

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

ASAP Board of Directors Meeting - MINUTES January 24, 2019

3:00pm - 4:30pm ET / 12:00pm - 1:30pm (PT)

Call-In Info:

Join Online:

<https://zoom.us/j/897436586>

Or iPhone one-tap :

US: +16468769923,,897436586#

or +16699006833,,897436586#

Or Telephone:

US: +1 646 876 9923 or +1 669 900 6833

Agenda:

1. **Greetings & Agenda Review (00:00)**

Steve, Eric, Josh, Jessica, John, Missy, Jacqui, Jennifer (quorum), Jennifer and Joyce joined call in process

2. **Administrative Items:**

- a. October Board Meeting Minutes *Approved*
- b. FY2019 ASAP Budget Confirmed *Approved*

3. **Committee Updates (00:05)**

a. Governance Committee:

- i. *GC Committee tasked at last meeting with revising Bylaws*
- ii. *President Elect position added (Beth concurs)*
- iii. *Board succession and voting revisions:*
 1. *GC decided to explore new models for Board design more suitable to a member and network based organization (e.g. USDN, Garfield Foundation, Re-Amp) - balancing representativeness on the Board vs. administrative effectiveness, and appointment vs voting succession transparency and Membership voting participation*
 2. *Before April Board: GC will collect examples, speak with other organizations, revise Bylaws, propose options to Board, present at April meeting*
 3. *NAACP: Board = member leaders, all volunteer organization so bring their field knowledge to the Board (63 members); also partner organization members of Board*

b. Membership Committee:

- i. *Excellent annual member meeting update presentation/slidedeck - clear and significant content of accomplishments - good job by staff (Beth, Rachel, Dawn)*
- ii. *Well attended - received good feedback from members*

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- iii. *MC soliciting membership for input to MC function and activities - with new plan in process based on feedback*
- iv. *February and March orientation presentations for organizational members and member-led interest group leaders (use slidedeck as basis)*

c. **Treasurer's Report:**

- i. *2017-18 report; and Nov 2018 - 2019 year*
- ii. *Budget in black for FY 2018*
- iii. *Budget vs Actual most interesting for 2018 and into 2019: ended 2018 FY with \$214,000 in black; burn rate on track for 2019*
- iv. *Master budget for 2019 will expand number of lines from 2018*
- v. *Building good relationship with accountants*
- vi. *Update by Beth on finances in relation to grant activities, capacity building, programmatic development, and proposed grants to foundations*
- vii. *Significant carry over 2018 to 2019 from Kresge grant (planned) - using saved revenue for staff expansion. **Proposed: should some funds provide 6 months reserve fund?** Cushion can be maintained by 2019 foundation fundraising goals.*
- viii. *Still offsetting lower dues collection with higher foundation income*

d. **Executive Director Report/Questions (see written report)**

- i. **2019 Strategic Priorities**
 - 1. *See links*
- ii. **Management Updates**
 - 1. *See update report and below*
- iii. **Upcoming Activities**
 - 1. *Voting for Member-led interest groups (MIGs) in process, March 20 MIG leader orientation*
 - 2. *March 5th Georgetown webinar on website interoperability, and other information services*
 - 3. *Members surveys continuing in 2019*
 - 4. *Plan for Content Management System (CMS) online purchase*
 - 5. *New office location*
 - 6. *Hiring 4 positions: part-time comm intern, program assistant, 2 permanent - network coordinator, finance manager*

4. [Election of 2019 Officers \(00:25\)](#)

a. **Nominations**

b. **Voting**

- i. *Operating under current Bylaws before revision for succession and voting*
- ii. *Nominations and current nominations - current term can be extended one more year*
- iii. *Missy Stults nominated and approved as new term as Board President*
- iv. *Josh Foster nominated and approved to extended term as Board Secretary*
- v. *John Nordgren nominated and approved to new term as Board Treasurer*
- vi. *President-elect position pending Bylaw revisions*

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5. Discussion Session I: Board Recruitment (00:45)

- a. Top 5 Candidates
 - i. *Joyce Coffee rotation off Board in January 2019*
 - ii. *Steve Adams rotating off Board in April 2019*
 - iii. *Kudos to both in thought leadership and innovation, comradeship, contribution to ASAP Board and Committees, and growth and maturing of the organization*
- b. Outreach Plan
 - i. *Top 5 of 10 nominated by the Board: reach out to Top 4, 5, or 10?*
 - ii. *Currently top 5 all from CA - need further regional diversity?*
 - iii. *May still need candidates with non-profit management (NPM) skills and expertise - discuss organizational needs with candidate about whether they can fulfill?*
 1. *Shalini Vajjhala likely has NPM experience*
 - iv. *May still need mitigation vs resilience organizational expertise? Most candidates know adaptation; and mitigation expertise will help balance fundraising with foundations*
 1. *John Palfrey a good example*
 - v. *Proposal: first engage top 4 nominations: Emily Wasley, Julia Kim, Shalini Vajjhala, Jonathan Parfrey via calls (keep next 6 in reserve)? Approved*

6. Discussion Session II: Membership & Capacity Building Strategy (01:00)

- a. Member Growth Strategy Presentation by Lauren Bradley (see slides)
 - i. *Discuss sliding scale for dues vs fixed: essentially fee for service package for different levels of dues paying as member wants or is able to pay*
 - ii. *Currently, 328 Members paying \$150 dues*
 - iii. *Retention: lose members in 3rd year after initial enrollment*
 - iv. *Organizational dues levels stay the same*
 - v. *Free dues ended September 2015*
 - vi. *peer grant process like USDN - application process can be burdensome: more follow example of membership organizations with packages of services*
- b. Questions and discussion
 - i. *Convene follow-up discussion with Lauren in early February on recruitment and retention strategy*
 - ii. *Decision points? No - current recommended plan more advising and securing support from Board for staff and resource allocation over coming year(s) based on proposed strategies*

7. Recap & Next Steps

adjourn