

**International Association for Impact Assessment**  
**Board Meeting Minutes**  
11-12 April 2014 | Hotel Monterilla, Viña del Mar, Chile

**Present:** Miguel Coutinho, Luis Sánchez, Greg Radford, Pam Gunther, Juan Quintero, Ana Maria Esteves, Karin Isaksson, Miles Scott-Brown, Shirley Lee, Elsa João, Yaw Amoyaw-Osei, Wes Fisher, Jill Baker, Bridget John, Jennifer Howell.

**Apologies:** Sandra Mols.

**1. Welcome and plan of action**

**1.1. Housekeeping**

- 1.1.1.** New Executive Director Jill Baker was introduced and new Board members were introduced.
- 1.1.2.** Interim actions taken by the Board since the midterm meeting were reviewed.
- 1.1.3.** The preferred location and timing for the midterm Board meeting is 2-1/2 days at the WHO training center in London over a Saturday in early November.

ACTION: Baker to follow up with WHO and circulate options.

- 1.1.4.** AGREED: The Board approved the interim minutes.
- 1.1.5.** Issues raised at the AGM and Council were reviewed.
- 1.1.6.** AGM and Council minutes were reviewed.

**2. Treasurer's report. See Treasurer's report in 2013 Annual Report and financials.**

- 2.1. Report from Finance Committee meeting.** The Finance Committee reported no concerns. No changes to holdings or budget are required, although it was recommended that IAIA diversify its mutual funds from three to five.

ACTION: Gunther, Baker, and John to research feasibility and options of further diversifying funds and report back by midterm.

AGREED: Jill Baker will be added as signatory to IAIA financial accounts, and Rita Hamm and Wes Fisher will be removed.

AGREED: Increase the minimum level of conference sponsorship from US\$1,000 to US\$2,000.

It was noted that funds raised by Charlotte Bingham's fund could be used for the Rita R. Hamm IA Excellence Scholarship. Bingham has already agreed. Scholarship selection criteria are drafted, but criteria needs to be developed to judge the conference abstract that applicants are required to submit. Any announcement of the scholarship should include that additional contributions are welcome.

ACTION: We need to identify one or two Board volunteers who will draft abstract review criteria.

AGREED: The Executive Director will review the applications and select the recipient.

AGREED: The scholarship will be available for five years at US\$2,000 per year. Note that the budget for the award is \$3,000/year, but \$2,000 cash will be given to the recipient with the remaining \$1,000 applied to the waived registration fee, banquet ticket and 3-year membership. After five years, the scholarship will be extended if additional funds are secured, and the award will be renamed the "IA Excellence Scholarship."

ACTION: John will work with the organizers of IAIA15 to develop a new budget based on 1,000 delegates.

ACTION: HQ will provide more details in the annual report pie charts that show expenses and revenue for annual conferences.

ACTION: John to provide additional financial trend charts for the midterm board meeting.

## **2.2. Approval of modified 2014 budget.** The Board reviewed notes to the 2014 Operating Budget.

AGREED: The Board approved the modified 2014 Operating Budget.

## **3. Review and Acknowledgement of Additional Reports**

**3.1. Awards Committee.** Sanchez reported that there had been only a brief conversation with a few committee members. There was discussion about selecting an award outside the normal proposal process. It was noted that all nominations are moved forward if they are not selected. Discussion to be continued at midterm.

The Committee recommends renaming the Rose-Hulman Award.

ACTION: HQ to review the origin of the award. Radford, Baker, and Croal to follow up with the Committee to suggest a few Board-approved options to be discussed at midterm.

**3.2. Board Nominations Committee.** Fisher reported that the process of selecting next candidates to run has begun. Latin American, SEP (Student and Early Professionals), corporate, and women candidates will be sought. A Treasurer will be needed from current or new Board members. It was noted that an SEP candidate is not required.

AGREED: On a two-year trial basis, the SEP Section chair can liaise directly with and report to the Executive Director. The Section chair may make one formal presentation (via Skype) to the Executive Director per year, and the Executive Director will consult with the Section chair during the year on issues that may be relevant to the Section. During the annual conference, Board

members will be available for informal but scheduled meetings with the SEP group if the SEP would like to present or discuss particular issues.

- 3.3. Publication Committee.** The Committee is looking for new members. They continue to work on their action plan, but have had limited advancement in the last year.

AGREED: That one member of the Fastips task force to be included as a member of the Publications Committee.

**3.4. Sections Coordinating Committee (SCC)**

- 3.4.1. Role of SCC Chair.** Coutinho noted that standard guidelines won't work since conferences change every year, so the role needs to be determined at the onset of every conference. It was confirmed that the SCC chair has an important role to play in the technical program. The Board noted that very active Sections are creating their own brands. Under IAIA's governance, the Executive Director and Board need to monitor their activities and give them some rules; this can be done through increased communication via HQ.

AGREED: The format of the SCC's midterm and annual reports needs to be revised.

AGREED: The Executive Director will take on the role of SCC co-chair for the next two years. HQ will communicate this to the current SCC Chair.

