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| ISIE Board Meeting November 24th, 2020 |  |
| Minutes |  |  |  |  |
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| Meeting called by | Heinz Schandl (HS) |  |
| Note taker | Tim Baynes (TB) |  |
| Regrets | Stefanie Hellweg (SH), Callie Babbitt (CB), Weslynne Ashton (WA), Shoshanna Saxe (SS), Jooyoung Park (JP) |  |
| Attendees | Paul Hoekman (PH), Reid Lifset (RL), Ester van der Voet (EvdV) Edgar Hertwich (EH), Valerie Thomas (VT), Matt Eckelman (ME), Kazuyo Matsubae (KM), Nina Kisbey-Green (NKG), Wei-Qiang Chen (WQC) |  |
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| Agenda topics |  |
| 0 | Welcome | HS |  |
| The minutes from previous Board meeting August 27th, 2020 proposed accepted |  |
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| 1. | president’s report and executive director’s report | HS, ph |
| report | See also Executive Director’s Quarterly report attached to these minutes |
| **President*** Section chairs in executive meetings:

The executive team has continued to invite section chairs as well as other people to join the fortnightly meetings. There have been a lot of different guests and this has been helpful in being better informed about the sections as well as the various proposals, and to have more in-depth discussions about pertinent issues. Invited guests over the past quarter include the SUS chair, the Symbiosis Chair, the Islands Metabolism board, the Circular Economy proponents, Development Board proponents, the Data Commons proponent, the JIE Editor-in-Chief, and the Conference Committee representatives. * ISIE Virtual Conference 2021: “Industrial Ecology Day”

After discussions with the Conference Committee, preparations have been made to get a virtual conference going for 2021. Leiden University indicated that organizing this conference is outside of their scope of interest. A committee is being formed that includes all section chairs plus other interested co-organizers. Tentatively, we will be asking this group to organize an “Industrial Ecology Day” as our 2021 Conference, which would include “rolling” presentations/activities that span multiple time zones, but only last one day. See also **Agenda item 2**.* Strengthening strategic formal relationships to other major global institutions:

HS has made contact with UN IRP and the World Resources Forum: ongoing discussions* Other short updates
* SEM section continues to host their “[perpetual conference](https://is4ie.org/events/isie-section-conferences/65)”, with events happening pretty much every month.
* Both the Students and the SUS sections held elections and now have elected a new board.
* [2021 ISIE Asia Pacific Event is cancelled](https://is4ie.org/announcements/1062)
* There are some remaining ISIE funds at Yale (for scholarships). The Yale apparatus is working on releasing this for transfer before the end of the year.
* In the process of renewing contracts for NKG and PH
* Further discussions with Development Board to maintain a diversity of senior IEs engaged in ISIE

**Executive Director*** Launch of the Island Industrial Ecology Section:

The proponents of the Island Industrial Ecology section delivered all the requested materials (bylaws, initial website content, a list with board members, and announcement materials). On November 10 this section went live, and our members were invited to sign up. The section currently has 33 members and 4 board members. Among the 13 original proponents of the Metabolism of Island section it was difficult to get participation in the board that would result in a gender balance. All four board members are men. However, there are 3 unfilled board positions. The section leadership has been coordinating with the Diversity and Inclusion officers to discuss this topic, and achieving a better gender balance will be a priority when a call goes out to fill these positions. TMB also notes the need to develop formalities for proposing and accepting a new Section beyond the numerical requirements in the Bylaws and Housekeeping Rules.* Transition of the JIE

An ISIE-JIE committee was set up to help discuss and facilitate the JIE transition process. Details of this work are discussed in detail in **Agenda item 4**.* Circular economy member proposal

After an initial discussion with the circular economy proponents, it was agreed that this group would organize a meeting in October to discuss the relationship between circular economy and industrial ecology more thoroughly and compose a short paper. This meeting took place and the paper/outcome is being worked on. At the same time, we see potential in the ISIE 2021 Event to integrate themes across circular economy and IE - being explored. |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| Continue inviting sections reps and others to the Exec Board meeting | NKG, TMB, HS | Ongoing – for reporting at next Board Meeting |
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| 2. | Plans and progress on ISIE 2021 Virtual | TB and All |
| **discussion** |  |
| At the last Board Meeting there was an action to discuss with Sections on their experience and possible contribution to a virtual ISIE 2021event.**What we have done*** talked to Sybil Derrible ex-Chair of the SUS Board who have recently run an online conference over several days and found out what was critical and what was problematic. The short answer is that an efficient and accessible conference platform was essential and time zones are a problem
* talked to the Conference Committee who prepared a document initial [overview of the opportunities and challenges](https://is4ie.org/resources/documents/56) (see documents attached to Agenda).
* put out an [announcement](https://is4ie.org/announcements/1091) sent out to the membership to receive ideas and to recruit volunteers. More than half a dozen people have volunteered already – need to make it clear what they are volunteering for!

