

**AEE Board of Directors  
MINUTES**

<b>Name Committee/Meeting:</b> AEE Board Meeting – Atlanta, Georgia <b>Chairperson/Facilitator:</b> Christian Itin <b>Recorder:</b> Jennifer Payne	<b>Date:</b> February 11-14, 2010
<b>In attendance:</b> Jeff Baierlein (JB), Andrew Bobilya (AB), Drew Brennan (DB), Laurie Frank (LF), Christian Itin (CI), Mike King (MK), Laura Levings (LL), Tom Lindblade (TL), Jennifer Payne (JP), Paul Shirilla (PS), MaryPat Sullivan (MPS), Paul Limoges – ex-officio (PL)	
<b>Absent:</b>	

Topic	Discussion/Outcome	Action/Follow up
<b>FEBRUARY 11</b>	<b>FEBRUARY 11</b>	<b>FEBRUARY 11</b>
<b>Opening</b>	Check-in, Introductions and Hugs, Activity led by (LL)	(CI) provided an overall look at the weekend meeting.
<b>FEBRUARY 12</b>	<b>FEBRUARY 12</b>	<b>FEBRUARY 12</b>
<b>Opening</b>	(CI) led an opening activity and reviewed the agenda.	(DB) not able to participate in the am meeting.
<b>Kurt Hahn Selection Process Procedures Reviewed</b>	<p>(CI) and (LF) worked as a small group to look at the selection process for the Kurt Hahn Addressee. The group specifically looked at two aspects of the process; how do people get on the list of potential addressees and how do they get off the list? A few years ago nomination forms were put in use; prior to that Board members suggested names at the meeting. The small group proposal is a combination of those two processes: Continue using the nomination forms but when discussion of Kurt Hahn candidates is on the meeting agenda other names could be added, but would only be on the list for that year unless a nomination form was completed. As far as getting off the list, there were two ideas; nominees would be removed after five years unless the nomination form is updated/ratified OR every year the names are reviewed and voted on to stay on the list. The latter process concern was expressed that it would take more time.</p> <p>3. The Board shall select a person to give the Kurt Hahn address at each Annual Conference according to the following procedures.</p> <p>a. Normally for a person to be considered as a possible Kurt Hahn Address presenter, a biographical information nomination form must be completed and submitted to the</p>	<p>(MK) made a motion that was seconded by (JP) to accept the proposal put forth by the small group including the “c” clause and other wording changes.</p> <p>(TL) made a motion that was seconded by (JB) to amend the proposal to include that a majority vote on the 5<sup>th</sup> anniversary of a potential Kurt Hahn Addressee would dictate whether the individual would be dropped off the list. The motion failed with 4 in favor, 3 opposed, and 2 abstained.</p>

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	<p>President of the Board before the winter board meeting to be considered for that year and ratified by four board members</p> <p>b. Nominations for the candidate pool can be added at any time by a board member and a positive vote of the board. Nominations that are not accompanied by the appropriate form will not roll over to future years.</p> <p>c. Once nominated, a person will stay in the candidate pool for five years. On the 5<sup>th</sup> anniversary of being added to the list, the board will either re-ratify that person's name or remove it from the list by majority vote. This shall continue every five years thereafter.</p> <p>d. Current board members, or anyone else with a perceived conflict, are exempt from being considered in any particular year.</p> <p>e. Biographical information will be distributed by the President of the Board to all Board members prior to the winter Board meeting.</p> <p>f. Annually, at the first Board meeting of the calendar year, the Board of Directors will select a recipient from the pool of nominated candidates.</p> <p>g. A member of the BOD, usually the BOD president, is delegated to invite the speaker. After the invitation is accepted, further arrangements are handled by the Director of Conferences or other staff person named by the CEO.</p> <p>h. The recipient will give the address the following fall at the Annual Conference.</p>	<p><i>The original motion made by (MK) was then voted on. The motion carried with 6 in favor and 3 opposed.</i></p> <p><i>(LF) made a motion that was seconded by (TL) to accept the new proposed procedure. The motion passed unanimously.</i></p> <p><i>(JP) will make the changes in the Procedures Manual.</i></p>
<p><b>Kurt Hahn Selection</b></p>	<p>Time was spent reviewing the meaning and purpose of the Kurt Hahn Address at the conference. It sets the stage for conversation at the conference from a Board prospective. How does selecting the Kurt Hahn Addressee tie in with Policy Governance? The Kurt Hahn Address is an opportunity for the Board to make a statement, an opportunity to give a voice to our Ends. The address is very historical and was purposefully put in our policies (GP-12).</p> <p>What are we looking for in the address</p> <ul style="list-style-type: none"> <li>• Encourage collaboration</li> <li>• Diversity – many different perspectives of EE</li> <li>• Getting EE into the drinking water of education</li> </ul>	<p><i>The list of nominees was discussed. (TL) made a motion that was seconded by (MK) for a nominee. The motion passed unanimously.</i></p> <p><i>(CI) will contact the nominee.</i></p>

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	<ul style="list-style-type: none"> <li>• It is an opportunity to set the tone for the direction of the organization</li> <li>• Inspired to move forward and celebrate what is that we doing</li> <li>• The ripples of EE work in the how it is happening in the world</li> <li>• The kind of impact EE is having</li> <li>• How are we enriching lives, where are we heading</li> <li>• Validity and professionalizing the EE field and its leaders</li> <li>• Challenge us</li> </ul> <p>With the new policy changes we look forward to being able to come to the meeting next year prepared with potential names especially with work from our Annual Visual Project.</p>	
<p><b>Annual Vision Project (AVP): Reviewing the list of associations and organizations researched</b></p>	<p>The list of over 150-180 EE organizations and associations was reviewed. There was a wide variety of organizations that seemed to fall in categories such as camping, cooperative education, therapy, arts: music, dance, massage, gaming/simulation, international. The diversity and number of the organizations was surprising and not surprising at the same time. How do each of these organizations define EE?</p> <p>The next step is to narrow the list down to 20-24 bodies and do more research to learn and understand their view of EE. Do they define EE the same way we do, are they part of our community or not? Maybe they do not see themselves as part of the EE community. What do we mean by community in our Ends? We may define it one way today but after connecting with these other organizations we may learn it is a different community then we had envisioned.</p> <p>How do we narrow the list down? What criteria do we use?</p> <ol style="list-style-type: none"> <li>1. Everyone pick one from their list, rationale that could be used <ul style="list-style-type: none"> <li>• Larger rather than smaller</li> <li>• International over national</li> </ul> </li> <li>2. Categorize*</li> </ol>	<p>(JP) and (PS) will categorize the list in preparation for narrowing the list down tomorrow.</p>
<p><b>State of the Association from the</b></p>	<p style="text-align: center;">ADMINISTRATION</p> <ul style="list-style-type: none"> <li>• Financials: FY09 in the red \$15,000-\$25,000; Revenue under \$135,00 (memberships,</li> </ul>	