ACTION: At midterm Baker will suggest a long-term solution for continuity, stability, and communications with Sections.

- 3.4.2. SCC Board liaison.** Coutinho will remain as Board liaison to SCC through midterm at least. Coutinho suggested that after mid-term the President Elect take the role. The Board will revisit their distribution of activities.

- 3.5. Taylor and Francis report.** (*See report*) Sanchez notes that current editors Angus Morrison-Saunders and Francois Retief will retire at the end of this year. The Board noted its appreciation for their efforts.

- 3.6. Washington Area Branch (WAB).** (*See report*) John reported that all is well; no Board decisions are required. John will request a report from the Ireland-UK Branch.

ACTION: Baker and Radford to see if the UK Branch can assist with the London midterm meeting.

ACTION: Baker to contact WAB on her trip to Washington and alert WAB to the NCSE meeting.

**4. In camera Session**

## 5. Conferences and Meetings

### 5.1. IAIA15.

**5.1.1.** The Board noted that sponsorship, organization, and timelines are very important.

ACTION: Howell to follow up on 30 April deliverables.

ACTION: Coutinho to conduct site visit or host IAIA15 program chair visit.

**5.1.2. Mobile app.** John reported that research had been completed, and she is working with Carlos Quintero to determine how the selected app can be integrated with IAIA's current online systems. Once that is determined, she will come back to the Board with a bid and a request for additional funding should it exceed \$6,000. The goal is to implement a mobile app at IAIA15, with both paper and paperless program options. The impact on sponsorship benefits needs to be determined.

**5.2. Resettlement and Livelihoods Meeting.** Esteves reported that the meeting is being moved from Mozambique to Kruger National Park, South Africa, with Glaudin Kruger as the primary local organizer. The program and logistics are progressing well, although accommodations are a challenge. IAIA will test a post-conference sustainability report following the meeting, but because the initiative was not incorporated from the beginning, results will not be published

**5.3. IAIA16.** Amoyaw-Osei reported that a good bid has been received. The Conferences Committee recommends that the Board approve the proposal in principle pending results of a site visit in the next 2-3 months.

AGREED: The Board tentatively approved the bid for IAIA16 pending a site visit.

ACTION: Baker to investigate setting up meetings with potential sponsors.

**Future conferences and meetings.** China has expressed strong interest in organizing a conference. Long-term, IAIA needs to look at possibly hosting a regional conference in an Arab country.

ACTION: HQ to announce in *IAIAConnect* that bids for annual conference hosts are being accepted.

ACTION: Baker to develop a plan to approach Arab countries for partnership, potential conferences, etc.

ACTION: HQ to research live streaming of conference sessions to allow for more access to persons who cannot attend the conferences in person. It was noted that select presentations are being developed for online viewing.

**6. Strategic Action Plan (SAP).** Radford noted that the current SAP is tactical, not strategic.

ACTION: Baker to come back at midterm with draft of new Strategic Plan based on feedback from members. The format should be schematic with broad categorization. The goal is to present an updated Strategic Plan to the membership during the IAIA15 Annual General Meeting (AGM).

**SAP A. Increase the value of IAIA membership: *internal/external, expanded opportunities, innovation.***

**2. Maintain annual conference as premier event.**

- Sustainability Event Management Policy [2a]. Coutinho reported that the sustainability strategy was approved and is ready to be operationalized while noting that it is an option and not a requirement based on local capabilities.

ACTION: Quintero's daughter and Scott-Brown to prepare a template for calculating the conference environmental footprint by 31 July. This template should be applied to every conference associated with IAIA: annual conference (indicators to be included in annual report), special meetings, Section-sponsored events, Branch events, etc. The template will be implemented for IAIA15 with testing from the Resettlement meeting.

**4. Develop projects/events with other organizations.**

- **UNECE report from Maria Partidario [4a].** *(See report)*

ACTION: HQ will ask for report on follow-up meeting in June and ask Partidario to promote IAIA to attendees; Espoo participation at IAIA has diminished.

ACTION: HQ to share the UNECE report with members.

- **Involvement with the Society of Environmental Journalists (SEJ).** Wes has done nothing lately; he will follow up.

**5. Maintain diversity in professional expertise and geographic spread.**

- **Relationships with Affiliates [5a(iv)].** The Board noted that IAIA cannot do the Affiliates' work but can be present and supportive and provide more active monitoring and back office support. Affiliate survey results were presented in Calgary (see survey).

ACTION: Miles to follow up on the survey with the Affiliates.

ACTION: IAIA to challenge countries that had more than 10 people at the conference to organize Affiliates. Scott-Brown will follow up with Chile, Peru, and Uruguay asking them to voluntarily consider forming an Affiliate. Quintero will write to Colombia. HQ to send the list and contact details of IAIA14 delegates from these countries.

ACTION: HQ to send message in Spanish to IAIA14 delegates from Spanish-speaking countries regarding Spanish language resources available through IAIA, including publications and the Spanish language network.

