

**AEE Board of Directors
MINUTES**

Name Committee/Meeting: December Video Conference Call Chairperson/Facilitator: Laurie Frank Recorder: Jennifer Payne	Date: December 18, 2008
In attendance: Jeff Baierlein (JB), Andrew Bobilya (AB), Drew Brennan (DB), Laurie Frank (LF), Christian Itin (CI), Tom Lindblade (TL), Jennifer Payne (JP), MaryPat Sullivan (MPS), Paul Limoges – ex-officio (PL)	
Absent: Mike King (MK), Rob Rubendall (RR), Bob Stremba (BS)	

Topic	Discussion/Outcome	Action/Follow up
ANNOUNCEMENTS	Acclimating to Webex – this is going to be a learning process for everyone. Hang in there.	(ALL) provide (LF) feedback on what does and does not work with Webex.
POLICY DISCUSSION/DEVELOPMENT	POLICY DISCUSSION/DEVELOPMENT	POLICY DISCUSSION/DEVELOPMENT
El-6.6 Asset Protection	<p>Currently the sub-policy reads: Fail to protect intellectual property, information and files from loss or significant damage.</p> <p>(TL) proposed a new wording for this sub-policy. Fail to protect intellectual property, information and files from loss or significant damage or to maintain an accessible physical and electronic historical archive of all such materials.</p> <p>Questions around the word accessible were raised. This word is now language being used in the world of technology, specifically websites, by the ADA. Soon there will be guidelines around having accessible websites so we may want to change this word as we do not have electronic features that make our organizations ADA accessible.</p>	(JP) will include this proposal on the next agenda when we have quorum to vote. Fail to protect intellectual property, information and files from loss or significant damage or to maintain a physical and/or electronic historical archive of all such materials.
ASSURANCE OF SUCCESSFUL CEO PERFORMANCE	ASSURANCE OF SUCCESSFUL CEO PERFORMANCE	ASSURANCE OF SUCCESSFUL CEO PERFORMANCE

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EL Monitoring		
EL-5 Financial Condition	<p>Not everyone was convinced of some of the data provided, as well as interpretations including (PL). Several discussions ensued.</p> <p>Key point raised:</p> <p>~~(PL) spoke about getting the regions on the same page using the same budget templates and thinking more into the future when doing budget planning. He also emphasized the need for more monitoring of budgets and creating consistency in budgeting procedures and policies for AEE leaders.</p> <p>~~(PL) continues to look at the biggest line item expense – Travel and how that can be reduced. Video-conferencing is just one solution.</p> <p>~~(PL) inquired about more information and historical perspective on inter-fund shifting in sub-policy 7. There have been lean times in the Association’s history in which we had to shift monies from restricted funds to cover expenses. In some of these same times regions revenues were also used and when they went to use them they were unavailable. (PL) was encouraged to define for his management philosophies and practices, and the Board would provide feedback through the monitoring.</p> <p>~~Sub-policy 6 received quite a bit of air time since there was no compliance. (PL) expressed concern about this policy always being in non-compliance is this the right goal? It is ok to be out of compliance as long as there is a compliance plan that is holding ourselves accountable and pushing ourselves to move forward – which was the purpose of the creators of this sub-policy. (PL) will prepare a compliance plan taking into account past compliance plans.*</p>	<p>*(PL) will get a compliance plan to us for EL-5.6 by December 31, when we get EL-4 and thus will be monitored in January.</p> <p>** (CI), (LF), and (MK) will explore language of sub-policy EL-5.6. (JP) will include on a future agenda.</p> <p>(RR) was not on the call but had some specific interest in changing the wording to define assets in sub-policy ???. (JP) will include on a future agenda.</p> <p><i>(CI) made a motion that was seconded by (TL) to accept the El-5 monitoring report with the understanding there will be a compliance plan for EL-5.6 by December 31. The motion passed.</i></p>

