

International Institute of Rural Reconstruction

Minutes of the Meeting of the Executive Committee held on September 23, 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 Y.C. James Yen Center in Silang, Cavite, Philippines on September 23, 2013.

James F. Kelly, Chair, presided. The following Trustees were present in person:

Isaac Bekalo, President of IIRR (member of the committee)
Mary Racelis (member of the committee)
Dane F. Smith (member of the committee)
George Sycip
Gani Serrano

Also present were Lara Crampe, Development Officer of IIRR, Alden Secretario, Chief Accountant of IIRR, and Judy Smith.

Chairman’s Comments

Mr. Kelly reviewed the agenda (the “Agenda”) of the Executive Committee Meeting of the Board of Trustees. Noting that in addition to this meeting, the trustees have attended a full day of in-depth program presentations by IIRR staff.

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 May 23rd, 2013

Mr. Kelly proposed the approval of the Minutes of the Executive Committee Meeting of the Board of Trustees held on May 23rd, 2013 (the “May Minutes”). The Committee approved the May Minutes, subject to the incorporation of Mr. Kelly’s edits regarding the auditor’s report.

Chairman’s Report

Finance and Budget Committee update

The Finance and Budget Committee met in early September to review the current financial position of the organization and the forecast of revenues and expenses for the final 4 months of

2013. The summarized financial reports as of August were distributed to the Committee for review.

President's Report

Program Details

The fact sheets that were developed and distributed for the Program Review meetings over the past 2 days will be updated frequently for organization and Board information.

Board comments regarding the program presentation included the suggestion that there be guidelines developed for staff visiting the field. What are the expectations while they are there? For example, collect success stories and take pictures should be added to the checklist. Additionally, the Board members expressed that in IIRR's Zimbabwe plan, gender issues should be reviewed and included if they are not already.

India Trip

A subgroup of senior staff will be travelling to India in October to review the work of PRADAN, one of our partner organizations and a major grantee of the Ford Foundation. Staff will be visiting Delhi, Calcutta over 5 days to review how PRADAN involves 600 young professionals in the field and to develop a plan for how IIRR may do something similar. Their plan will be presented to the Global Management Team of IIRR and then once approved by managers, will be presented to the Finance and Budget Committee of the Board for review.

Fundraising update

While in the US in September, Isaac attended several meetings arranged by George Sycip on the west coast and Jim Kelly on the east coast. Some highlights were reviewed and Isaac will follow up on the new connections and opportunities

Business Items

Postponed Discussion – IIRR credit card authorization for the Philippines Office

Alden Secretario, Chief Accountant, presented a bank document that must be approved by Board motion. The trustees requested additional information so the approval was postponed until more

details are understood about the bank request and what form the credit card approval will take (a physical card or a machine to accept cards).

Next Meeting – December 11th 2013 in New York City

Adjournment

Upon motion duly made, second and approved, the meeting adjourned.