In further discussion, the Board discussed possibly changing the name “Affiliate” to “Hub” or something similar. In its documentation, IAIA may need to more clearly define why Affiliates and Branches exist and how they fit into our mission.

- **Collaboration opportunities with Chinese members [5c(ii)].**

Sanchez reported that the Chinese agreed to translate selected articles in IAPA, IAIA would send a representative to their annual conference, and the parties would explore establishing an international advisory panel on IA. Translation has been discussed; we are waiting for more information on their other proposals. Taylor & Francis advised against translation due to potential loss of income and citations. Baker noted that ACEE is looking for help with experts to do a comparison of EIA systems in China with other systems. They are struggling with international comparison of screening processes; IAIA can facilitate finding experts. The request for advice on helping convene an international advisory body (to whom and for what purpose) wasn’t clear.

ACTION: Baker to follow up with KC Lam, copying Lee, on potential for IAIA to participate in a conference they might organize, and follow up with Peter Leonard on his activities that might facilitate this.

ACTION: Lee to hold direct conversation with translator Feng for more information with the goal to clarify the Chinese intent and details in writing.

## **6. Develop additional training opportunities.**

- **Training and Professional Development Committee (TPDC) report.** *(See report).* The TPDC is working on updating its guidelines. The training course fee structure has been discussed by the TPDC at IAIA14 and revised. Providing training courses in Italian for IAIA15 is not a pressing need.

AGREED: The Board approved the proposed training course fee structure. The new structure will be in effect for IAIA15.

AGREED: When courses are offered in languages other than English, the course evaluation should be translated for participants in that course.

ACTION: The Board recommends a cap of 35 participants per training course; Quintero to relay the recommendation to the TPDC.

ACTION: Baker to work with a task force of TPDC members who are interested in more focused marketing of our conference training courses to corporations, particularly those in the conference's host country.

ACTION: The President to provide a letter every three months for the newsletter and Connect announcing what's new, what IAIA is doing, asking for training course proposals when the timing is appropriate. The newsletter will be sent to potential corporate sponsors, as part of a new membership proposal format, following its revitalization.

- **Five-day IIA course update (Mining, Oil, Gas) [6a].** Trainer CSRM has committed to funding and the MoU is being drafted. Esteves will continue to seek additional financial partners. The Board expressed its appreciation to Esteves for her efforts on this initiative.

ACTION: Scott-Brown to provide Esteves with contacts at Tullow Oil. Esteves to follow up with Tullow Oil, China National Offshore Oil Corporation and Sasol.

#### **SAP B. Improve financial sustainability.**

**2. Develop corporate membership.** The Vision 20/20 task force will expand to include Baker and Fisher.

**4. Create various donation categories/benefits.**

- Vision 20/20 [4b].

ACTION: Vision 20/20 task force will come back to the Board with a plan to address issues such as who and how and by what sector IAIA should approach corporations, a better value package, and assessment of corporations' needs.

**7. Develop [www.iaia.org](http://www.iaia.org).**

- **Webmaster's report.** *(See report)* The Board noted that work laws are not an issue with a contracted web developer. HQ will change the current Webmaster's contract cycle to match staff's calendar year salary cycle.

ACTION: Baker, Howell, and John will discuss with Webmaster his task list and discuss priorities and strategy for the web site.

ACTION: The Board will discuss the placement (top, side, bottom) of banner ads at the midterm meeting. Changes cannot be made until the next revisions with the advertising company and the contracts in place with the current advertisers.

## **9. Increase resources available.**

- **IAPA report.** Sanchez reported good attendance at the editorial meeting. Authors will be advised of the option for color. The cover word cloud is being revised for the next volume. The search for new editors is highest priority. The IAPA Board has three new members and would welcome two more.
- **Use of the IAIA logo.**

AGREED: The Board approved use of the IAIA logo for a joint Health Section-LIAISE- IAIA German Affiliate workshop on HIA.

## **7. Other business.**

**7.1. Use of lapel pins.** The Board agreed to explore the idea of using the IAIA lapel pins for fundraising or sponsorship efforts.

ACTION: Fisher to prepare a proposal.

### **7.4. Post-mortem recognition.**

ACTION: HQ to keep a list of members who die and the year they died.

**7.6. Assignment of Secretary.** Karin Isaksson will replace Sandra Mols as Secretary of the Board.

**7.7. With sincere gratitude.** Certificates of appreciation were presented to Sanchez, Esteves, and Mols (*in absentia*) on the close of their Board tenure.

**The meeting closed at 3:30pm.**

### Interim Board actions

Between the November 2013 Board meeting in Santiago to the present meeting, the Board took the following actions:

- Approved the Santiago minutes
- Increased registration rates for IAIA14
- Approved the appointment of Jennifer Howell as IAIA's Noncommercial Registered Agent in North Dakota
- Approved new date (October) and location (Kruger National Park) for the Resettlement and Livelihoods Symposium
- Approved Wes Fisher as recipient of the Outstanding Service Award
- Appointed Terry Calmeyer as the chair of the Training and Professional Development Committee