

**ASSOCIATION OF ESD PROFESSIONALS
4601 FAIRFAX DRIVE
ARLINGTON, VIRGINIA**

**MINUTES OF THE BOARD OF DIRECTORS MEETING
VIA TELECONFERENCE
NOVEMBER 5, 2021, 7:30 P.M. ET**

BOARD MEMBERS:

Julie Harmon	President
Sally Van Wright	Secretary
Faye Henry	Treasurer
Magdalena Diaz	Director
Michele Elefante	Director (until 9:30 p.m.)
Onyemma Obiekea	Director (from 8:39 p.m.)
Michael Peñafiel	Director

GUESTS:

Samantha Waterman	Executive Director
Sheila Watson	Manager of Program Development
Jennifer Slabodkin	Recording Secretary, Minutes Solutions Inc.

1. CALL TO ORDER

There being a quorum present, and the Directors having been given adequate and proper notice of the meeting, the meeting was called to order at 7:38 p.m. ET.

2. APPROVAL OF PREVIOUS MINUTES

The Board reviewed the minutes for the meetings held on August 27, 2021, and October 8, 2021.

On a motion made by M. Elefante, seconded by M. Diaz, it was resolved to approve the minutes of the Board of Directors meetings held on August 27, 2021, and October 8, 2021, as presented. Motion carried.

3. BOARD INFORMATION ITEMS

Board information items were included in the Executive Director's report. Items requiring further elaboration are outlined below.

Report from Executive Director

Association Management Software Update: S. Waterman advised that the YourMembership association management software was being configured and was expected to be ready for use in approximately two weeks.

Measurements Commission Report: S. Waterman advised that there will be an appendix added to the Measurements Commission Report that will contain samples of measurement tools

(mostly surveys), with permission of the authors. However, work on compiling this appendix, along with the addition of call-out quotes to the report, is on hold due to competing priorities. In the meanwhile, the report is available on the website.

Database Project: The Board and Management discussed the status of the database project and whether to partner with PAVE. A partnership with PAVE would mean a more academically rigorous project, the participation of university professors and students, and more money. Taking this path would involve raising funds for it. Board members agreed that the database project should be kept small for now and could be expanded to include the academic component at a later date.

Budget: Management requested that the Board review the draft 2022 budget for discussion and approval at its December 3, 2021 meeting.

4. **COMMITTEE REPORTS**

Ethics Committee Report

M. Elefante reported that the Ethics Committee continued its development of a draft code of ethics using international examples so that it will be applicable to people from all over the globe. It will also need to be translated into other languages. The Committee will edit/create a preamble that will describe its purpose and provided the framework for ESD values. Most codes are structured around five components, and so the Committee is working within this structure: responsibilities to 1) clients/students, 2) practice and performance, 3) colleagues, 4) the profession and 5) society. The Committee's targeted completion date is the end of the year or early 2022.

Whether to also have a code of conduct was also discussed. M. Elefante noted that they are currently working on the code of ethics and that it makes sense to complete that and then create a code of conduct. The Board should consider each code separately.

ACTION – The Ethics Committee will continue to send drafts of the code of ethics to S. Watson so that exam content and study materials for the credentialing examination can continue to be developed.

2022 Budget Summary

Management and the Board briefly discussed the 2022 draft budget.

S. Waterman noted:

- The Association was under budget for the 2021 fiscal year but some invoices for larger projects were not yet received;
- There were very few expenses in the first few months of operations so the amount reflected on the current operating expenses line reflects approximately six to eight months of operations;
- The budget for 2022 is higher than for 2021 because the 2021 budget was for 10 months, not an entire year, and because consultants and employees began working 30+ hours per week much later in the year. In addition, programs like credentialing, a magazine, and more will be implemented for the first time in 2022;
- A significant portion of the budget is allocated to employee and contractor expenses (including insurance and taxes); and

- The current operating surplus will be carried forward to the 2022 fiscal year but is not reflected in the draft budget yet.

ACTION – F. Henry will develop guidelines for the Board to consider while reviewing the 2022 draft budget prior to its next meeting.

5. ACTION ITEMS

Credential Types:

On a motion duly made, it was resolved to offer a single credential type. Motion carried.

Instructor-Trainer Special Designation:

On a motion duly made, it was resolved to not offer an instructor-trainer special designation. Motion carried.

Specialty Credentials: The Board and Management discussed offering specialty credentials in the future and noted that considerations would need to include international validity and subject matter expertise required to develop specialty examinations. There was general agreement not to offer specialty credentials at this time.

On a motion duly made, it was resolved to not offer specialty credentials at this time. Motion carried.

Exam Framework: M. Diaz asked whether intersectionality would be included in the exam and Management confirmed it would be included in one of the five proposed modules for the credentialing exam. The Board and Management discussed whether candidates would be required to attempt all five modules during the same exam administration or whether they could pick and choose the ones they wanted to attempt during any given exam administration. Management noted that it would be difficult administratively to implement and would be less rigorous to allow candidates to pick the modules they wanted to attempt rather than requiring them to take the whole exam at one time. However, it was also noted that provisions would be made for exam takers indicating that they have special needs. Board members liked the idea of designing the exam in 5 modules. Board members liked the idea that exam takers, should they fail the exam, would have the option to re-take only the modules they failed (and only be charged for retaking those modules, rather than paying to re-take the entire exam).

