

# DDI Alliance Executive Board Meeting

## 13 April 2021

*Present: Bill Block, Cathy Fitch, Maggie Levenstein, Jared Lyle, Steve McEachern, Barry Radler, Joachim Wackerow*

### Budget Update

Jared provided an update on the FY21 budget, including amounts spent through March and the forecasted spend rate through the end of the fiscal year (June 2021).

### Member Engagement

The Board discussed member retainment. Some dropped full memberships are due to individuals leaving an organization and then no other DDI champions remaining within that organization. It was recommended to proactively engage with member representatives if we know they will be leaving an organization.

### Budget Review and Approval Process

The chairs and vice-chairs of the Executive Board and the Scientific Board recently proposed the following process for submitting and approving budget requests for FY22: 1) Secretariat receives budget requests. Anyone may submit. 2) The Scientific Board evaluates the proposals from the perspective of the Scientific Plan and provides feedback to the Executive Board. 3) The Executive Board evaluates the combined proposal that includes the priorities of the Scientific Board, and approves the accumulated budget according to the overall Strategic Plan.

### Budgeting Process

Jared reviewed how the Alliance has tracked spending over the past several years. Budget requests approved for the fiscal year need to be spent out by the end of the year. If funds are not spent, they return to the reserves. If a carryover is needed, the project has to provide justification for spending the funding the next fiscal year.

It was suggested that this does not need to be a formal policy. Rather, it should be noted in the request for funding proposals, as well as posted to a public document on the Alliance web site. It was also requested that requests for funding proposals explain how they fit with the priorities of the Alliance. Jared will update the Funding Guidelines and Request Form with this new information: <https://ddialliance.org/alliance/funding-guidelines-and-request-form>

## Strategic Plan

The Board reviewed the draft strategic plan.

- Strategic Priority Area One: The DDI User Community (Maggie and Barry)
  - No updates yet.
- Strategic Priority Area Two: The DDI Alliance as an Organisation (Steve and Bill)
  - The Board reviewed ideas about refreshing membership, succession planning, and new revenue streams.
- Strategic Priority Area Three: Standards and Work Products (Achim)
  - See Appendix B for the updated section.

Jared will circulate the draft Strategic Plan to the Scientific Board, as it can help inform the development of the scientific work plan. Steve and Achim will also create a high-level statement for the strategic plan.