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<p><b>CEO</b></p>	<p>down by 15%-similar to what other membership association are experiencing but we are on the lower end, regional conferences, international conferences, grants, donations. Job Clearing house); Expense under \$115,000 (new policies). (PL) reminded us these are not the official numbers; they will come with the audit. Cash Flow perspective: Depreciation (expense), amortization (expense), comps (negative revenue).</p> <ul style="list-style-type: none"> <li>● Since we are a membership organization want to communicate the RYI (return on your investment) on memberships and its benefits</li> <li>● Partnerships list is growing: Project Adventure, ACCT, Sierra Club, Outdoored.com, NSEE, American Camping Association, Leave No Trace, International Association for Teamwork Facilitators, Leave No Trace, Outdoor Foundation, Planet Explore of The North Face</li> <li>● Partnerships on the horizon: One Percent for the Planet Children and Nature Network Expeditionary Learning Schools Outward Bound National Association of Independent Schools Independent Schools Experiential Education Network Corporate Groups: Osprey, Point 6 (Smart Wool)</li> <li>● (PL) has created an Advisory Board currently 3-4 members who have committed to help the organization and (PL) with business guidance and network.</li> </ul> <p style="text-align: center;"><b>CONFERENCES</b></p> <ul style="list-style-type: none"> <li>● Already have 3 sponsors for Vegas conference</li> <li>● All regional conference registration were online in December</li> <li>● First AEE Asia Conference will take place in August 2010</li> <li>● TAPG Best Practices in May in Ohio</li> <li>● CFP for Vegas was sent to 5,000 people in January</li> </ul> <p>Site selection 2011 looking to be in Florida</p> <p style="text-align: center;"><b>MEMBERSHIP</b></p> <ul style="list-style-type: none"> <li>● AEE Ambassador Program launched in the first month resulted in 5.75% turnover in renewals.</li> <li>● Social networking platforms participation numbers are increasing</li> <li>● New blog coming in February</li> </ul>	

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	<ul style="list-style-type: none"> <li>• 228 non-members are receiving the e-newsletter</li> <li>• There are 2100 on AEE listserv</li> </ul> <p style="text-align: center;">ACCREDITATION</p> <ul style="list-style-type: none"> <li>• For the first time the department was in the black.</li> <li>• Currently 13 applicants for accreditation</li> <li>• On track to add 5 new program</li> <li>• Formed an ad-hoc committee to work on link accreditation</li> </ul> <p style="text-align: center;">PUBLICATIONS</p> <ul style="list-style-type: none"> <li>• Published 3 issues of the journal and 2 issues of the e-Magazine, Horizon</li> <li>• Two book reviews in other publications for Inter. Adventure Therapy Conference Proceedings</li> </ul> <p style="text-align: center;">RESEARCH</p> <ul style="list-style-type: none"> <li>• More funding opportunities on the website</li> <li>• On-line research on women’s careers in outdoor education survey posted on site</li> <li>• Established firm liaisons from JEE, SEER, and REAP</li> <li>• Site has been updated with upcoming research and evaluation-related conferences and journals</li> <li>• CORE has been very focused on disseminating information to members through networking opportunities</li> <li>• CORE has worked with REAP, SEER, and TAPG in the last two years</li> </ul> <p style="text-align: center;">CRC</p> <ul style="list-style-type: none"> <li>• Looking at the consistent Regional Awards</li> </ul>	
<b>Monitoring</b>		(DB) joined us half way through monitoring.
BE-5	The monitoring report was accepted on a conference call in November but did not make it in the minutes	<i>(JB) made a motion that was seconded by (MK) to accept the BE-5 monitoring report. The motion passed unanimously.</i>
EL-1	EL-1.1 was direct inspected by (JP) and (MPS) with no concerns to report, everything is in order. Overall there were no comments. It was noted that the audit is tool we could use for external inspection.*	<i>(JB) made a motion that was seconded by (TL) to accept the EL-1 monitoring report. The motion</i>

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		<p><i>passed unanimously.</i></p> <p><i>*(LF) will reference the audit in EL-1 monitoring.</i></p>
EL-10	<p>Generally agreed with the interpretation of the report. There was concern expressed about how \$3500 was spent to hire someone to write grants but unfortunately no grants were acquired through the process; this is the fourth time someone has been hired to write grants for the association with no luck.</p>	<p><i>(TL) made a motion that was seconded by (AB) to accept the EL-10 monitoring report. The motion passed unanimously.</i></p>
EL-4	<p>Overall the revised compliance plan is acceptable BUT there was concern expressed about the fundraising piece and a suggestion of Board having to cover its expenses. There is a cost of governance we are not a revenue neutral Board nor are we a Board that brings in money. The Board is not a luxury it is a necessity for this non-profit association and there is a cost. We are constantly reminded and haunted by members who are tired of hearing every year of being in the red and being told that next year we will not be, only to be told we are still in the red the following year.</p> <p>The Ambassador Program is a good idea but a program we have done in the past, how will it be different this time? Answer: Accountability and Director of Membership Services, Kirsten Kindt.</p> <p>The Advisory Council is a good idea but feel we need to create some parameters in an EL, or maybe even address in By-Laws.*</p>	<p><i>(TL) made a motion that was seconded by (MK) to accept the EL-4 revised compliance plan with removed language around Board fundraising and an action plan to look at creating an EL sub-policy around an Advisory Council. The motion passed with 8 in favor and 2 abstentions.</i></p> <p><i>*Work on wording for an EL, or By-Law to address an Advisory Council – what do we mean by an Advisory Council.</i></p>
GP- 1	<p>There were some maybes which resulted in discussions around what is the “deterioration of the board”. We have all learned the importance of having face to face meetings; we are still feeling the effects of not having had a meeting last year. On the other hand we have done an amazing amount of things in light of the tough financial situations we have had to deal with this past year. Finances have taken up quite a bit of time in which we could have been doing other things.</p> <p>There is an appropriate cost of governance and we want to make sure we do not shift the cost of governance to individuals; this would be detrimental in the long term. We can build a culture of quality with minimal expense; this meeting location and logistics is a good</p>	<p><i>(MPS) made a motion that was seconded by (TL) to accept the GP-1 monitoring report. The motion passed unanimously.</i></p>

