International Association for Impact Assessment
IAIA Board of Directors
Meeting Minutes

20 May 2018
Hilton Hotel, Durban, South Africa

Present: Sara Bice, Marla Orenstein, Morgan Hauptfleisch, Yaw Amoyaw-Osei, Susan Joyce, Myungjin Kim, Aaron Goldschmidt, Maria da Cunha, Luis Montañez Cartaxo, Claudia Valencia Franke, Ntsako Baloyi, Jill Baker, Shelli LaPlante Schneider

I. Welcome and Housekeeping
President Bice welcomed everyone, with special mention of the new Board members, and gave an overview of the agenda. Baker briefly reviewed the list of Board decisions made since the November 2017 meeting in Washington:

• Approval of Washington Board meeting minutes
• Approval of proposed special IAIA18 registration rates for South African participants
• Approval of the recommendation to offer the PDP “EIA Foundation” course from February-April 2018 for a fee
• Approval for IAIA staff to work with APAI to deliver a workshop in Lisbon, Portugal, in November 2018
• Approval of a special symposium on mining and impact assessment in London, UK, in December 2018
• Approval of proposed updated training course evaluation criteria
• Approval to give the IAIA Outstanding Service to IAIA Award to John Boyle
• Approval of new IAIA membership rates
• Approval of new members for the Journal Management Committee
• Approval of new members for the Awards Committee
• Approval of new members for the Training and Professional Development Committee
• Approval of 2017 annual bonus for IAIA HQ staff
• Approval of salary raises for two IAIA staff

II. Feedback on IAIA18
Board members were impressed with the event, commenting on high quality sessions, smooth logistics, and the convenient physical setup of the venue. Baker noted there was one reported harassment issue and gave an overview of the situation and how it was handled by various parties.

AGREED: IAIA needs a sexual harassment policy in place going forward.
ACTION: Baker will seek legal advice together with IAIAsa as to appropriate due process and jurisdiction for such a situation.

ACTION: Bice will draft a sexual harassment policy and guidelines within one month with assistance from Joyce and Orenstein.

III. Strategic Focus Area #4: Ensure IAIA’s organizational sustainability

A. Treasurer’s Report: Report from Finance Committee meeting
Hauptfleisch noted a small net loss on the statement, but no actual loss of money due to cash basis of accounting, and that investments grew well. The Committee discussed how IAIA invests its money and will continue to assess IAIA investments as compared to the global sustainability index. The Committee received a proposal from HQ to charge a fee for some webinars.

APPROVED: Increase Financial Sustainability Fund from $1,160,000 to $1,335,000 and transfer $175,000 from operational fund to Financial Sustainability Fund.

APPROVED: Budget increase of $5,000 for the Innovation Grants in 2018 so IAIA can open the next call process in August 2018.

APPROVED: Updated language in Policy Note #4 approved regarding board travel reimbursements, to include that outgoing board members are entitled to 50% of the reimbursement amount for the annual conference board meeting of their last year in office.

ACTION: Bridget John at HQ to transfer the specified amount from the operational fund to the Financial Sustainability Fund.

ACTION: Da Cunha will work with Montañez-Cartaxo and John to evaluate the potential monetization of webinars.

IV. Report Reviews (see respective reports)

A. Training and Professional Development Committee
Goldschmidt reported that the TPDC discussed the difficulty of getting people engaged on the committee due to the complexity of rating proposals, and that expanding the number of committee members will hopefully combat that issue. The Committee is also exploring ways to get training-specific funding, such as sponsorship for the development of training materials. For IAIA19, the Committee will be focusing on getting “outsiders”
participating in trainings, working with Jenny Pope from the LOC to do advance outreach.

**ACTION:** HQ to more widely publicize IAIA’s training endorsement option, especially among Affiliates.

**ACTION:** HQ to distribute post-conference training stats to Board.

**ACTION:** Goldschmidt to share with Committee the Board’s discussion regarding potentially implementing punitive measures for instructors for bad course ratings, such as not allowing instructor to teach again, reducing the trainer fees to offer as discounts to participants, etc.

