

**AEE Board of Directors
MINUTES**

Name Committee/Meeting: AEE BOD Conference Call Chairperson/Facilitator: Christian Itin Recorder: Jennifer Payne	Date: May 18, 2010
In attendance: Jeff Baierlein (JB), Andrew Bobilya (AB), Drew Brennan (DB), Christian Itin (CI), Tom Lindblade (TL), Jennifer Payne (JP), MaryPat Sullivan (MPS), Paul Limoges – ex-officio (PL)	
Absent: Laurie Frank (LF), Mike King (MK), Paul Shirilla (PS)	

Topic	Discussion/Outcome	Action/Follow up
Regional Conferences Updates	<p>Northeast – well attended, around 290, could have had more but venue cut off registration in ME, (LF) did a wonderful opening keynote, did not address the big group, (LF) and (JP) did Breakfast with the Board and had 2 folks show; have site and convener for next year,</p> <p>West – Well attended, over 110 participants, good location, diverse group, Humboldt State was well represented</p> <p>TAPG Best Practices – in Columbus, OH, just shy of 100, roving dinner, well planned, one of the members brought their band</p> <p>Heartland – about 55 people, very aggressive marketing in the weeks leading up to the conference which resulted in 55 people attending, good networking; planning to be in a more centralized location next year</p> <p>Rocky – in Lander, WY, friendly, organized convener, used the town of Lander as the venue (for example workshops were in stores), NOLS played a big part and had a big presence, did not address the big group, (DB) did Donuts with Drew and had 6 or 7 people show</p>	
Monitoring		
Ends	<p>Overall everyone felt the interpretations were reasonable; everyone was impressed with the data that (PL) put together for the monitoring report – kudos to (PL) and the staff for pulling all this data together. The data and interpretations provide a solid bottom line that our Ends monitoring has not had and gives us a great perspective.</p> <p>A few pieces of feedback for (PL):</p> <ul style="list-style-type: none"> • Some acronyms were unknown to Board members, best to spell out in the future 	

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	<ul style="list-style-type: none"> • Membership retention goal is 60% what would it take to make it 70%, action plan goals and survey feedback can help answer that question • Unclear of end result when it comes to the definition of EE 	
BE-4	<p>Overall no concerns, except for a few questions: When a small group of Board members meet with the CEO on financial issues on a regular basis - is this operational or policy governance?</p> <ul style="list-style-type: none"> • If policy governance shouldn't there be an EL? • Could view these monthly meetings as a direct inspection. • In March 2009 a small working group (Financial Task Group) was set to the task, by the overall Board, to look at the financial issues in monitoring the because there were/are so many concerns around the financial picture of the association and Board members wanted more information and data. The task group created a set of recommendations that were to be implemented for a year (which were approved by the Board) and then to be re-evaluated in a year (an item on the agenda) – one of the recommendations included a monthly meeting with the CEO and Finance Manager on the overall flow of cash and expenses. It was noted that if we decide to keep any of these recommendations in place then we would need to look at adding policy (ies) in the ELs. (PL) stated that he has seen real value in this information being passed on to the Treasurer. The Treasurer can then play a better role in answering the questions of Board members rather than Board members always going to (PL) for the information. <p>The Advisory Council its role and probably just semantics</p> <ul style="list-style-type: none"> • Is it the AEE Advisory Council or CEO Advisory Council? • If they are a council like the Accreditation Council do we need to include them in our policies and monitoring? • The recent e-newsletter said they would be looking at public policy and this came as surprise, member felt the needed clarity around their responsibilities, connections and content. • Was a shared issue for the majority of folks on the call. (PL) the offered some good explanation to address some of these issues and questions: <ol style="list-style-type: none"> 1. He reminded us the council was created as result of the compliance plan 	

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	<p>for EL-4.</p> <p>2. The council’s only goal/charge right now is to assist in building the organizational reserve funds because the Association does not have a fundraising committee nor is this the focus of the Board.</p> <p>3. Many of these issues could be addressed with a few word/name changes.</p> <p>Some felt there was still some discussion on this topic.* Many wanted to make it clear that we do not want to step on (PL) toes and are supportive of what he is doing and the applaud the creation of this group of individuals.</p>	<p>*(JP) will add this shared issue to the July agenda.</p>
(DB) needed to exit the call		
BE-3	<p>Overall no concerns but there were some questions around grievances. Since there is already a small group working on the grievance process, and set as an agenda item in the coming months there was no need for a discussion now.</p>	<p><i>(MPS) made a motion that was seconded by (JB) to accept the Ends, BE-4 and BE-3 monitoring reports. The motion unanimously passed.</i></p>
(JB) needed to exit the call, <i>no longer had quorum</i>	<p>With the challenges of finding times for everyone to be on conference calls for a full two hours and needing quorum to complete business the idea of proxy voting was brought up. Everyone was interested in the idea and thought it should be an agenda item for the July meeting.*</p> <p>The following ideas were generated for discussion:</p> <ul style="list-style-type: none"> • Need to limit the number proxies, like no more then 2 per conference call • There was concern people may not attend or be engaged in meetings but one would only be allowed to pass on proxies if they had been in attendance at the meeting. • Bottom line want to keep the business flowing and not bottling up 	<p>(JP) will include on the July meeting agenda.</p>
(DB) Conversation	<p>Unfortunately (DB) needed to attend a meeting and had to get off the conference call, the “conversation” will be coming in a letter addressed to the Board.</p>	
Financial Task	<p>(MK) was not on the call nor was on the a conference call yesterday around</p>	