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	example.	
GP-2	There were several nos throughout the summaries but nothing consistent. Two proposals were addressed; further action will be taken on one* regarding policy wording and the other is proposal on reducing the number of members on the Board is already being addressed through proposed by-law changes.	<p>*(JP) will look at wording for GP-2.5 Non-compliance for what?</p> <p><i>(LF) made a motion that was seconded by (MPS) to accept GP-2. The motion passed with 9 in favor and 1 abstention.</i></p>
GP-3	Overall lots of agreement throughout. It was noted that the Leadership Summits are important, missed and we need to strive to find a way to do them again. In the meanwhile need to find creative and new ways to connect with AEE leaders and gather AEE leaders. One idea may be to have a summit the day before the annual conference.	<p><i>(TL) made a motion that was seconded by (JB) to accept the GP-3 monitoring report. The motion passed unanimously.</i></p> <p>Future agenda item/logistic: Strive to have a connection with our owners/members at everyone of our meetings throughout the year.</p>
		<i>(DB) left the meeting.</i>
<b>GP-10.2d Proposal</b>	(CI) and (DB) shared a proposed sub-policy focusing on AEE leadership conflict of interest. The proposal created discussion around the different volunteer positions, the different levels of leadership, and the responsibilities that come with those positions. Board Members can still serve in others roles, except bigger leadership positions like a regional chair, and need to educate AEE volunteers, leaders, and members when there may be a conflict of interest.	<p><i>(MK) made a motion that was seconded by (TL) accept the proposed wording for GP-10.2d. The motion passed unanimously.</i></p> <p>Board Members are discouraged from holding formal (e.g. chairs) leadership positions elsewhere within the association. If this occurs, said members will disclose this internal involvement to both constituent groups. When operating as a leader in other contexts becomes necessary, it is imperative that their perspective, where possible, be unencumbered by</p>

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		their knowledge and experience born of being on the Board.
<b>Ends Monitoring</b>	(PL) and the staff will be having a retreat to review Action Plans and goals. The staff will identify 10 goals that support the Ends and could be measured using metrics. These goals will be used to monitor the Ends. (PL) is sending AEE leadership groups action plan goals and Ends and asking them to make their own goals that will meet the Ends. (PL) will keep us updated on the progress.	
<b>Board Development</b>	New Board Member orientation in January was good but feel it would be better done in person. Need to strive to get the orientation completed in person in November. Procedure Manual Training – The Procedure Manual is usually updated after every two meetings. Make sure you are bookmarking it and referring to it.	Parking Lot Item: Consider meeting after the conference on Sunday with new Board Members and travel home on Monday.
<b>Nominating Committee</b>	The committee provided an overview of the process and an update on the progress. There is more interest in the Secretary position, at this point we have one for sure candidate and another almost for sure. These candidates are flexible and interested in both a general position or the Secretary-Elect depending on what happens with the By-Laws. There is little interest in the President-Elect; right now we have one potential candidate. The group brainstormed potential names for President.	Parking Lot Item: Cross-fertilization is the role AEE should be playing, not an umbrella organization.
<b>Silent Auction / Fundraising Ideas</b>	<p>As a Board we committed to raising \$3,000 over the next year on top of what we usually bring in for the auctions at the conference. One of the revenue generating ideas has been online silent auctions.</p> <p>AEE has an EBay account already set up and has been successfully used once when (JB) sold a kayak.</p> <p>(TL) has done quite a bit of research on companies that work with non-profits to raise monies through online auctions. (TL) found one company that could provide a good service for \$600 a year. The company sets it all, and conducts a professional marketing plan with each auction. They also provide access to possible items. On top of the \$600 per year they also take a percentage of the profits, around 8%.</p>	<p>*The following commitments were made for the auction:</p> <ul style="list-style-type: none"> <li>• (MK) will come up with an item or \$600.</li> <li>• Use of a family retreat in NC by (AB)</li> <li>• 2 nights at a B&amp;B and a round of golf for 18 people for 4 people (MPS)</li> <li>• Can get a discount on a WFR course from WMA (JB)</li> </ul>

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	<p>When reviewing all the marketing services they provide, the group felt AEE already has a great database to work from, no less a database that is all electronic and can reach people via email, FaceBook, Twitter and LinkedIn.</p> <p>So where is the benefit? Staff time and Board time that would need to be committed to pulling off such an event. Staff time that could be spent doing something else. According to the online auction company they would bring in more money then we could, it seems we could recoup the \$600 invest but that would be a risk as there is no guarantee. The online company may be able to access people outside our membership circle that may pay higher prices, and also may be interested in other products. EBay may be able to do the same thing because it is so well known and already has a huge following.</p> <p>Is this a short term remedy (\$3,000 for this year) or a long term thing that could become an expectation of the Board? Some of this will be addressed in another agenda item but it was clear that no one on the Board wants soliciting items year round to become a Board responsibility. Perhaps we could get accredited organizations involved and raffle off best practices or specialty trainings. We could try the online auction company for 3 auctions this year; one in the spring (after the regional conferences so we do not compete, one in the fall- the company could help coordinate an online auction with our in person silent conference auction, and then another one next winter).</p> <p>Whatever we do we need to have a strong marketing plan. Need to let people know ahead of time what is going to be raffled off at the auction at the conference so people could check on the site location and see if the dates would work.</p> <p>Try the company for a year by doing auctions online 3 times a year: in the spring after regional conferences, in the fall leading up to the conference, and another auction in the winter. How much time will we have to invest? The idea of an online conference coinciding with the in person silent auction at the conference was not going to work.</p> <p>Do we really need to do 3 auctions? Seems like a lot of work for staff and the Board regardless of which way we go. Soliciting items that only involve sending tickets or a certificate would create far less work for everyone.* One item a month could be auctioned</p>	<ul style="list-style-type: none"> <li>• A week in a timeshare in TX (JB)</li> <li>• 4 tickets for University of Minnesota Gophers Football (PS)</li> <li>• (PL) modeling his Speedo :-)</li> <li>• (PS) lipsyncing his award winning Paula Abdulla :-)</li> </ul> <p><i>** (MPS) made a motion that was seconded by (PS) to have a multi-item spring online auction for a three week period. (TL), (MPS), and (JB) will work together to make this online auction happen. The motion passed unanimously.</i></p> <p>(PL) When the auction is going on, include a link on our website asking people if they are interested in donating something, some service, some place/retreat for the advancement of experiential education.</p>

