

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

Board Meeting November 2016 Minutes

Thursday, November 17, 2016

3pm - 4:30pm (ET)/12pm - 1:30pm (PT)

Connect via phone: Local / International:

802-448-4840 / Toll free: 888-648-8771

connect via web: uberconference.com/iscvt1

Meeting called to Order: 3:07pm

1. **Greetings & Agenda Review**

- Joyce Coffee
- Josh Foster
- Eric Mielbrecht
- Beth Gibbons

2. **Administrative Items**

- a. **Action Item:** Approve minutes from September meeting
- **Postponed to December**

3. **Managing Director Updates (4:10pm)**

- a. Transition Adaptation Policy Document

Transition and policy documents - writing team of about 12 people finished a Phase I document. Feedback from board very helpful, integrated into document that was distributed to the heads of each of the campaigns.

i. Phase II Approach

Phase II efforts had been preparing for a Clinton administration. One meeting since the election - members performing admirably and dug into 100 day plans for Trump WH - group made decision to continue to the effort and to take "climate change" out. Code switch - business continuity planning, economic and infrastructure resilience. Obligation to use language that won't be thrown out by climate denying administration. Group will continue working up draft and send out for review to larger policy group and board.

Joyce: All grappling with surprising election results. Republicans on the Hill - many want to act on climate change - reminder: is the Trump admin. the only audience to reach for policy recommendations? Are there key legislators who are interested in moving forward climate change policies?

Beth: Came up in writing group. Decision to write initial document for the Executive branch for now. Recognition to pivot focus to legislative offices. Consideration of other levels of governance - states, local? That's a lot wider capacity requirement.



INSTITUTE FOR
Sustainable
Communities

THE KRESGE FOUNDATION

MacArthur Foundation

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

Josh:

Triangulation of policy review at these different levels important leverage. Possibility to collaborate with for example Georgetown on this work?

Beth: Yes, have reached out to Jessica Grannis at Georgetown to join policy affinity group.

Eric = Opportunity for ASAP to shine - to feature well informed people.

EcoAdapt is putting together webinar series to have panel discussion, different sectors thoughts on strategy and opportunities 2017 and beyond for national climate adaptation.

Beth = Emailed Alex yesterday re: local policy webinar announcement from EcoAdapt - speakers signed up already for December. Let's have a series though, since ASAP had a conversation to have webinar regarding those who worked under Harper and Bush austerity admin. - how can civic society step up and fill in federal leadership?

Joyce = second and support great chance for ASAP to persist and shine in leading conversation

Josh = adaptation even with language shift still has power to move forward

b. Website updates

i. Site running faster

ii. Beginning content revamp in December

Beth: We have a new web developer. Working on creating more live resources, also having more features behind a paywall for members and dividing content for public versus member view.

Josh: Problems accepting payment? wasn't able to pay

Beth: Yes, one on one troubleshooting has resulted in need from bank - what info is missing? somehow banks think they are fraudulent charges and the pay system won't tell pay system what info is missing.

Josh: Will that change? with site upgrades?

Beth: No, payment gateway is separate issue to be resolved

c. Prize for Progress

i. Selection committee update

ii. Prize for Progress timeline/workplan

Beth: Applications have been coming in. ~~Kristin Baja (2 years ago winner) has confirmed to do webinar presentation to kick off.~~ ASAP will send out email next week to open competition, webinar kick off calendar announcement. Will send out e-mail tomorrow with more in depth timeline. There will be 2-tiered application process. Prelim app by 1/20, then smaller group selected will send in more detailed information. Winner will get registration to NAF, award at NAF, and development/case studies through ASAP and promotion online by ASAP with webinars, fact sheets

Joyce: Are you seeking a sponsor? How can we help?

Beth: Met with corporate partnership manager for ISC last Monday - hasn't met again. Will follow up. Joyce's commentary and suggestions were helpful already - *perhaps a side meeting for approaches for getting funding.* Idea would be to find a

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

sponsor to

support replication of the model that wins and runners up. ASAP to channel fund that would implement and fund the good work.