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Group	<p>financial issues so this item will have to wait until the July meeting.</p> <p>(CI) did share that revenue is doing ok but there is no area where we are doing phenomenally; there were increases in some revenue areas but there were some decreases; the smaller conferences were in the first quarter, the larger regional conferences were in the second quarter and thus are hoping for an increase in regional conference revenue. We are not on budget but we not capsizing.</p>	
Awards Committee Update	<p>The committee reported that the Distinguished Researcher award and the semantics around the word have been worked out and nominations are being received. Nominations are coming in for almost all the awards and things are looking good for the 2010 year. The form on the internet seems to be making a difference. One last mass email was sent to all members to make sure all the awards have nominations.</p>	
By-Laws Update	<p>The By-Laws overwhelming passed; 96 parent profiles voted there were only one or two, of the five sections, that received 2 or 3 not-in-favor votes. As a result of the new By-Laws the BOD ballot was distributed to members on May 14 with a President-Elect and a new position of Secretary-Elect.</p>	<p>EVERYONE vote for your new Board of Directors members.</p>
Organizational Audit Group Update	<p>(AB) reported that the group still needs to finish their work.</p>	<p>(LF), (DB), and (AB) should plan to have this work completed by the July meeting.</p>
Kurt Hahn Award Details	<p>Changes were made to the Kurt Hahn Award candidate pool process at the February meeting but there was a discrepancy in the minutes that still needs to be resolved when we have a quorum.</p>	<p>(JP) will include on the July meeting agenda.</p>
Spring Auction Update	<p>The Auction Committee is working with Kirsten Kindt to put 3 items up on auction (something from MK, MPS, and AB) in June in conjunction with the next newsletter. (AB) reported that his auction item (North Carolina cabin) already “sold” for \$600. That leaves MPS’s item which she is in the final</p>	<p>*(JP) will include on the July meeting agenda.</p>

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	<p>stages of getting the certificate made. There will be a \$600 item from (MK) and the other items were not available thus the \$3,000 goal will probably fall short; probably will only make \$1500-1800. Need to discussion how to make up the short fall at the July meeting.* One idea was to have the EE Theory in Practice book signed by all the chapter authors.</p>	
<p>July Board Meeting</p>	<p>Since the dates of the meeting changed the rates for our rooms increased form \$30/night to \$49/night; we have 9 nights comped and thus will need to pay for the other 9. A rooming list is needed by Evan Narotsky so (CI) will be sending him a list.* There is no hotel shuttle; just shuttles in general from the airport. It is cheaper to take the shuttle if arriving by yourself. But for groups of 4, it is cheaper to take a taxi.**</p>	<p>* EVEYRONE – any roommate preferences should be submitted to (CI) ASAP. Anyone interested in staying longer or arriving earlier then our meeting time schedule needs to let Evan Narotsky know ASAP.</p> <p>** (MPS) volunteered to coordinate everyone’s arrival BUT not until after June 15. EVERYONE send travel information after June 15.</p>
<p>AVP Update</p>	<p>Everyone admitted to little to no progress on making calls, many were waiting for the school year to end. The goal is to have these calls completed by the July meeting. A few ideas were thrown around that folks thought may help and motivate them in making the calls.</p> <ul style="list-style-type: none"> • Could create a document on wiki and have everyone post notes on one of their call by June 15. • Could create small groups and have a conference call to share results of calls in late June. 	<p>EVERYONE make your calls to your EE groups. Be on the watch for an email from (CI) asking us to share notes, ideas, or results from the calls online.</p>
<p>Proposed AVP Phases</p>	<p>The proposed phases of the AVP are to serve as guidance for future AVPs and should be included in the Procedures Manual. A quorum was needed to vote.</p>	<p>(JP) will include on the July meeting agenda.</p>