**What we have now** An interim ISIE Virtual conference committee consisting of the Executive Board and leaders in the Conference Committee, to which we’ll add the Section Leads but really the responsibility of that group is to find the people to actually develop the program, format and logistics of a the ISIE 2021 Event.As mentioned in the Exec. Directors report one idea is a set of “rolling” presentations/activities that span multiple time zones, but only last one day. This idea may well evolve with further discussion. This would definitely need some coordination and a cross-organizational platform for hosting presentations, pre-recorded material or other fixed content.What we are going to do next* Talk to Sections early in December
* Identify persons in Sections or elsewhere with experience, interest or ability to take charge
* Identify potential Chairs who themselves could influence others

EH – all public or private? restricted to ISIE Members? – good questions, still working out answers.RL – Notes that there has previously been difficulty getting people from the fringe to come e.g. operations research, they were interested only in their session, and that sessions have been developed based on what abstracts have been submitted.ME have been reaching out to Students – very keen on running their own events as part of young professional meetings.HS asks EvdV to confirm postponement (EvdV agrees that this is to 2023) and to provide a tentative date – EvdV responded: first week of July 2023. |
| **Conclusions** | The ISIE 2021 Event will aim to occupy a single day and Sections and ISIE Regional groups are being recruited to organize event logistics and content. People from the general Membership have also been recruited. |
| **Action items** | **Person responsible** | **Deadline** |
| ISIE 2021 Event committees to be created – need to ID chair(s)  | HS, TB, PH with T. Fishman and A. Petit Boix | Offline before Next Board Meeting |
| 3. | treasurer’s report | VT |
| report/Discussion | Refer to Treasurer’s Annual Report and Finance Committee Report attached to these minutes |
| See Treasurers Report and Financial Diversification Strategies doc attached to these minutes - The first draft overview document can be found [here](https://docs.google.com/document/d/1Tc0zcCx2IoyvrPehepFUtR0XSicf4f9MhOK2LCcOvlM/edit).VT – notes that conferences are a labour-intensive way to earn money and a document collecting ideas on financial diversification has been created. Should be kept alive as a brainstorm exercise and later look at prioritising strategies. Important to think about ISIE’s image when it comes to how we raise fundsPH – would like to see more input to the ideas on new/alternative business models - keep it in agenda RL – has looked at the Financial Diversification doc and noticed across strategies that there wasn’t an assessment of competition and what is valuable to external people.HS – Board members need provide input in a monthVT – (separately) Have tried creating a Netherlands bank account but have met with (continuing) problems relating to multiple international residences of prospective account holders i.e. the Executive of the ISIE Board. |
| Conclusions | Alternative business models and means of financial support are sought both as a response to the proximal issue of a dependence on conferences (which will not happen in 2021) and the longer-term de-risking of ISIE’s income stream. |
| Action items | Person responsible | Deadline |
| Ideas for alternative means of sourcing income and business models | **ALL** | Next Board Meeting |
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| 4. | journal of Industrial Ecology | ALL |
| report/Discussion | Refer to proposal on new section attached to these minutes |
| RL presented an overview of transfer of JIE to ISIESome background briefing material for the Board was provided and circulated but is of a sensitive nature and will not be made publicly available with these minutesRL – would like to step down as Editor in Chief (EIC) and a replacement at Yale is financially and institutionally unrealisticSH, PH, HS have formed a committee to look at succession planning and, at the same time, transfer of ownership and management to ISIEKey issues* Governance (ownership by Society). HS – looking to have a Governance sub-committee
* Structure of editorial office – number of EICs? Get decision from the Board early
* Finding new EIC – how does our Society choose?
* Timing – completion by July is ambitious

RL looking to slim down the operations of the JIE, which comes from outsourcing some editorial functions and fewer people working on the JIE. |
| Conclusions | ISIE will receive ownership and management of JIE and concurrently we will need one or more successor EICs to Reid Lifset – probably 2 roles: EIC and Managing Editor |
| Action items | Person responsible | Deadline |
| Governance sub-committee to develop ISIE-JIE Governance document to be decided by Board out of sessionNOTE meeting of JIE ISIE committee tomorrow | HS, TB, PH | Before next Board meeting |
| 5 | reports to the board from proposals, Committees | PH |
| report | See also ISIE Development Proposal document attached to these minutes |
| **Website Committee** (PH reports) – have turned on website analytics and has engaged a team that PH has worked with before called the Penguin Collective (business details?) to maintain and change the website. The Board agrees to this expenditure as it is risk management given that core capability and knowledge reside in one individual: PH.**Membership** (PH) membership satisfaction survey report back on progress/results: 60 people have responded and analysis is proceeding, albeit slowly**Diversity and Inclusion** CB has reported that the two officers have not communicated on the delay of a report on the application of D&I to all of ISIE. CB concerned that this task overwhelms the original student-centered initiativeVT – this is too important to be solely by and for studentsHS – The Society needs to have a Diversity and Inclusion statement Let’s agree on the over-arching principles, and work out details later. Can we reference the principles used by one of the many institutes that are represented through ISIE membership?RL – has had recent discussion on this at Yale and will send Yales D&I principles**ISIE Development Board** (WQC) has had recent meeting with Tom Graedel (TG) and Marion Chertow (MC) – they will choose the members of the DB. Need formal authorization by HS?HS: we write a letter to the effect that Tom and Marian are assigned as Chairs and the structure is such that it’s a subsidiary of the ISIE Board – reporting to it and (not a section requiring Bylaws) though they are perhaps useful operating principles, analogous to the Housekeeping Rules. WQC will send email to TG and MC. |
| Conclusions | * No voting decision required
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| Action items | Person responsible | Deadline |
| Provide business details of the Penguin Collective | PH | Next ISIE Exec Meeting |
| Email to Tom Graedel (TG) and Marion Chertow (MC) on structure of Development Board and formative Bylaws | WQC, HS | Next Board Meeting |
| Collate institutional statements on D&I to develop ISIE D&I Statement | TB, VT, RL, CB | Next Board Meeting |
| Approach the D&I officers to get a response on ISIE D&I Statement or principles and promote adoption by ISIE | HS, CB | Next Board Meeting |
| 7. | other business | HS |
| Discussion |   |
| TB – Nominating Committee has been contacted and election process will commence shortly |
| Action items | Person responsible | Deadline |
| Meet with Nominating Committee to guide initiation of election | TB | Dec 17th |
|  | meeting closed at 12.00 AM AEDT | hs |