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	<p>and that would not compete. Seems if we had 4-6 items of higher value, \$3, 000 could be raised in just one auction.**</p> <p>New resource - (DB)'s brother-in-law runs an online photography business. He goes to high school sporting events and photographs people and events and then sells images to participants through his online business. We could collaborate; he could offer some insight as well as perhaps facilitate an online auction in exchange for coming to an AEE conference and photographing. Would our conference participants be in to that?</p> <p>New fundraising idea – Sponsorship for conference workshops. People have had success when approaching potential sponsors to ask for a smaller advertising sponsorship of \$150-\$200. Managers can make this decision on the spot because they all have advertising budgets, verses asking for donation which always seems to entail many more administrators up the line. For this sponsorship they would be mentioned on the website, listed in the conference program, listed on the sign outside the workshop room, and would be introduced as the workshop sponsor at the beginning of the workshop.</p> <p>New fundraising angle – We need to think bigger, not just outdoor gear. Where are the teacher supplies? Or how about technology like an iPhone or apps that may be used by teachers?</p> <p>Bottom line - What is the role of Board in raising money long term?</p>	
<b>February 13</b>	<b>February 13</b>	<b>February 13</b>
<b>Building a Culture of Excellence</b>		
Self-Assessment Exploration	<p>Reviewed the self-assessment we did online a few weeks ago. (CI) used the same tool we used last year but made it personal. The big difference between the years was more agreement in being prepared for meetings and doing monitoring this year!!</p> <p>Of the ten statements one stood on the disagree side  “Give full consideration to monitoring reports and provide useful feedback in my evaluation.”  And the one stood out with strongly agreeing  “I am open to others thoughts and opinions.”</p>	<p>*(CI) will send supporting documents for agenda items for future meetings.</p> <p>** (CI) will start a Wiggio and we will give it a try.</p> <p>*** (CI) will check with Kirsten</p>

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	<p>Overall everyone is in agreement; this can be good and bad.</p> <p>How can we do our job better?</p> <ul style="list-style-type: none"> <li>• Attendance is critical to feel in the loop and face to face meetings are crucial.</li> <li>• More agenda related information to prepare for meetings.*</li> <li>• Sustaining consistent technology. WebEx was not worth the money but the one feature that will be missed is the sharing of documents. We need to find a cheap technology that is sustaining and could share documents, seeing each other (video) is not a necessity nor does it enhance productivity. Maybe Free Conferences or Wiggio or Goggle Wave.**</li> <li>• Consistency is important for all AEE leadership groups. The Board can serve as a good role model for effective meetings and communications technologies.</li> <li>• Streamline technology for all AEE groups and not have conference calls with one kind of technology, document storage in another technology, and email lists with yet another different technology.</li> </ul> <p>Use the AEE website as much as we can, it adds professionalism, sense of community, branding. Could use the AEE website to create a Board email that would serve as a listserv.***</p>	<p>Kindt on creating a Board email list.</p>
<p>Governance Training - Scenario</p>	<p>We used an actual email that a Board member received with concerns about the organization. The email was full of operational concerns and value/directional concerns.</p> <p>Talking Points:</p> <ul style="list-style-type: none"> <li>• Member/Owner hat verses Volunteer/Staff hat</li> <li>• AEE Culture</li> <li>• Is the issue value laden? Concern about the direction.</li> <li>• Many of our leaders are staff and owners; if they become unhappy in one hat it is going to affect them in the other hat.</li> <li>• What can we do as a Board to continue to encourage clarity and understanding around Policy Governance, the Board's role and other AEE leader's role?</li> <li>• There is a policy that addresses staff (volunteers) treatment and a grievance policy as well.</li> <li>• GP-1 defines the Board as an informed agent. We are the link between the owners and the operation.</li> <li>• When a member/leader approaches us, often we are listening to the two sides (the owner</li> </ul>	

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	<p>and staff) they bring to the table. We need to facilitate both sides, by far the most challenging part of our job. We need to listen and educate people on what issues the Board can “take action” on and for the issues we do not take action on who can.</p>	
<p><b>Regional Conference Talking Points</b></p>	<p>What kind of platform will we have at each conference; workshop titled “Addressing Change in AEE”, meeting with regional councils, talking to all those in attendance, talking at a general membership meeting, outreaching/floating with owners and potential owners, etc.*</p> <p>Whose attending what regional conferences.</p> <ul style="list-style-type: none"> <li>● NW – MPS, LL</li> <li>● W – CI, Evan</li> <li>● RM – DB, Kirsten</li> <li>● MS – LF</li> <li>● SE – AB, MK?, Shawn</li> <li>● Heartland – LF</li> <li>● MA – PL, JB</li> <li>● NE – JP, LF</li> </ul> <p>Meeting with Regional Councils - We all need to be aware of the changes or “perceived changes” the regions are dealing with; reserves being “stolen from us”, travel reimbursement policy, treasurers no longer writing checks, and regions “not being able to spend their own money.” We may have to diffuse situations; this is a role we can play at regional conferences.</p> <p>Talking Point Ideas** <i>Keep in mind a large percentage of the participants are first time to AEE.</i></p> <ul style="list-style-type: none"> <li>● Thank yous to volunteers (regional council, host committee, presenters, reviewers, etc.),</li> <li>● Starting Point GP-1</li> <li>● AVP education and update</li> <li>● Encourage folks to participate in AEE Web 2.0: Go to the website for EE resources, award applications, BOD minutes, etc.. Join AEE’s Facebook, Twitter and LinkedIn</li> <li>● Online spring auction</li> </ul>	<p>*(CI) will craft an email to be sent to the CRC letting them know which Board members and staff members will be attending what conferences, and that we would like to outreach in a variety of ways; they can choose.</p> <p>** (PL) will send updated financial information to have at our fingertips for reference.</p> <p>(EVERYONE) Board members need to report out to the group after attending a regional conference.</p> <p>***Discuss a possible Leadership Summit on Wednesday before the conference.</p>