On a motion duly made, it was resolved to approve Option A, as amended, to develop and administer a modular credentialing examination consisting of five parts requiring approximately five hours total to complete. Motion carried.

Credential Renewal Period (Continuing Education):

On a motion made by J. Harmon, it was resolved to approve Option B to set the credential renewal period for continuing education at three years. Motion carried.

Fees for Exam: The Board asked if cost of living and affordability (not just conversion of currency) was taken into consideration when suggesting fees, so that financial factors were not barriers to the profession. Management answered that it had been and that either a UN or The Economist cost of living index would be used.

ACTION – S. Waterman will include the Board’s discussion regarding its consideration of the affordability of fees in the Association’s communication strategy.

On a motion duly made, it was resolved to apply a cost-of-living index to all membership dues and credentialing examination fees. Motion carried.

Board Options for Credentialing Exam and Renewal Fees:

Credentialing Exam Fees (Paid Once):

On a motion duly made, it was resolved to approve Option B to set the credentialing exam fee at \$400 for members and \$500 for non-members. Motion carried.

Credentialing Retake Fees by Module (Paid Once):

On a motion duly made, it was resolved to approve Option B to set the credentialing exam retake fees at \$80/module for members and \$100/module for non-members. Motion carried.

Credentialing Retake Fees by Entire Exam (Paid Once):

On a motion duly made, it was resolved to set the fee to retake the entire credentialing exam at \$350 for members and \$395 for non-members. Motion carried.

Credentialing Renewal Fees (Paid w/Continuing Education Credits) (Every 3 Years):

The Board and Management discussed the benefits of membership, when to set the due date for the credential renewal fees and membership dues, and the following additional options for the credentialing renewal fee:

Option C: \$100 for qualifying members/\$200 for non-members

Option D: \$100 for qualifying members/\$300 for non-members

Option E: \$100 for qualifying members/\$350 for non-members

Management expressed concern about individuals forfeiting their membership after they receive the credentialing discount and then reapplying for membership when the credentialing renewal comes due again in a couple of years.

On a motion duly made, it was resolved to approve Option E to set the credentialing renewal fee at \$100 for qualifying members and \$350 for non-members, where a qualifying member is a member in good standing for the preceding three years. Motion carried.

Financial Need – Exam Fees (Paid Once):

On a motion duly made, it was resolved to approve Option B to set the exam fees for individuals demonstrating financial need at \$150 for members and \$250 for non-members. Motion carried.

On a motion duly made, it was resolved to approve the fees for individuals demonstrating financial need to retake the entire credentialing exam at \$150 for members and \$250 for non-members. Motion carried.

Financial Need – Credentialing Renewal Fees (Paid w/Continuing Education Credits) (Every 3 Years):

On a motion duly made, it was resolved to approve Option C to set the credentialing renewal fees for individuals demonstrating financial need at \$50 for qualifying members and \$150 for non-members.

Credentialing Exam Application – Prerequisites:

a) Amount of ESD Education and Experience Required: This item was deferred to the next meeting.

b) Letters of Recommendation: The Board discussed the potential value of letters of recommendation to support membership applications. At first Board members were skeptical about the utility of letters of recommendation, but at the suggestion of S. Van Wright, the Board agreed to request recommendations via an online survey consisting of three questions that confirm that the referee knows the applicant, ask the referee to describe how well they know the applicant, and ask the referee if they recommend the applicant with or without reservation.

On a motion duly made, it was resolved to approve Option B: to require applicants to submit two “letters” of recommendation (both from ESD professionals such as instructors, co-workers and colleagues) via an online survey. Motion carried.

c) Disclosures: The Board discussed the proposed options regarding whether to include a disclosure of illegal use of substances on the membership application form and tabled its decision.

On a motion duly, it was agreed that the Board would table its decision on whether to require disclosure of illegal use of substances on the membership application form to allow for further discussion at the next meeting. Motion carried.

c) Length of Exam: The Board discussed the length of the exam, whether it should be 5 hours or approximately 5 hours so that there is some leeway and flexibility for exam designer (S. Watson) and exam takers. It was agreed.

On a motion, it was agreed that the exam would be approximately 5 hours in length. Motion carried.

6. NEXT MEETING

The next Board of Directors meeting will be held on December 3, 2021, at 7:30 p.m. ET.

7. ADJOURNMENT

On a motion duly made and carried unanimously, it was agreed that there was no further business of the Association to transact; the meeting was closed at 9:47 p.m. ET.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting of the members of the Association. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Sally J. Van Wright
Sally J. Van Wright (Dec 27, 2021 16:47 EST)

Sally Van Wright
Secretary of the Board of Directors

12/27/21

Date

Minutes – Board Meeting 11-5-2021

Final Audit Report

2021-12-27

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