### B. Sections Coordinating Committee

Bice (in Baker’s absence) shared information from the Cultural Heritage, Indigenous Peoples, Health, Climate Change, and Students and Young Professionals Section reports.

The Indigenous Peoples Section will be organizing Aashukan #2 in New Zealand prior to IAIA19 with a focus on practical implementation of the 2017 Aashukan declaration.

**AGREED:** The SYP Workshop should be a confirmed event at every annual conference.

**ACTION:** Bice will ask the Climate Change Section for clarification on their request for Board review of their new value statement.

### C. IAPA Editor’s report and Taylor and Francis report

Bice (in Baker’s absence) reported a 274% increase in number of articles accessed in China after the recent translations into Chinese, and that Taylor and Francis provides translation of abstracts based on our index standing. Editor Thomas Fischer has requested an edit to the statement in the front of the journal.

**ACTION:** Jennifer Howell at HQ to follow up with Fischer to find out more about Taylor and Francis’ abstract translation process with the potential to add Spanish translations.

**ACTION:** Bice to request clarification from Fischer regarding the proposed changes to the journal statement.

### D. IAIA Branches

Bice (in Baker’s absence) reported that the Branches had no special requests and commended their work.

### V. Strategic Focus Area #1: Improve IAIA’s Membership
A. GOAL 1.1: By 2019 increase overall membership...

1. Update on Membership Plan implementation
Schneider reported that the Membership Plan implementation is underway. Phase 1, identifying IAIA members and what they want, was completed by producing the “Member Snapshot” report, creating new member messaging series, and updating various database fields. Phase 2, retention and recruitment, is in progress—the new tiered membership fee structure takes effect in June, and the non-member event fees no longer include a year of membership, while tracking engagement stats, addressing Europe’s GDPR, targeted membership drives and re-enrollment campaigns will begin. Looking forward, Phase 3 will rework corporate membership and review the role of Affiliates.

AGREED: Revising the membership survey into a regular “State of IA Annual Review” survey and report would be an interesting member resource.

ACTION: Bice will create a formal proposal for “State of IA Annual Review.”

ACTION: Baloyi will investigate why IAIA has so few members from India by using Da Cunha’s contacts, Goldschmidt’s IAIA18 University of Winnipeg presenters, and possibly an IAIA Work Experience Project.

B. GOAL 1.3: Extend the geographic reach of IAIA by extending the current number of affiliates and associated organizations by 1 per annum

1. Discussion of Affiliates and Associated Organizations
Bice reported that only 8 of the 17 Affiliates submitted reports this year and discussed the benefits and challenges of having Affiliate status.

Baker reported that she has put new Affiliates on hold for now while the Board is evaluating the strategic affiliate relationship. There has been interest from two potential Affiliates; in the meantime, Baker has sent them info on the new membership structure.

AGREED: Representatives from the disbanded Cameroon Affiliate expressed interest in being reinstated. The Board agreed that since a decision had already been taken, Cameroon would be welcome to re-apply once the new terms are in place after the Board’s review of the general affiliate structure.

AGREED: Once the new Affiliate structure is in place, a potential Work Experience project would be a global mapping of organizations/groups that would be good partners to IAIA.
ACTION: Bice will talk to successful and potential Affiliates/Branches, review the existing MoU’s, and put a restructuring proposal to the Board for decision by the interim 2018 Board meeting.

VI. Strategic Focus Area #2: Strengthen IAIA’s partnerships and collaborations

A. GOAL 2.1: Identify and secure the annual conference at least two years in advance.

1. IAIA19 planning
Baker discussed the sponsorship arrangement for IAIA19, which is a contracted person handling sponsorship for a percentage (10-15%) of the total she secures. The Spanish team has suggested a similar approach for IAIA20, so IAIA19 will be a trial.

2. IAIA20 site visit debrief
Baker provided general IAIA20 info about the venue, city, and public transportation, noting that delegates will be required to take the public bus system between hotels and the venue.

3. IAIA21 possibilities
Baker mentioned that if a formal bid does not arrive soon, IAIA should put out the call for IAIA21 bids in September/October 2018.

