ACTION: John and Shelli Schneider to modify the membership application/renewal form to reflect an endowment match from Bingham through the end of 2010.

ACTION: John to check into monthly/ongoing automatic payments for memberships or endowments.

ACTION: de Jesus to work endowment contribution into World IA Day marketing.

SAP 11c. Develop strategy for topical and timely engagement. (new SAP item)

The Board discussed several topics which could be considered timely (Rio+20, Marine IA beyond national boundaries, and health inequalities IA) and how IAIA can contribute to the topics or incorporate them into future/new events.

AGREED: Allotey and Lintner to take the strategy lead.

ACTION: Lintner to follow up with Carl Gustaf Lundin, Head, IUCN Coastal & Marine Program.

ACTION: Allotey to e-mail information to Board on World Business Council contacts.

ACTION: Taylor to follow up with New Zealand marine contacts.

IV. Review/Acknowledgment of Additional Reports

Board Nominations Committee. (See IAIA Board Nominations Committee 2009-10, Report to IAIA Board Meeting, Geneva, April 2010)

ACTION: Send suggestions for nominations to Richard Morgan.

Awards Committee. (See Awards Committee 2010 Annual Report)

ACTION: Send suggestions for nominations to Anne Miller.

Effectiveness study. (See Review and update of the EA effectiveness study, March 26 2010)

ACTION: Contact Barry Sadler and request drafts of the updated Effectiveness study for Board review. (Hamm)

Publications Committee report. (See IAIA Publications Committee Report to the Board of Directors, March 2010)

ACTION: King to report to Bill Ross that Item #13 in the Publications Committee Report (“identify countries or regions that would benefit from hard copy delivery of resource information”) has been suspended at this time as a Board –priority item, but may be revisited in the future.

ACTION: Add Faith-Ell to list of Publications Committee members; ensure Ross has an updated list of members. (Howell)

Key citations report. (See Update on progress of Key Citations (29 March 2010 e-mail). Taylor reported that a small task force has the key citations updating underway.

ACTION: Put the key citations guidelines on the Sections component of the members’ web site. (Howell)

IAPA report. (See IAPA Editorial Board) Faith-Ell reviewed highlights of the report.

V. Other items requiring Board Discussion

World IA Day. De Jesus reported that a strategy will be developed to launch World IA Day next year (2011). There are many opportunities to involve Affiliates, Sections, link World IA Day to endowment and preparation for IAIA11, Rio+20, etc.

Establish midterm meeting venue.

AGREED: The mid-term Board meeting will be scheduled from 27-29 October in Aalborg, Denmark, following the climate change symposium there.

IAIA11. Montañez-Cartaxo reported that the venue is selected, the Puebla representatives were in Geneva, the first announcement is distributed and the web site is up, a list of hotels is prepared and negotiations are underway, there are good indications from potential sponsors, and at present, everything is on track.

Parma. Den Broeder reported on the WHO- and IAIA-organized symposium special side event to the ministerial event on protecting and improving human health through SEA in Parma. Ben Cave and Francesca Villiani will be preparing a report on the event.

WHO. Den Broeder reported that World Health Day was launched at this meeting, which was organized jointly between WHO and members of the Health Section of IAIA, and took place in Geneva the day before IAIA10.

HIA New Zealand. John reported that HQ is working with Richard Morgan on this meeting, to take place 15-16 November 2010 in Dunedin, New Zealand. This is not an IAIA event, but HQ is contracted to handle some of the conference administration.

The HIA meeting in New Zealand, together with the two climate change symposia and the annual conference means this will be an especially busy year for HQ.

Capacity Development and Linkages for Environmental Assessment in Africa /Partnership for Environmental Assessment in Africa (CLEAA/PEAA). (See Bingham report) Hamm reported that IAIA was included in the CLEAA/PEAA project, organized by World Bank and Sida, in the role of providing evaluation of the effort. It is now time to do the evaluation.

ACTION: Post CLEAA/PEAA opening on jobs board. Bingham will prepare the position announcement. (HQ)

Items from the Annual General Meeting (AGM) and Council meeting. The Board reviewed and discussed issues and questions raised at the AGM and Council. Actions resulting from discussion:

ACTION: Hamm to request details on AQEI's request for support of their database on follow-up and monitoring studies.

ACTION: Add a session on writing technical publications to the IAIA11 session submissions database. (Montañez-Cartaxo/HQ)

Training and Professional Development Committee (TPDC) report. (See IAIA Training and Professional Development Committee Six Month Report: October 2009 through March 2010) John read through highlights of the TPDC report.

Linking Impact Assessment Instruments to Sustainability Expertise (LIAISE). (See LIAISE brochure) Hamm reported that this is the group who were asking about forming an EU Research Section. Taylor and Hamm met with them to discuss alternatives, including a possible special project or a special interest group.

ACTION: Den Broeder to check the LIAISE web site.

ACTION: Hamm and den Broeder to continue the discussion with the LIAISE group. At a minimum the Board needs to see the proposal that they submit.

VI. In camera session.

VII. Close of meeting. Allotey closed the meeting at 5:15pm.

APPENDIX I

Interim Board Actions October 2009-April 2010

By vote

1. Approved minutes from Stockholm Board meeting

By consensus

2. Confirmed ballot
3. Confirmed location of IAIA11 in Puebla
4. Confirmed Global Award recipient
5. Accepted suggestion to allow student rate to apply to early professionals for two years beyond graduation

APPENDIX II

Highlight for newsletter

1. New sections approved: Cultural Heritage and Energy
2. Endowment fund approved
3. Although IAIA does not do professional certification, the Board approved the concept of establishing agreements with certifying agencies authorizing them to apply IAIA standards
- 4.
- 5.