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	<p>~~ Sub-policy 6 is hard to understand, always needs training and seems to cause confusion for everyone – should we change it? The group decided this was a <i>shared issue</i> so a small group will explore the language, including talking to the folks who initially wrote it (the words were very deliberately and specifically chosen) and try to find a way to simplify the language. The small group exploration is not to change the meaning/goal of the sub-policy just the semantics to make it easier to understand and monitor.**</p> <p>Again concern was expressed about the 30% Reserve Ratio and how it will be met. It is important for the CEO to choose a strategy to work towards; it may be having a full staff and increasing the revenues or decreasing the staff and cutting expenses. (PL) hopes to continue growth at 5% and will be creating benchmarks the Board can monitor.</p>	
BE Monitoring		
BE-5 CEO Performance	<p>For the most part there few disagreements or concerns with the monitoring report. The meaning/definition of a “reasonable person” was questioned. It was a policy straight from the Carver Boiler plate so perhaps it is time to make it more specific to our organization. It is a contextualized meaning; what we expect of Paul today may be different next year. (CI) shared some possible wording changes to the sub-policy. The group decided it was a <i>shared issue</i> and therefore will keep the conversation going.* A concern about monitoring a BE policy as soon as Board members come on may not be appropriate. With only 5 BE policies we should be able to spread them around so they are not so close</p>	<p>*(CI) and (MPS) will work on together on creating a proposal of a new wording for the BE-5.3 and have a proposal for our next agenda. **(CI) will look at monitoring schedule and see if there is a better time to monitor BE-5. (JP) will include on a future agenda.</p>

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	to when new board member come on.**	
New Operational Worries		
EL-6/Intellectual Property	<p>Prior to the conference call it was learned there was a shared issue among board members regarding OFA using OutdoorEd.com as a technology vehicle for discussions (listservs), interviews and projects. There was concern about what that meant for AEE in regards to access and intellectual property. (PL) feels that with our new website we can support these things now. But OutdoorEd.com has not followed through on requests for the email lists of people participating in the OFA listserv. (PL) expressed concern about this resistance and hopes AEE and OutdoorEd.com can find a collaborative transparent relationship on each others websites, supporting each other and most importantly our members. There was a time when we could not host all our leadership and network groups' technology needs but that is changing with the new website. (PL) feels it is the Association's responsibility to provide the services our members need and want. If we cannot meet their needs then we can work with other organizations through formal collaborative agreements. (PL) has already set the precedent by formalizing several working agreements this past fall.* Bottom line – we want to provide the best services we can to our members and owners. Preferably this is done through the AEE website but when it can not be we will look to create partnerships. Throughout the conversation it was noted that Rick Curtis's relationship to the Association has been long standing and greatly appreciated.</p>	<p>*(PL) will connect with Rick Curtis in January and have a conversation about creating a collaborative relationship that can formalized.</p>
Staff at Regional Conferences	In an effort to reduce travel expenses the AEE staff has	

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	created a new policy around attendance at the regional conferences. Boulder staff will only be attending conferences that have 100 or more participants.	
BOARD BUSINESS	BOARD BUSINESS	BOARD BUSINESS
Leadership Summit Update	<p><u>Dates:</u> Wednesday, June 10 – Travel day Thursday, June 11 and Friday, June 12 - Board meeting days Afternoon/evening of June 12 - Begin Leadership Summit Saturday, June 13 - Leadership Summit continues Sunday, June 14 – Travel day*</p> <p><u>Location:</u> Denver area, possibly a camp or on a college campus, still looking into possibilities.</p> <p><u>Strategic Planning</u> Group will begin working on June 14 continue through June 15 and June 16 and travel on the 17th. Information and feedback for the new strategic plan will be collected from several sources in several forms in the months prior to June; the Leadership Summit will be just one of these sources.)</p>	* (ALL) can begin looking into flights and airfares to DIA (Denver International Airport) for June 10 and June 14.
Winter Meeting Dates	<p>January 17 11:00 am-2:30 pm East Coast January 18 11:00 am-2:30 pm East Coast February 9 11:00 am-2:30 pm East Coast Fourth date to be decided.*</p>	*Fourth day will be Feb. 8 or Feb. 22, (LF) will get back to us soon.
OWNERSHIP LINKAGE	OWNERSHIP LINKAGE	OWNERSHIP LINKAGE
Regional Linkage Discussion		
Board Coverage of Regional Conferences	Did a check-in to see who was attending what regional conference. All the regions are covered except Mid-Atlantic and Mid-South.* A further discussion on	*(DB) will look into going to the Mid-Atlantic and (LF) is looking into going to Mid-South and Drew will look at Mid-

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	regional conference expenses was requested.**	Atlantic Conference dates. **(JP) will include regional conference expenses on a future agenda.
ALL OTHER BUSINESS	ALL OTHER BUSINESS	ALL OTHER BUSINESS
Monitoring Reminder		EL-4 and EL-9 are due to (CI) by January 15.