ACTION: IAIA HQ will put out a call for IAIA21 bids in September/October 2018 if no formal bid is received before that time.

ACTION: For IAIA20 and IAIA21 (if applicable), IAIA HQ and hosts should proactively seek out costs and logistics for simultaneous translation.

B. GOAL 2.2: Organize one regional symposium each year in collaboration with another organization (could be with an IAIA affiliate or branch).

1. Kuching Symposium (October 2018)
Baker reported that after a slow abstract submission process, we ended with 44 abstracts. The local team is currently reviewing the abstracts and sorting the program. Two training courses will be offered.

2. Lisbon Workshop (November 2018)
Baker reported that this workshop will focus on the lifetime extension of nuclear activities in the European context. It will be hosted by the Portuguese affiliate, who is organizing the logistics and program; HQ will assist by handling
registration, website, and program design. The workshop cannot be formally confirmed until after the UNECE meeting next week.

3. **London Symposium (December 2018)**
Baker shared that multiple sponsors are already confirmed for this symposium. Baker explained that a formal call for training courses will not be held for this symposium, but that a one-day training on Human Rights in IA with a focus on mining case studies will be arranged with past IAIA trainers being approached to lead it. Symposium speakers will be by invitation only, and there will be a post-symposium outcome document for which IAIA will seek sponsors.

4. **Possible 2019 events**
The Board discussed a variety of ideas and possibilities for future symposia in terms of geography, topic area, and target audience.

**ACTION:** Baker to follow up on possibilities for 2019 events with various Board members.

VII. **Strategic Focus Area #3: Enhance IAIA’s knowledge sharing and capacity-building mandate**

**GOAL 3.2:** Develop a new Webinar Program in 2016 with full implementation in 2017

**1. Update on webinars**
See earlier Finance Committee report. The Board then brainstormed webinar ideas, such as teasers for upcoming training courses. The Board also discussed how to review presentation skills if an open call for webinars would be held, such as requiring a video demonstrating presentations skills and/or submitting references. The Board also discussed the possibility of offering webinars in other languages.

**ACTION:** John to look into opportunities to offer webinars in other languages and to cost out adding subtitles in English to the post-webinar recording.

VIII. **Review of the Strategic Plan & Priority Activities – how are we doing?**
Baker gave an overview of the other strategic plan activities that merited mention.

**GOAL 2.3:** *(Each year develop and/or initiate a new partnership with at least one organization that IAIA has not worked with in the previous five years)*: Baker reported that a potential collaboration is being explored between IUCN, ICCROM, and IAIA’s Cultural Heritage Section to create a capacity building module, using IAIA’s network to
find case studies. A workshop will be held during the September 2018 IUCN event in Switzerland, and this could potentially link into a session at IAIA19 to advance the initiative.

GOAL 2.4 (Organize one collaborative initiative per annum with existing partners): Baker reported that this is continually done via conferences with repeat sponsors, such as the World Bank, and new sponsors, such as EBRD.

GOAL 3.3 (Improve the website by 2017): The website improvement is complete and has resulted in high jumps in activity as mentioned in the annual report as well as the webmaster’s report submitted to the Board.

GOAL 3.4 (Translate IAIA’s core documents into four other languages by 2017. Review IAIA’s other key documents to identify those that could be translated): Baker reported that translation is ongoing.

ACTION: Joyce and Orenstein have re-committed to focus on translations, working with Montañez-Cartaxo on Spanish translations specifically.

AGREED: Per a discussion at the 2018 Council Meeting regarding ensuring translations are high quality, IAIA needs a policy statement that IAIA will review all translations.

ACTION: IAIA HQ will add a portion to the existing translation policy statement regarding IAIA reviewing all translations performed by a third party.

GOAL 4.4 (Ensure HQ staff take part in learning / training activities annually): Baker reported that staff is proactive in finding training opportunities (most of which have no cost) on their own.

IX. In camera session

The board accepted Jill Baker’s resignation as IAIA’s Executive Director.

Minutes respectfully submitted by:

Signature:  

Name: Susan Joyce
Title: Director-Secretary
Date: 30 November 2018