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	<ul style="list-style-type: none"> <li>• Provide Feedback for By-Law changes – March 8-26</li> <li>• Vote for By-Law changes – April 15-May 15</li> <li>• Board Nominations (taking nominations until April 15) and Elections May 15-July 15</li> <li>• Award Nominations due date is July 1 to be considered for 2010</li> <li>• Join AEE – The is power in being a member of a professional organization</li> <li>• Invite everyone to come to LasVegas conference</li> <li>• Burning Issues / Edges on the Horizon</li> <li>• A special thank you for the regional councils (Cards, drinks, etc.)</li> </ul> <p>Discussion changed to brainstorming ways we could thank and recognize AEE leaders. The Leadership Celebration (at the annual conference) is not the venue; it is a party and not a time or place to stop talk or report out. The Leadership Summit serves as the place, space and time to connect, recognize, and report out on AEE groups work. We are beginning to feel the effects of not having had a summit for a few years. Again the idea of a Wednesday Leadership Summit at the annual conference surfaced.***</p> <p>We need to reach out to AEE groups and find opportunities to connect with our owners and staff. If we were to have a Leadership Summit in November, the Board would have to arrive a day early. We also need to begin letting AEE groups know we would like to meet with them for a two hour period on Wednesday afternoon. If the meetings are not coordinated then the Board could not meet because half its members are not present.</p>	
<p><b>Annual Vision Project Work Continues</b></p>	<p>(PS) and (JP) took the list of 180 organizations and broke it down into 16 categories. We then narrowed the list down to the following 13 categories</p> <ul style="list-style-type: none"> <li>• Cooperative Education</li> <li>• Adult and Continuing Education</li> <li>• Higher Education</li> <li>• Adult and Continuing Education</li> <li>• Environmental Education</li> <li>• Outdoor / Adventure Education</li> <li>• Experiential-ish</li> <li>• Service-Learning</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Schools</li> <li>• Educational Research and Policy</li> <li>• Youth</li> <li>• Therapy</li> <li>• Other</li> </ul> <p>We broke up into groups to narrow the lists to 4 or less organizations in each category. Organizations that we would be interested in learning about their take/definition on EE. The final list of 34 was divided amongst everyone.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;"><b>COOPERATIVE EDUCATION</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Cooperative Education and Internship Association</td> <td style="text-align: center;">JP</td> </tr> <tr> <td style="text-align: center;">World Association for Cooperative Education (WACE)</td> <td style="text-align: center;">AB</td> </tr> <tr> <td style="text-align: center;">International Association for the Study of Cooperation in Education Conference</td> <td style="text-align: center;">PS</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>ADULT AND CONTINUING EDUCATION</b></td> </tr> <tr> <td style="text-align: center;">American Association for Adult and Continuing Education</td> <td style="text-align: center;">DB</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>HIGHER EDUCATION</b></td> </tr> <tr> <td style="text-align: center;">CIEE: The Council on International Educational Exchange</td> <td style="text-align: center;">CI</td> </tr> <tr> <td style="text-align: center;">National Association of International Educators</td> <td style="text-align: center;">AB</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>ENVIRONMENTAL EDUCATION</b></td> </tr> <tr> <td style="text-align: center;">North American Association for Environmental Education (NAAEE - International)</td> <td style="text-align: center;">MPS</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>OUTDOOR/ADVENTURE EDUCATION</b></td> </tr> <tr> <td style="text-align: center;">4-H</td> <td style="text-align: center;">DB</td> </tr> <tr> <td style="text-align: center;">Institute for Outdoor Learning</td> <td style="text-align: center;">JB</td> </tr> <tr> <td style="text-align: center;">The European Institute of Outdoor Adventure Education and Experiential Learning (EOE)</td> <td style="text-align: center;">JB</td> </tr> <tr> <td style="text-align: center;">American Alliance for Health, PE, Recreation, &amp; Dance (AAHPERD)</td> <td style="text-align: center;">MK</td> </tr> </tbody> </table>	<b>COOPERATIVE EDUCATION</b>		Cooperative Education and Internship Association	JP	World Association for Cooperative Education (WACE)	AB	International Association for the Study of Cooperation in Education Conference	PS	<b>ADULT AND CONTINUING EDUCATION</b>		American Association for Adult and Continuing Education	DB	<b>HIGHER EDUCATION</b>		CIEE: The Council on International Educational Exchange	CI	National Association of International Educators	AB	<b>ENVIRONMENTAL EDUCATION</b>		North American Association for Environmental Education (NAAEE - International)	MPS	<b>OUTDOOR/ADVENTURE EDUCATION</b>		4-H	DB	Institute for Outdoor Learning	JB	The European Institute of Outdoor Adventure Education and Experiential Learning (EOE)	JB	American Alliance for Health, PE, Recreation, & Dance (AAHPERD)	MK	
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Topic	Discussion/Outcome		Action/Follow up
	<b>SIMULATION/GAMING</b>		
	Association for Business Simulation and Experiential Learning	PS	
	International Simulation And Gaming Association	LL	
	<b>SERVICE LEARNING</b>		
	National Service-Learning Partnership	JP	
	International Association for Research on Service-learning and Community Engagement	CI	
	Campus Compact	TL	
	<b>SCHOOLS</b>		
	National Association of Charter Schools	LF	
	National Association of Independent Schools (NAIS):	PL	
	Waldorf	CI	
	<b>EDUCATIONAL RESEARCH AND POLICY</b>		
	Collaborative for Academic, Social, and Emotional Learning (CASEL)	MK	
	American Council on Education	PS	
	Quality Teaching Network	TL	
	Association for Supervision and Curriculum Development (ASCD)	MPS	
	<b>YOUTH</b>		
	YMCA	MK	
	Madison Children’s Museum (Reach out to larger association)	LF	
	National After-School Association	LF	
	<b>THERAPY</b>		
	Equine Experiential Education Association (E3A)	LL	

