

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

October 2018 ASAP Board of Directors Meeting Minutes | Thursday, October 18, 2018

- I. Meeting called to Order
 - A. Time: 3:08 (ET) / 12:08 (PT)
- II. Roll Call & Agenda Review: Steve Adams, Jessica Grannis, Eric Mielbrecht, John Nordgren, Josh Foster; Jennifer Jurado Missy Stults; Ex. officio: Beth Gibbons, Rachel Jacobson
- III. Administrative Items
 - A. Minutes approval
 1. Board Meeting Minutes July 2018
 2. Voting – **Approved**
- IV. **Board Committee Updates & Roles Discussion** 12:10pm / 3:10pm
 - A. Action Item - Charter and Mission Approvals
 1. Membership Committee: Jennifer Jurado
 - a) **charter approved**
 2. Governance Committee: Josh Foster /Missy Stults
 - a) **charter approved pending amendment on consultation with Membership Committee**
 3. Advancement Committee: John Nordgren;
 - a) should AC be involved with proposal review process? A: role for Executive Committee (EC), so need to formalize EC role (create an EC charter)(revisit Oversight Matrix for AC and EC roles);
 - b) **charter approved - pending update of and synchronization with oversight matrix - and clarification of EC roles**
 - B. Committee Updates
 1. Membership Committee: Jennifer Jurado, update
 - a) staff will support and manage member-lead activities process;
 - b) final editing of member-led policy document accomplished - Board to review;
 - c) made recommendations for updating website;
 - d) review of strategic priorities moving from Ullman to LBC Consulting - recommend continuing to work with LBC;
 - e) Board will have chance to review strategic priorities and recommendations from consultants
 2. Governance Committee: Josh Foster and Missy Stults update
 - a) draft charter developed - bracketed text on working with Membership Committee on Member communication with Board: decision for MC primacy, consulting as needed with GC;
 - b) bylaws will be revised for gender-based text, President-elect position, and Board succession and member voting;
 - c) organization Grievance Protocols drafted
 3. Advancement Committee: John Nordgren, update
 - a) review resource strategies and directions quarterly/annually with Board;
 - b) develop resource stream consistent with ASAP mission statement;
 - c) transition from foundation funding;
 - d) refining role of Treasurer;

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

- e) building plan defining expectations for diversifying funding streams;
 - f) new additional funding source being developed by ED (Beth to provide details);
 - g) will AC review proposals? A: May need due diligence with major proposals, regrants, or with respect to major internal or external funding policy changes in funding communities (public, private, foundation)
4. Diversity, Equity, Inclusion Committee: Beth Gibbons, update
- a) ASAP accepted into Racial Equity Learning Program for ASAP Staff, ensuring organizational structure considers racial equity;
 - b) ED talking with organization specializing on increasing diversity recruiting on non-profit boards '
5. Discussion of roles between committees

V. **Board Recruitment Strategy Discussion** 12:55pm / 3:55pm

A. Process, candidates, timeline:

- 1. 2 openings - Steve (April 2019) and Joyce (Jan 2019) to rotate off Board;
- 2. need Board members with successful non-profit management experience;
- 3. increase diversity - color, youth, private sector,
- 4. including knowledge of compensating for non-dues revenue (dues only 35% of membership organizations), so corporate memberships are key;
- 5. need appointments and elections alternating in Bylaws - appointments starting this year, ensuring diversity;
- 6. Bylaws revised as soon as possible but final draft by January 2019;
- 7. new candidates Winter/Spring 2019, and new Board members appointed by April 2019.
- 8. **Board should convene an Executive Session on choosing strategic diversity criteria synchronized with current needs and health of organization;**
- 9. do not need to be a current ASAP member to be a Board candidate;
- 10. Board orientation still needed;
- 11. who will be next Board President? internal promotion or recruit new Board member - Board should consider;
- 12. new President does not need to transition through President elect role

VI. **FY 2019 Budget Discussion** 1:15pm / 4:15pm

A. Treasurer's Report: Eric Mielbrecht, Treasurer Update

- 1. budget at 60% of rate by August, so carry over about \$120K into 2019;
- 2. fiscal year started beginning of October - report next in January;
- 3. FY19 master budget document - 2 column options for fundraising 1) low grant, large Board, 2) high grant and staff, low Board? #2 bring on more staff, more project focused; perhaps create Fundraising Committee working with ED on proposals and raising funds? Current Board composition not net fundraisers, but could help support process and strategy of fundraising - take more holistic approach and perspective;
- 4. focus on private and private-public sector partnerships as funding focus - ensure value add and connectivity with private sector;
- 5. could have Board strategically deployed to support staff in fundraising, rather than Board trying to do on own or staff serving Board;

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

- B. FY19 Draft Budget:
 - 1. **approve option/column #1, lower budget for now, revisited Board roles in fundraising;**
- C. Reporting on ASAP resources by program areas

VII. Meeting Adjourned: 4:40pm / 1:40

VIII. **ASAP Staff Updates** - Handled Offline

- A. Phase II - Summit Foundation
 - 1. Accepted Proposal
 - 2. Scope of work from Lauren Bradley
 - 3. Statement of Qualifications from LBC

- B. **ASAP Member Engagement Activities**
 - 1. Member Meeting with Board
 - 2. Regional Adaptation Forum Updates
 - 3. Website Revamp
 - 4. Strategic Program Areas Launch
 - 5. Member Engagement Opportunities
 - 6. Member-led activities refresh date