

Animal Charity Evaluators
Board of Directors Meeting
Type of Meeting: Standard Meeting
Date: 14 February 2021

In attendance:

Chairperson: Allison Smith
Secretary: Eric Herboso
Treasurer: Kieran Greig
Board Member: Jonas Müller
Board Member: Jeff Sebo
Board Member: Zach Freitas-Groff
Board Member: Sarah Pickering
Board Member: Galina Hale
Executive Director: Leah Edgerton

Quorum established: Yes

1. **Call to order:** AS called the meeting to order at 12:03 p.m. EST
2. **Board Votes:**
 - a. Previous minutes were approved via email on 11 February 2021.
3. **Executive Director items**
 - a. Financials:
 - i. 2020 Finances submitted to auditor
 - ii. Working on 2021 Budget
 1. We revisited how many months of financial reserves would be appropriate. We agreed to keep the goal at twelve months.
 2. We discussed current reserves, expectations for future years, and potential for growth.
 - iii. Gifts influenced total tentative (confirming this week). Looks like we surpassed our \$9M goal for 2020!
 - b. Fundraising
 - i. Grant renewal in process with Open Philanthropy
 - ii. Grant application being prepared for EA Funds
 - iii. Meeting with new high net worth donors
 - iv. Not planning to apply for a Paycheck Protection Program loan in 2021
 - c. Strategy:
 - i. Working with Leads to finalize 2021 prospective goals. Will send to board week of 15th (mid-late week) for feedback
 - ii. Strategic Plan
 1. Historically we've used 3-year strategic plans. Due to the pandemic, we considered switching to a shorter 1-year strategic

plan.

2. We discussed when/if we should resume going back to a 3-year strategic plan.

d. Activities:

i. Charity Evaluations

1. Held a workshop to discuss big picture questions
2. Currently working on implementing ideas that were generated during the workshop. Examples:
 - a. Streamlining information gathering from charities
 - b. Establishing a system for keeping team up-to-date on research
 - c. Improvements to our decision making

ii. ACE Movement Grants

1. Opening call for applications in mid-February
2. 2-stage application process

iii. Animal Advocacy Research Fund

1. Circulating proposal for renewal among donors

iv. Recommended Charity Fund

1. 2nd largest distribution ever in January 2021
2. We shared some nice messages from our grantees <3

e. External comms

- i. Planning ACE Community Chat on Movement Grants for later this month
- ii. Staff spoke at event hosted by University College London veg society and EA student group

f. HR: Policy updates in progress

- i. LE to review suggested updates to COI Policies
- ii. LE to review suggested Reasonable Request Policy
- iii. Staff working on Sabbatical policy

g. Other

- i. Retreat planned for March 9–12
- ii. New cohort of fellows (rebranded interns) starting this month
- iii. Managing Director job description
 1. Discussed Managing Director recruitment considerations.
 2. Considered which responsibilities should fall under Director of Operations or Managing Director positions, including managing ACE's self-impact assessment responsibilities.
 3. Discussed renaming MD position title to "Director of People Operations" due to shuffling of some roles.
- iv. Staff promoted to Co-Directors of Research

4. Officer items

- a. Q4 financials (KG)