Joyce: Corporation less likely to see advancement, would we not go to a foundation with a goal to have corporations engage in and support community or political engagement? Not sure, but good to explore before seeking corporate support.

Beth: Hasn't been critically explored. ISC corporate person seemed to think it was a strong concept with likely avenue for support.

Eric: Foundation might be easier - would MacArthur? Kresge? Wilburforce...?

Joyce: Templeton? Surdna? a group that may want to bring civil society and corporations to have a visible and actionable support of adaptation. She will do some research and share links if found.

Beth: Summit?

d. Partnership Updates

i. Climate Access

Partnering on webinar to share 'Climate Ambassador' programs, Prize for Progress, and RALA. They're in process of setting up new website, will have website and launch new working group with ASAP on climate data sharing. Developing some badges to see who is affiliated with what info sources and clearinghouses.

ii. SSF

They could help to put on webinar it'd be \$3000 to have them co-produce with us. Do we want to spend that? Have a budget for collaborations, could include some web consulting \$. Will send forward proposal that came from SSF.

iii. Georgetown Climate Center

Profiles being connected, interests being tagged, progress on making info relevant to members. Information security assurance partner.

Eric: EcoAdapt and CAKE would like to partner. Probably talking slowly to Jessica, don't give up on the collaboration as both have had limited capacity to make time to work together.

Beth: There isn't an MOU with Georgetown, building up as time happens

Eric: Has a draft from prior timeline of an MOU and he will share.

Affinity Group Updates

iv. Code of Ethics Working Group

Has met three times. Presentation from Mark Howden last meeting, reviewing other related/relevant codes. Moving forward to have a final draft at NAF in May.

v. Policy

See first item of business - progress centered around policy report.

vi. Communications

Meredith Herr with ClimateAccess will relaunch affinity group when they relaunch their website.

vii. P&E

Will have webinar on Best Practices report from ABT/Kresge report December 15



INSTITUTE FOR
Sustainable
Communities

THE KRESGE FOUNDATION

MacArthur Foundation

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

Joyce: Interject to go back to fundraising - Argosy - she will send along their information. Would ISC suggest looking at international corporations who are appalled by president-elect and want to encourage civil engagement by business? Is this the moment to share the platform of adaptation because it relates to "code-switch language" progress?

4. Discussion on Current and Past Activities (4:20)

a. Member Survey discussion (10 minutes)

- i. Update on work plan with Missy Stults
- ii. Distribution timeline before/after election
- iii. Offer registration to NAF for survey completion? (\$525)
- iv. Comments on draft questions - none

Beth: Connecting with Missy soon, she's integrating last round of edits and moving forward on id'ing distribution avenues for members and non-members. Idea to offer funding as raffle prize to those who complete the survey?

Eric: Thinks it's a good idea! He's a bit bias

Joyce: Price? would NAF be in-kind or...? it's valuable

Beth: ASAP would pay, \$525. Will run it by Steve, group here seems to think it's a great idea.

b. Private Sector Engagement Discussion (5 minutes)

i. Engagement with ACCO

Beth: Jim's chat with Dan Kreiger cancelled due to Hurricane Matthew. Follow up to reschedule imminent. Moving forward other affinity group, haven't worked on private sector engagement working group. Personal bandwidth limited. Prize for Progress next thing to get up and running. Then private sector working group.

Joyce: Steve Adams was going to introduce her to person from AECOM. Reached out to Diane at ASU with no response. Would love to speak with someone about the 'curve' ... currently wondering how to do best work. Triage session aka 'quick and dirty' action steps. *Put this sort of project on the virtual retreat agenda to work together on*

Josh: Perhaps can offer some leverage with Diane. Going back to ACCO - dig into their business model and find out what's working and how they're doing so many things

Eric: What are we looking for from the convo with Dan Kreiger? To find out what he's doing that's working or to seek a conduit to private sector?

Beth: Bit of both. Find out how to collaborate and in general find out more.

Eric: For NAF, Dan is on steering committee, plus EcoAdapt on some of SEFL steering committee... May be able to start a side conversation re: ASAP connections. Jim's relationship seems best avenue.

