

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

January 12, 2018 ASAP Board of Directors Meeting

Board Book

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1. Meeting Agenda

12:00pm - 2:00pm (ET) / 9:00am - 11:00am (PT)

Conference Information:

Video Link: <https://zoom.us/j/790780256>

Dial-in Numbers:

1-646/876-9923

Meeting ID: 790 780 256

1. **Greetings & Agenda Review**
2. **Administrative Items:**
 - a. August Board Meeting Minutes Approval
 - b. November Board Meeting Minutes Approval
 - c. Sub-Contract to Ulman Consulting Approval
3. **Organizational Updates - 12:20pm**
 - a. Human Resources Task Force Updates
 - i. Organizational Development Achievements
 - ii. Organizational Development Next Steps
 - b. Executive Director Report
 - i. Management Updates
 - ii. Strategic Partnerships and Engagements
 - iii. 2018 Priorities
4. **Discussion Session I: Oversight & Delegated Authorities - 1:00pm**
 - a. ASAP Oversight Matrix
 - b. Next steps for advancing administrative decision making
5. **Discussion Session II: Board of Directors Committees - 1:20pm**
 - a. Board of Director Working Groups (Suggested Preliminary Groups)
 - i. Governance Working Group, Fundraising Working Group, Inclusion and
 - ii. Diversity Working Group, Human Resources/Talent Task force

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6. **Looking Forward - 1:50**
 - a. In-Person Meeting
 - i. Dates
 - ii. Planning Team
 - b. Future Resource Discussions
 - i. Code of Ethics
7. **Review of Action Items**
8. **Standard Board Book Resources (For Reference)**
 - a. ASAP Bylaws
 - b. ASAP Board Member Contact information

2. Administrative Items

Agenda Items:

1. Approve August Board Meeting Minutes
2. Approve November Board Meeting Minutes
3. Delegate authority to Executive Director to contract with Ullman Consulting to complete the scope of work in the Summit Foundation proposal, *“Resources:Enhancing Stakeholder Alignment, Value, and Partnerships for the American Society of Adaptation Professionals”*.

Resources

1. [August Board Meeting Minutes](#)
2. [November Board Meeting Minutes](#)
 - a. [Revised and Approved Budget](#)
3. [Enhancing Stakeholder Alignment, Value, and Partnerships for the American Society of Adaptation Professionals](#)
 - a. [Ullman Consulting Sub Contract](#)

3. Organizational Updates

Agenda Items:

1. Human Resource/Talent Task Force Updates
2. Executive Director Report

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Resources:

1. [Executive Director Report](#)
2. [2018 Priorities Summary](#)

4. Discussion Session I: Oversight & Delegated Authorities

Agenda Items:

1. ASAP Oversight Matrix
2. ASAP Fiscal Policies
3. Next steps for advancing administrative decision making

Resources:

1. [Organizational Development Task Summary / Management Updates](#)
2. [ASAP Oversight Matrix](#)
3. [ASAP Draft Fiscal Policy](#)

5. Discussion Session II: Board of Directors Committees

Agenda Items:

1. Board of Directors Working Groups
 - a. *Suggested Working Groups*
 - i. Governance Working Group, Fundraising Working Group, Inclusion and Diversity Working Group, Human Resources/Talent Task force
2. Working Groups Tasks
 - a. Governance Working Group Task Consideration
 - i. Bylaw Review Tasks Governance Working Group
 - ii. Creation of Vice-President Role
 - iii. Appointment of Executive Committee
 - iv. Formalization of Board of Directors and EC composition and process

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Resources:

1. [Board Governance Resources](#) & [Work Group Descriptions](#)
2. BoardSource Membership Log-in

6. Looking Forward

Agenda Items:

1. In-Person Meeting
2. ASAP Core Resources

Resources:

1. [Available Dates](#)
2. [ASAP Draft Code of Ethics / Shortened Code of Ethics](#)
3. [A Living Guide to the Principles of Climate Change Adaptation](#)

7. Review of Action Items

8. Standard Board Book Resources

1. [ASAP Bylaws](#)
2. [ASAP Board Member Contact information](#)