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Topic	Discussion/Outcome		Action/Follow up
	National Association of Therapeutic Schools and Programs (NATSAP)	DB	
	<b>OTHER</b>		
	Place-Based Education Evaluation Association	JP	
	The Active Learning Foundation	PS	
	International Association for Learning Alternatives	LL	
<b>The Role of the Board in Fundraising</b>	<p>Is the Board expected to fully support itself? No. We are not a fundraising board. This Board does not have the fundraising expertise, or the pockets. We have a responsibility to the profession, we are the holder of the content, we create the direction of the organization. We do want to contribute to the organizations revenues and the cost of governance.</p> <p>Just as there is a cost of administration there is a cost of governance. When the cost of governance is bore onto this group it creates stress and prevents the group from being productive and fulfilling its responsibilities.</p> <p>Fundraising is often seen as an unpleasant chore by many. We need to make it part of our annual chores. Training may help make it easier.</p> <p>There is a difference between a Program Board and an Association Board, and because of those differences it is often easier to raise money for program oriented organizations.</p> <p>If we as a Board create an exciting vision which gets people excited about becoming part of AEE then we increase the membership and that is fundraising.</p> <p>When it comes to the Governance Budget the Board has two roles:</p> <ol style="list-style-type: none"> <li>1. to fundraise</li> <li>2. to reduce costs</li> </ol> <p>We want to make sure we are not setting a precedent for future Boards. They should not be expected to nickel and dime everything; the way we currently are. We need to capture</p>		<p>*(EVERYONE) needs to report their unreimbursed expenses to (MK).</p> <p>**<i>(TL) made a motion that was seconded by (PS) to accept the proposed wording for the Fundraising / Cost Control section of the Procedures Manuals. The motion passed unanimously.</i></p> <p>Fundraising / Cost Control Part of the Board’s responsibility to the Association is the contribution to fundraising and cost management as a means to support the ongoing expense of Board operations. Current expectations for fundraising by Board members are:</p> <ul style="list-style-type: none"> <li>• Soliciting items for the auctions</li> <li>• Assisting with travel, lodging and meal costs as per the current AEE travel policy</li> <li>• Make an annual monetary</li> </ul>

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<b>Topic</b>	<b>Discussion/Outcome</b>	<b>Action/Follow up</b>
	<p>donations in the budget so the true cost of governance is being documented from year to year.*</p> <p>As a Board we want to inspire people, we want to support our staff, our program and our visions. Many of us would not be on the Board, or the organization if the focus was on fundraising.</p> <p>(CI) looked at other organizations By-Laws and travel policies and found that most organizations do not have separate polices for staff, and volunteers. Spending a lot on travel is ok as long as you can prove that it is all business. What is best practices / normal operating procedures? The best would be to have the same policy for staff, volunteers and Board members. But our staff are in a different category . . . . .</p> <p>What level are we expected to contribute? The Procedure Manual’s Fundraising section was reviewed. A small group worked on creating new language for the Fundraising / Cost Control section.**</p>	<p>contribution in an amount to be left to the discretion of the member</p> <p>(JP) will put these pieces in the Procedure Manual and in the BOD Job Descriptions.</p>
<p><b>By-Laws Revision Section 8.0 Compensation</b></p>	<p>Is there a difference between volunteers and Board members? Yes, No, Maybe</p> <p>A proposed By-Law revision to Article V. Section 8 for an additional paragraph</p> <p>Approved expenses constitute a cost of governance, which shall be borne by the Association. Accordingly, approved expense reimbursement to board members will be governed by policy and procedure determined by the board of directors.</p> <ul style="list-style-type: none"> <li>• Timing may not be right for this By-Law change with all the current strife around the new Reimbursement Policy.</li> <li>• Could we change the wording to lighten the language? We tried changing the wording. Do the changes still meet the goal of the proposed change?</li> <li>• The Board has done a good job of following the new reimbursement policies as well as budgeting for less then the policy states.</li> <li>• Not only does this come at a time when volunteer staff are adjusting to new polices but</li> </ul>	<p><i>*(JP) made a motion that was seconded by (PS) to put this By-Law change proposal in the Parking Lot and bring it back on the agenda in a year. The motion passes unanimously.</i></p>

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	<p>there is Staff tension as well since hours have be and benefits have been cut back, so how can the Board potentially ask for more reimbursement then staff and volunteer staff?</p> <ul style="list-style-type: none"> <li>• Abiding by the Volunteer Reimbursement policy at this time, shows we are willing to sacrifice just like everyone else. This By-Law change could easily be seen or interpreted that we are not willing to sacrifice.</li> <li>• Can a Board dictate there own reimbursement or is it a conflict of interest? As long as the reimbursement policy is reasonable then yes.</li> <li>• Bottom line there is a cost of governance that members and owners need to understand; furthermore Board members should not be expected to bear this cost but will do their best to offset it. Board members participate in the cost of governance</li> <li>• The proposed additional paragraph to Section 8 is a philosophical statement that does not say we are going to get reimbursed more; it just shifts the power back to the Board. The cost of governance is a reality that we cannot get around and the Board needs to set the policy around this.</li> <li>• The group agrees with the philosophy but feel this proposed change is gasoline for the fire right.*</li> <li>• The issue is not going to go away – we need to address it.</li> </ul>	
<b>Awards Committee</b>	<p>The Awards Committee received a proposal for a Distinguished Researcher Award. Honoring a researcher is a great idea and support the Ends. It would also be an opportunity to recognize someone outside the AEE community.</p> <p>CORE would serve as the primary group responsible for organizing the award, including the development of a selection committee, and the final approval would be by the Awards Committee. CORE facilitating the whole process is different then the other awards. There is an Awards nomination and selection process in place and that should be consistent for all awards.</p> <p>There was concern that the award was more of a distinguished award in adventure/outdoor researcher rather than a distinguished researcher award based on the proposed selection committee. The award needs to apply to all areas of EE, like service-learning, place-based,</p>	<p>*The Awards Committee will share our concerns and edited proposal with CORE.</p>

