

Governing Board Meeting Minutes

Saturday 22 April 2017

Present: Anne-Caro; Calixto; Daniel; David; Einav; Gustavo; Luis; Margie, Gaby;

Apologies: Vinh

Minutes: Lisa with Denise

Approval of agenda and minutes of our previous meeting – Daniel

Daniel asked us to approve the agenda of this meeting and the minutes of our previous meeting.

Decisions: We approved both the agenda and minutes of the February in-person meeting.

Regional Meeting Feedback – Daniel and Einav

Daniel, Gustavo, Gaby and Bebbe attended the Americas Regional Meeting. Daniel presented a summary of impressions and feedback from the Meeting which included the following:

- It was a very positive and interesting meeting; people were engaged; National Association (NA) reports were very interesting and the Regional Coordinators were very involved in the discussions.
- The Region has revised its rules of procedure and held a productive session on strategic planning and alignment with the vision.
- With regard to communication with the Board, there was a general view that a great deal of information is available, but that it would be helpful to find ways to communicate it in ways that make it easier for the audience to consume it and make connections, e.g. send information with notices and links so that NA Representatives know when and where things are published.
- While the readability of Board minutes was appreciated, there were some requests for more context or detail to make it easier for readers to understand the issues.
- There was a general wish to involve the region in some way in the planned evaluation of the Regional Coordinators. They also agreed that the region can be very helpful in identifying and encouraging people to apply for International positions.

Calixto, Einav, Denise and Nadia attended the Europe, Middle-East and Africa (EMEA) Regional Meeting. Einav presented a summary of impressions and feedback from the Meeting.

- It was good to see high levels of participation from NAs and PAs in the region.
- The size of the region and diversity of sizes remains a challenge
- The concept of a regional fund has been further developed and the EMEA NA Representatives will vote to approve the formation of the fund during the July voting window.
- There was a general feeling from NA Representatives that they need more communication from the Board and that in the absence of communication, concerns and misunderstandings will arise. NA Representatives would like to know what the Board is considering and when/how they can provide input.
- The relationship with the Regional Coordinators and regional involvement in the selection process was also discussed.

Member Engagement –Daniel

We all agreed that Member engagement and communication are of paramount importance. Prior to our meeting, Einav and Denise provided us with some recommendations regarding possible actions to help improve communication and understanding with NA Representatives, including changes to how we publish or notify people of minutes and provide more information on the Board calendar (there followed a discussion on good practice in approval and publication of minutes, where it was acknowledged that approving the minutes of the last meeting at the beginning of each meeting is usual practice in many organization).

We recognised that we will need to allocate time to such steps and agreed that we can take some interim actions ,while undertaking a broader consultation with NA Representatives to determine what would be most helpful to them.

Action: Einav to email us with a proposal for an action plan within one week.

Policy and Governance

Orientation Policy – Calixto and Gaby

Gaby presented for approval the Orientation Policy, which was developed and approved by the Resources and Infrastructure Committee. This is the second in what the Committee plans as a set of three Human Resources policies (and accompanying procedures) relating to our volunteers – the first was Volunteer Recruitment (approved 2015) and the third will be on performance management. .We thanked the Committee, especially Jen Devolder.

Decision: We approved the policy.

Peer-Group Evaluation – Margie

Margie noted that despite the fact that reminders were sent and the deadline extended, we did not have full participation (in the peer evaluation survey sent to committees and the Board). She reminded all Chairs to start planning now for the group evaluation debrief and to set up individual follow up meetings with all team members.

Action: All Chairs to plan for group and individual evaluation follow up. This will feed into a later Board session.

Emergency Succession Planning – Margie

Margie presented a proposed framework for Emergency Secretary General Succession Planning. This was developed by the Governance Team and is in line with previous material drafted by Gaby, The framework will be filled in, mainly by Gaby, in consultation with the Governance Team and incorporating the work she had done to date.

Decision– We approved the Framework.

Action: The Board will check annually to ensure that the Framework is in place and updated.

Global Conference Update – Daniel

Organization for the 2018 Global Conference is progressing well and the key note speaker and entertainer were announced by email and at the Regional Meetings. The call for session proposals has also gone out.

Action: Daniel to email the Board with a full update regarding the progress of the Global Conference.

Dates of our next meetings:

3 June 2017 at 15:00 UK time (virtual)

22 July 2017 at 15:00 UK time (virtual)