

## **International Institute of Rural Reconstruction**

### **Minutes of the Meeting of the Executive Committee held on March 13, 2013**

A meeting of the Executive Committee (the “Committee”) of the Board of Trustees of the International Institute of Rural Reconstruction (“IIRR”) was held at the offices of Cleary Gottlieb Steen & Hamilton LLP, 450 Park Avenue, 28th Floor, New York, NY, starting at 9:25 am on March 13, 2013.

James F. Kelly, Chair, presided. The following Trustees, members of the Committee, were present in person:

David Bassouani  
Isaac Bekalo, President of IIRR (via videoconference)  
James C. Diao  
Victoria Melendez  
Lisa Milton  
Dane F. Smith

Also present were Lara Crampe, Development Officer of IIRR and Matthew Carpenter-Dennis of Cleary Gottlieb Steen & Hamilton LLP.

#### **Approval of Agenda of the Executive Committee Meeting of the Board of Trustees Held on March 13, 2013**

Mr. Kelly proposed the approval of the agenda (the “Agenda”) of the Executive Committee Meeting of the Board of Trustees. The Committee approved the Agenda.

#### **Approval of the Minutes of the Executive Committee Meeting of the Board of Trustees and the Minutes of the Annual Meeting of the Members Held on December 12, 2012**

Mr. Kelly proposed the approval of the Minutes of the Executive Committee Meeting of the Board of Trustees and the Minutes of the Annual Meeting of the Members each held on December 12, 2012 (collectively, the “December 12th Minutes”). The Committee approved the December 12th Minutes, subject to the incorporation of Mr. Bekalo’s additional comments.

#### **Chairman’s Report**

##### *September 2013 Board Meetings in the Philippines*

The Committee discussed a proposed meeting of the Board in the Philippines, tentatively scheduled for late-September 2013. Mr. Bekalo indicated that IIRR employees in the Philippines

have begun making preparations for the proposed meeting. The Committee discussed dates of the Trustees' availabilities to attend the September meeting.

Mr. Bekalo discussed the possibility of bringing IIRR managers to the Philippines during the Board meetings in order for the managers to make presentations to the Board.

#### *Dissolution of Eurcorr-IIRR*

The Committee considered a resolution of the Board granting Mr. Kelly the authority to represent IIRR's interest in the upcoming meetings of the board of directors of Eurcorr-IIRR. Mr. Kelly proposed the approval of the resolution. The Committee approved the resolution.

#### *PRRM and the Silang Campus*

Mr. Bekalo informed the Committee that he had spoken to PRRM personnel knowledgeable about the status of the prospective sale of the Silang property and updated the Committee on this matter. Mr. Bekalo noted that the Ramon Magsaysay Foundation had expressed interest in combining land parcels with PRRM for purposes of selling the combined tract of land.

The Committee determined that further information will be needed in order for the Board to properly assess the status of this land sale. The Committee agreed to propose a list of questions to which the Philippines office will provide answers. Mr. Bekalo also offered to discuss this matter further with IIRR local counsel in the Philippines as well as with PRRM.

### **President's Report**

#### *Field Visits*

Mr. Bekalo described his recent visits to IIRR country offices and shared his experience with the Committee. The Committee discussed the success of IIRR with implementing its policies and procedures at the country office level.

#### *Yen Center*

Mr. Bekalo reported on the performance of the Yen Center over the last fiscal quarter.

#### *Systems Improvement and Strengthening*

Mr. Bekalo reported that external audits for all IIRR offices had recently concluded. The external auditors are finalizing their reports and Mr. Bekalo stated that he is confident the audit reports would be finalized on schedule.

The Committee also discussed additional efforts in improving IIRR internal processes with respect to communications with stakeholders and fundraising efforts, including revisions to the IIRR website.

### *Fundraising*

Mr. Bekalo summarized recent fundraising initiatives, including acquired grants, pending grants and new partnerships with international organizations.

### *Human Resources*

Mr. Bekalo noted that IIRR had hired a new communications director and coordinator for the Ford Foundation program. Mr. Bekalo further noted that IIRR had hired a new Kenya Country Director and Program Coordinators in Ethiopia and in Cambodia, respectively, while the candidates for Program Coordinator in the Philippines have been short-listed.

Mr. Bekalo stated that the current IIRR employee count was approximately 90 persons. Mr. Kelly inquired further about future hires for 2013. Mr. Bekalo explained that most of the prospective hires for 2013 have been made, but expects some additional hiring going forward.

Mr. Smith opined on the general hiring challenges IIRR faces in South Sudan.

### *IIRR Programs*

Mr. Bekalo provided updates on the Applied Learning initiative and Mr. Kelly led a discussion regarding the successes of IIRR's Applied Learning events. Ms. Crampe and Mr. Diao discussed the utility of these events in furtherance of IIRR's broader marketing and fundraising initiatives.

Mr. Bekalo reported that the Bio-Intensive Gardening ("BIG") programs have been expanded and that several new crop museums have been established in the Philippines. Further expansion of the BIG programs is expected in Central Equatoria. Mr. Bekalo further noted that IIRR expects to launch additional food security and sustainable wealth creation programs later this year through its partnerships with various international organizations.

Mr. Bekalo updated the Committee on advances in community-managed disaster risk reduction (CMDRR) initiatives in the Philippines. Mr. Bekalo also noted that IIRR recently co-sponsored an education conference in Kenya together with UNICEF.

### *Financial Performance*

Mr. Bekalo and the Committee discussed IIRR's <sup>3</sup> budget performance rate for the first quarter of 2013. Mr. Diao proposed moving to quarterly or monthly performance benchmarks in an effort

to better align financial forecasts with budget targets. The Committee discussed individual country performance levels and prospective expansion of existing IIRR projects.

### **Report of the Finance & Budget Committee**

Mr. Kelly and Mr. Diao revisited the Committee's discussions regarding IIRR's January performance and the annual budget. Mr. Bekalo commented that the financials will continue to be evaluated in advance of the next Committee meeting in May but that no revisions to the budget would be necessary at this time.

Upon request of the Committee, Mr. Bekalo and Alden Secretario, Chief Accountant, will continue to work on the presentation of financials to the Committee going forward.

### **U.S. Office Report**

Ms. Crampe commented on the general fundraising climate in the not-for-profit space and its impact on IIRR's fundraising forecast.

Ms. Crampe noted the improvements that have been recently made to IIRR's website, IIRR's increased presence on social media platforms and continued efforts to participate in various events and speaking panels.

Ms. Crampe led a discussion of the Committee on manners in which the Board can participate more effectively in IIRR's fundraising efforts, including accessing the Board's social and professional networks. Mr. Kelly recommended that IIRR consider scheduling some events in concert with Mr. Bekalo's travel to New York so that he may attend.

### **Miscellaneous**

Mr. Smith briefed the Committee on his recent experience as a U.S. Senior Advisor on Darfur.

### **Adjournment**

Upon motion duly made, seconded and approved, the meeting adjourned at 1:05 pm.