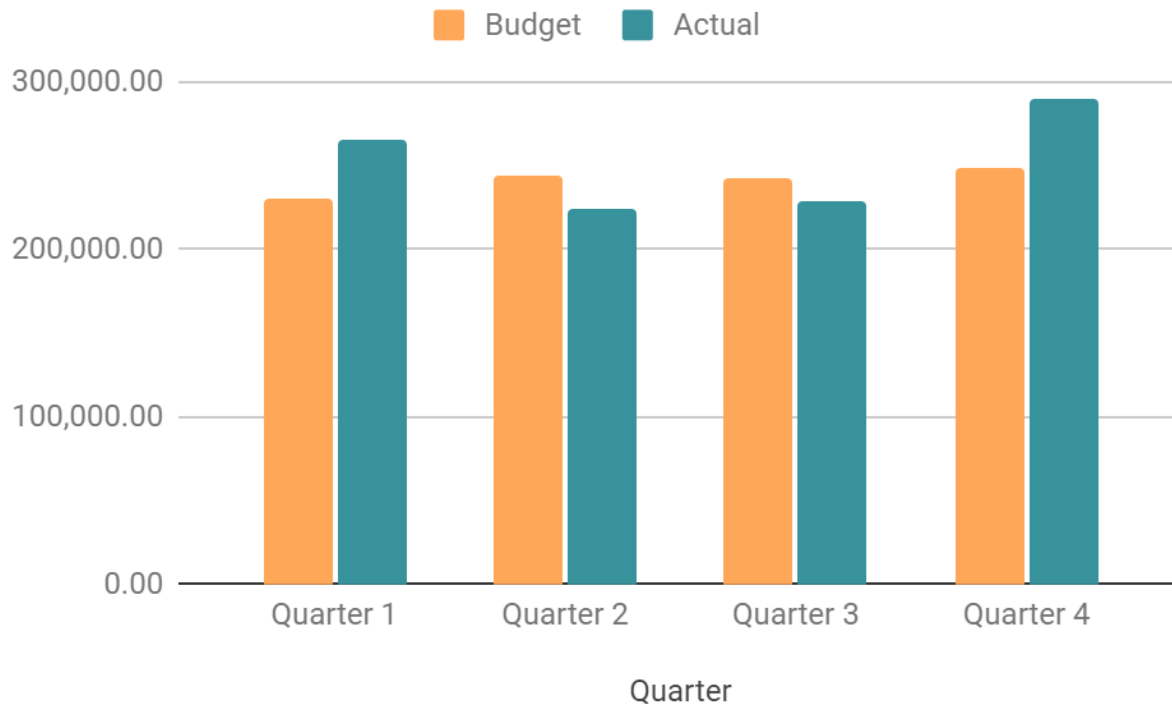
QUARTERLY SUMMARIES—ACCRUAL

		Q4 2020
Income		
	ACE Contributions	\$373,976.28
	Non-ACE Contributions (AARF, Non-ACE restricted programs)	\$262,500.00
	Supported Charity Contributions (Rec'd charities & Movement Grants)	\$2,051,654.24
	Other Income (incl. savings account interest)	\$410.62
	Total income	\$2,688,541.14
Expenses		
	ACE expenses (non-AARF)	\$286,959.66
	AARF grants & expenses, Non-ACE restricted programs	\$204,247.31
	Supported Charity Donation fees	\$12,739.35
	Supported Charity Disbursements	\$660,894.69
	Total expenses	\$1,164,841.01
Investment account gain (loss)		\$18,978.94
Net income/loss		
	ACE's income - loss	\$106,406.18
	Supported charities & Non-ACE income - loss	\$1,436,272.89
	Total net income/loss	\$1,542,679.07
Assets		
	Total Balance at end of month (cash)	\$3,322,814.56
	Receivable	\$848,719.76
Liabilities		
	Accounts payable	\$24,330.14
	Allocated for Supported Charities	\$2,388,089.57

	Allocated for AARF & other Non-ACE programs	\$312,581.22
Net assets (ACE)		\$1,446,533.39
	Investment balance	\$547,377.13
	Months of Operating Expenses (total)	16.5
	Months of Operating Expenses (uninvested)	10.3
Property & Equipment assets > \$1,000		laptops, printer, office chair

Note: The presentation of these data has changed. Because we sometimes have contributions & programs we want to exclude when stating our ACE fundraising goals, we created a new "Non-ACE Revenue" section to hold AARF Contributions and, for 2020 at least, Vox podcast project contributions. And under Non-ACE Expenses (which is also where AARF grants and Supported Charities disbursements are), we added a "Restricted programs" line to hold Vox expenses. We also moved AARF & AMG officers' pay into ACE Expenses under Personnel.

Budgeted vs Actual expenses:



- i. Financial Summaries for Board (2020)
- ii. 2020-Q4 YTD v Budget by quarter
- iii. 2020-Q4 YTD by month
- b. Board role discussion and voting (AS)
 - i. Chair
 1. AS nominated AS as Chair; seconded by EH.
 2. AS approved unanimously as Board Chair.
 - ii. Secretary
 1. AS nominated EH as Secretary; seconded by GH.
 2. EH approved unanimously as Board Secretary.
 3. It was explicitly noted that this is EH's last available term as Secretary, due to term limits.
 - iii. Treasurer
 1. AS nominated KG as Treasurer; seconded by ZF.
 2. KG approved unanimously as Board Treasurer.
 - iv. Lead of Recruitment Committee
 1. AS nominated GH as new Lead of the Recruitment Committee; seconded by ZF.
 2. GH approved unanimously as Lead of Recruitment Committee.
 - v. Lead of Research Committee
 1. Without vote or nomination, ZF maintains as Lead of the Research Committee.
 - vi. Lead of Evaluation Committee (ED performance evaluation)

1. Without vote or nomination, SP maintains as Lead of the Evaluation Committee.
- vii. Secretary will update *ACE Team Member Directory*.
- viii. Current Committee Membership Roster
 1. Research Committee
 - a. Lead
 - i. ZF
 - b. Members
 - i. KG
 - ii. GH
 - iii. AS (silent)
 2. Recruitment Committee (*Succession Planning responsibilities are also temporarily included here*)
 - a. Lead
 - i. GH
 - b. Members
 - i. JS
 - ii. EH
 - iii. JM
 - iv. AS (silent)
 3. Evaluation Committee
 - a. Lead
 - i. SP
 - b. Members
 - i. KG
 - ii. AS (silent)
 4. Staff Liaison / RITW Board Representative
 - a. SP
- c. Dissent proposal (EH)
 - i. Discussed proposal for how LE can better provide avenues for dissent in staff meetings.
- d. Respect In The Workplace policy (EH)
 - i. Discussed the intended standard for when something should be turned into a RITW claim.
 - ii. Discussed how we might give more appropriate language in our RITW policy that better informs potential claimants of what the effects of making the claim will be.
- e. Archival of Board Materials (EH)
 - i. Discussed archiving the outdated private Google Groups conversations used previously by the board.

5. Closed session

6. **Next scheduled meeting:** April 11, 2021; 12:00 p.m. EDT

7. Meeting adjourned at 3:04 p.m. EST on 14 February 2021 by AS

Submitted by:

Eric Herboso, Board Secretary

Allison Smith, Board Chair