Beth: Needs to remind Jim to make the connection

5. Strategic Direction Discussions (4:45)



INSTITUTE FOR
Sustainable
Communities

THE KRESGE FOUNDATION

MacArthur Foundation

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

a. Addressing the new political administration (10 minutes)

Joyce: Appreciate the practical approach. Emotional response has space and time but this group and call's action is great.

Eric: Voted and left the country so aside from trying to explain to Kiwis, connect to team at home, don't have much to bring to the conversation there - maybe in a week or so when back stateside

Josh: Emotional purge happened, anecdotes of local work slowly coming to grips

Eric: What is the language that will be acceptable? Work in FL Keys couldn't say the words "climate change" but did disaster preparedness etc. Not just acceptable but motivating and excited and forward moving strategically

Beth: Balance between supporting members and advancing the field. Similar and can always do both - in hope and ideal. Election results reminds the importance of supporting those doing the work taking the priority.

Joyce: Good, powerful. How does supporting the practitioner grow the membership? How does that put us out there in ways that enroll more members? Moving field forward seems more external. Surely lots of ways to support professionals but what does that look like in ways that grow membership too?

Eric: Limits of internal groups to host information under austerity measures offers opportunity for ASAP to be the meeting place for federal/government agencies that can't have 'climate' related groups... ASAP can convene thought groups and action support for those that can't use climate language. Also more extreme would be looking to if climate science centers wane, how to be a place for data, work that falls from federal realm.

Josh: Student working for private sector group that convenes meetings for state and federal depts. Can ASAP execute and facilitate/provide space for these?

b. ASAP Member Meeting (10 minutes)

i. Duration, content, presenters etc.

Beth: ASAP member meeting May 8 before NAF. Basic logistical questions. Full or half day? Presentations from affinity groups?

Eric: Vote for half day, perhaps even only 2-3 hours. Lots going on Monday, his schedule already full

Josh: What's the goal? State of the org? Voting on resolutions? State of the field? Or more in depth - regional chapters? Asks for deeper member engagement? Suggest setting goals first then thinking about possible timelines.

Beth: Sees that we could do many things, could have a full day easily with sharing state of asap/field, elections, have breakout groups for focus areas and regions. Also realize there are many other obligations so how much can be asked without overlapping too much with people's time? Asking first of the board's availability to inform fully present meeting

Eric: Thought of maybe 4 hours max. though with open door meeting, the time would be expanded

Joyce: Energy level drops beyond 4 hours unless there's heavy facilitation.

Beth: Very helpful input. Thinking 1-4pm 5/8 will go out in newsletter. Next step is talking to Lois at Kresge about report planning to be released at the same time - can keep ASAP meeting to business and state of the field coming from Kresge report launch.

Josh: People just want to know what's the work that's happening and how can people get engaged.

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

Beth:

Not a recruitment event, for sure retention/engagement of nuts and bolts with governance, existing community of active members. will have booth, networking mixer, etc outreach events/options

Joyce: Could this be an invite to people as they are finding out about ASAP?

Beth: Hesitant to put anything after NAF.

Josh: Speaking to benefits of members recruiting friends,

Beth: Share talking points for ASAP, what is the pitch? Where's the booth, what members are speaking? aka training for members to be outreach advocates during Forum. also transparency/work progress sharing

c. Executive Board Responsibilities (20 minutes)

i. Decision making structures

1. Approving and Advancing workplans from Affinity Groups
2. Partnerships
3. Approval of actions eg. legislative support

Beth: Decision making - running out of time, yet this is a big and recurrent piece to discuss. How do affinity groups interact with board and make decisions? Beth could take on writing up a policy.

Josh: Thought perhaps with a larger board more affinity group engagement would be possible. Board more compact, shifts that possibility.

Beth: Affinity groups will likely come back and say that their existence and work includes tacit approval of members since their work is open to all members.

Josh: Explains complicated advisory structure with advisory committee that oversees work groups but is under board... ASAP is less complicated...