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<b>Topic</b>	<b>Discussion/Outcome</b>	<b>Action/Follow up</b>
	<p>etc. and thus review.</p> <p>Since the current Awards Committee does not have confidence and knowledge to evaluate research, this expertise will be needed. Have someone from CORE sit on the Awards Committee and use them to tap into “experts” on research. Do not want to create a whole other process.</p> <p>In order to address all the concerns above</p> <ol style="list-style-type: none"> <li>1. Wording in the proposal and description would change to be inclusive of all EE disciplines</li> <li>2. The process used would be the same as all other AEE Awards, going through the Awards Committee and then being approved by the Awards Committee</li> <li>3. Create a Review Committee of EE Researches from a variety of disciplines and organizations.</li> </ol> <p>The next concern was around costs of the award. The only cost is the plaque but it is still an additional cost not in the FY10 Governance Budget and thus adds to our expenses. CORE will need to raise the funds for the award. There was also a suggestion of an award of money in the proposal – first there is no such money for awards, any awards that had them were cut last year but in the future we do not want this award to give more money then the others. Money awards would need to be in balance with the other AEE Awards.</p> <p>The last concern was the number of research years the recipient had - greater then 5 years of research is not distinguished, it needs to be more then 15 years.</p> <p>This award could be a great opportunity to collaborate with the Department of Education and/or better yet American Educational Research Association (AERA).</p> <p>A small group worked to incorporate all the feedback*</p>	
<b>February 14, 2010</b>	<b>February 14, 2010</b>	<b>February 14, 2010</b>
<b>By-Laws Process</b>	<ul style="list-style-type: none"> <li>• February 16-26 - A first draft of rationale has been written and needs to be reviewed by</li> </ul>	(EVERYONE) See timeline in

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	<p>the whole Board. The rationale will be posted on the Wiki site .</p> <ul style="list-style-type: none"> <li>• March 1-5 - The Board needs to approve the rationale before it is presented to the membership. Board members will be expected to vote on the rationale during this time.</li> <li>• March 8-26 – Feedback period for members. The proposed By-Law changed will then be presented to the membership for a review and feedback period.</li> <li>• March 27-30 - Pull feedback together for conference call</li> <li>• March 30 conference call – the Board will review the feedback</li> <li>• March 31-April 11 Board has time make any final changes to the By-Laws proposal</li> <li>• April 12 conference call – the Board will take a final vote on the proposed By-Law changes.</li> <li>• April 15 – May 15 the membership voting period</li> </ul>	<p>discussion.</p> <p>(JP) will work with Kirsten Kindt to facilitate the process with our members.</p>
<b>Grievance Process</b>	<p>A grievance has been brought to the Board. There are several documents that are guiding the process; the Code of Conduct, the Employee Grievance Process, the Whistle-Blower policy and some pieces in our ELs These documents are supporting the process but have also exposed some holes we have and some pieces that could flow and compliment each other better.</p> <p>The Process:</p> <ol style="list-style-type: none"> <li>1. The sub-committee of (CI), (DB), (TL) and (JB) met to discuss the grievance; they have also met with (PL).</li> <li>2. The committee needs to give a response within 20 days of the grievance. The committee will come up with a recommendation and bring it to the whole Board for approval in an Executive Session (this will be done via email).</li> <li>3. The President will take the recommendation to the grievance.</li> </ol>	<p>(CI), (DB), (TL), and (JB) will continue work on this process to bring the grievance process pieces together.</p> <p>(EVERYONE) Just a reminder to follow email voting procedures.</p>
<b>AVP Work Continues</b>	<p>Now that we have identified the organizations, the questions to ask need to be identified (Step #4).</p> <p>First - Who do we ask the questions to</p> <ul style="list-style-type: none"> <li>• Someone we know*</li> <li>• As high as we can get in the organization</li> <li>• Whoever has the voice of the organization that we can access</li> <li>• Pursue the Board side in associations and the administration side in program organizations</li> </ul>	<p>*Identify organizations on the list that you may have contacts in that could help the person who will be contacting the organization.</p> <p>**The AVP Committee will create a script and talking points</p>

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	<p>For this research project the group agreed a semi-structured approach would be good.</p> <p>Structured ideas</p> <ul style="list-style-type: none"> <li>• Talking points (like the difference between EL and EE)</li> <li>• Rationale to go off</li> <li>• A semi-structured format, perhaps a grid (graphic organization) to collect some information to learn a bit about the organization</li> <li>• A script would be good for the beginning of the conversation followed by talking points, questions and then a structured closing.**</li> </ul> <p>Possible Questions</p> <ul style="list-style-type: none"> <li>• Are they willing to participate in a mega EE summit? (Maybe not a question for right now since we have no funding to support such an event)</li> <li>• Ask them for their definition of EE</li> <li>• How does learning happen</li> </ul> <p>Closing ideas</p> <ul style="list-style-type: none"> <li>• Invite to a summit (do we really want everyone)</li> <li>• Call Paul (do not want to flood his voice mail /email)</li> <li>• Encourage membership in AEE (sounds like a sales pitch)</li> <li>• Come to our conference (a possible sales pitch)</li> <li>• Follow-up thank you email with a link to the AEE website.</li> </ul>	<p>(EVERYONE) Research needs to be done by June 1.</p>
<p><b>Summer Meeting Update</b></p>	<p>(PL) checked in with Evan Narotsky, the Las Vegas conference hotel will give us 6 rooms for 2 nights and only charge \$30 for a 3<sup>rd</sup> night. Meals will have to be at \$30 per day. Airfares may be lower at that time of year.*</p> <p>Travel on Thursday, June 24 will be early. A west coast meeting means a beginning time of 2 or 3pm on Thursday; therefore there will be no meeting on Sunday and people can leave early on Sunday, or take a Saturday night red eye.</p> <p>(MK) reminded everyone of our \$300 expense limit for ALL travel expenses (airfare,</p>	<p>*Use websites to help track airfares; like Bing tells you when there are typical sales to certain destinations; Kayak is a great site that tracks airfares to a certain destination and notifies you of good prices.</p> <p>** (PL) will check into being able to get rooms at \$30 for another night.</p>