Eric: Foster and support creative independent thinking while respecting legal and professional membership within ASAP. Suggests finding legal support for decision making structure since good to have ducks in a row to be prepared for sticky spots. Seek out and learn from other member organizations - find charters from relevant associations.

Joyce: Place this question to a peer - managing director of other member associations. other boards were very disconnected with quarterly calls as progress reports versus active engagement - spectrum of options.

Eric: Are there pressing concrete issues that this would push a decision?

Beth: How we define partnerships and how they come to be has been coming up. Need for a transparent process for relationship/collaboration guidance = what does it mean to be an ASAP partner Also there was a piece of legislation we were asked to support. How do we decide to support political issues that have good intentions and don't go against the charter? Will put together two concrete examples of the pressing need for

Joyce: Don't set up protocols, deal with one request and create process in the future

Josh: Take it case by case, seek 501c3 law guidance on legal requirements...

Eric: There is a \$ threshold that makes something more dangerous... In EcoAdapt they have stayed politically neutral which is very helpful in areas of conflict. Maybe just say ASAP isn't in a position to support a political decision...yet...

Josh: Legality we are far from endangering. since we are doing education and engagement then we should stay away from becoming known for endorsing and speaking to political causes and cases

Beth: Some members aren't satisfied with the 'we're an evolving new org, taking things case-by-case' and some are since the capacity isn't at a scale to create a protocol for. She can model some decision making structures and protocols to bring to the board for approval.

Joyce: Come forward with your considerations and direction thought best to move in



INSTITUTE FOR
Sustainable
Communities

THE KRESGE FOUNDATION

MacArthur Foundation

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

Eric: _____ agree with Joyce
- do some of these decisions go out to the entire membership? we're not as a board elected by the membership... do we represent them? do members know what the board does? can create a matrix/outline of decision structure, and fill in specifics for basic structure with case by case problem solving. First step to draft a simple organizational model.

- ii. Fundraising
- iii. Affinity Group and Work Group engagement
- iv. Mission Statement

(4:38pm) Beth: Floating items - fundraising and mission statement. Strategy meetings coming up in December looking at budget future.

January - Maggie Ullman joining board on a call talking about how networks and associations function and the roles they play and can contribute to advancing a field of practice. Beth will bring forward her questions and Maggie as an expert will be on hand to share her experience

February - retreat style, longer, reflection meeting. Perhaps dive into something like the adaptation curve as Joyce suggested earlier and putting together something as a group.

Eric: Virtual retreat? (Yes.) Can we put 2 hours aside for regular board meetings?

Beth: There's a lot going on, and some important strategic questions that need to be answered. producing things that are engaging members.

All: Smattering of support and amazement from all members on the vast amount of progress and broad work that Beth is doing, alone!

- d. Upcoming Board Strategy Meetings (5 minutes)
 - i. December Meeting – Budget and Spin Off
 - ii. January – Networks and Associations – organizational structures
 - iii. In Person meeting – When and where

6. December Board Meeting Agenda Items

- a. Budget and Spin Off Strategy

7. Review of Action Items *not in call - written here:*

- a. Josh: Call bank and find out what information ASAP's payment gateway is missing that is flagging member dues as fraudulent charges.
 - i. Offer any leverage for Joyce's contact with Diane at ASU?
- b. Eric: Share MOU draft for Georgetown partnership
- c. Joyce: Send along Argosy foundation information, follow up with Steve Adams on introduction to person at AECOM
- d. Beth: Email tomorrow 11/18 with timeline and details on the Prize for Progress
 - i. Follow up with ISC corporate partnership manager
 - ii. Send to board SSF webinar proposal
 - iii. Remind Jim to connect with Dan Kreeger
 - iv. Create draft decision making matrix, example protocols based on current queries

Adjourn: 4:46pm



INSTITUTE FOR
Sustainable
Communities

THE KRESGE FOUNDATION

MacArthur Foundation

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

respectfully submitted by Erica Mooney

Date: 11/17/2016

Minutes



THE KRESGE FOUNDATION

MacArthur Foundation