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	<p>mileage, parking, etc.) for all meetings this year.</p> <p>The idea was thrown out about the Board doing an outing together while in Vegas; yes, as long as it is before or after the meeting. People were interested in getting together a day earlier for an outing to Red Rocks; all at personal expense.**</p>	<p>(PL) will check into details on how people making travel donations can get it documented for tax purposes. (PL) will also look into creating a frequent flier donation bank/account.</p>
<p><b>Research Award Revisited</b></p>	<p>A small group of (PS) and (AB) worked on revising the proposed research award proposal. Discussion ensued on defining the make up of the review committee. Concern was also expressed about the funding of the actual award/plaque.*</p> <p>The award will be given this year. The Awards Committee really needs to monitor the progress on the award nomination and selection process.</p> <p style="text-align: center;"><b>Distinguished Researcher Award</b></p> <p><b>Description and Purpose:</b> This award is intended to provide recognition of exemplary and long-standing (&gt; 15 years) research productivity and visibility in the fields of Experiential Education.</p> <p><b>Rationale:</b> Research continues to assume a growing level of importance in both the academic and applied contexts. This award provides a declaration of the value of that enterprise and recognizes the role that long-term and productive research efforts provide our fields. (“Nothing is more useful than a good theory,” Kurt Lewin)</p> <p><b>Structure of the Award:</b> It is proposed that this award be presented at the Awards Ceremony at the AEE International Conference. The award will consist of a plaque presented to the recipient. In addition, the recipient should be allocated a time slot at SEER to talk about their research program, future research plans, and salient research issues.</p> <p><b>Nomination Process:</b> Potential candidates for this award are nominated through the same process as the other AEE Awards (Servant Leader, Practitioner, etc.). Nominations will first be submitted to the Awards Committee of the Board of Directors and then sent to Research Award Review Committee.</p> <p><b>Review Committee Selection Process:</b> CORE will serve as the primary group responsible for the selection of the Review Committee (3-5 members). Members of this committee must include a broad representation of experiential education (e.g. adventure, service learning,</p>	<p><i>(TL) made a motion that was seconded by (MK) to accept the revisions, and thus the new award. The motion passed unanimously.</i></p> <p>The Awards Committee will share the edited proposal with CORE for final approval.</p> <p>*In order for the award to be given this year CORE will need to fund the plaque for this year. The award will be included in future Awards budgets.</p> <p>Parking Lot: Look at all the AEE awards and evaluate.</p>

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	<p>place-based, environmental education).</p> <p>The review committee will consider appropriate attributes associated with this award such as importance of research contributions, continuity of research involvement, diversity of publication and presentation outlets particularly those that are refereed, creative and innovative impacts to research within the experiential education community, and presence of awards, keynotes, grants, etc. that speak to a research presence. The Awards Committee of the AEE will make the final selection of the awardee.</p>	
<p><b>Placing of the Kurt Hahn Address</b></p>	<p>A proposal was put on the table for an EL-9.10 sub-policy regarding the placement of the Kurt Hahn. Concern was expressed as to the placing of the Kurt Hahn Address at the conference. Some felt it should always be the first address. Others felt this was an operational issue and should be left to staff and host committee.*</p> <p>The proposal created discussion on the philosophy of ELs, the pluses and minuses of including such a policy in the ELs and how operational such a policy may or may not be in regards to the Kurt Hahn Address, its purpose/goal and its presenter.</p> <p>OFA has been wanting to recognize elders; one of the ideas was seating them in a front row at the Kurt Hahn Address and introducing them. The group felt this was not the place to do this recognition as it could blurr the lines of what people already mistakenly thinking the Kurt Hahn is an award and/or a life time achievement. The Celebration Dinner maybe a better place to recognize these folks.**</p>	<p><i>*(LF) made a motion that was seconded by (MPS) to recommend to (PL) that the Kurt Hahn Address be the first address at the conference. The motion passed unanimously.</i></p> <p><b>** Parking Lot: Recognizing elders at the Celebration Dinner – celebrating at the dinner</b></p>
<p><b>Consent Agenda</b></p>	<p>The following Consent Agenda was put forth for approval</p> <p>Minutes</p> <ul style="list-style-type: none"> <li>○ October 27 &amp; 28, 2009</li> <li>○ November 18, 2009</li> <li>○ December 4, 2009</li> </ul> <p>Monitoring Reports</p> <ul style="list-style-type: none"> <li>○ EL-11</li> <li>○ EL-4 Direct Inspection</li> <li>○ EL-5</li> <li>○ GP-12</li> </ul>	<p><i>(TL) made a motion that was seconded by (AB) to approve the Consent Agenda. The motion passed unanimously.</i></p>

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Topic	Discussion/Outcome	Action/Follow up
	<ul style="list-style-type: none"> <li>○ BE-5</li> <li>○ EL-9</li> </ul>	
<b>Reminders From the Treasurer</b>	The books are still being closed out for FY09 the auditor will come in April and we will have the report for the June Meeting.	<p>(EVERYONE) use the current reimbursement form that is online in the Procedures Manual. The reimbursement form needs to be sent to (MK) electronically and then send it in hard copy with receipts to Michelle. Do not send hard copy or receipts to (MK).</p> <p>(EVERYONE) type in notes at the bottom of reimbursement forms on the what you spent on expenses that</p>
<b>Closing</b>	Thoughts on meeting: <ul style="list-style-type: none"> <li>● Longer lunch period</li> <li>● Schedule time to move / go outside</li> <li>● Working both nights is a lot</li> <li>● Very rich dialogue and participative</li> <li>● The setting was conducive – sharing and preparing meals together is fun and great community</li> </ul>	

