

**AEE Board of Directors  
MINUTES**

<b>Name Committee/Meeting:</b> Video Conference Call <b>Chairperson/Facilitator:</b> Laurie Frank <b>Recorder:</b> Jennifer Payne	<b>Date:</b> April 13, 2009
<b>In attendance:</b> Jeff Baierlein (JB), Andrew Bobilya (AB), Laurie Frank (LF), Jennifer Payne (JP), Rob Rubendall (RR), Bob Stremba (BS), Paul Limoges – ex-officio (PL)	
<b>Absent:</b> Tom Lindblade (TL) for the first 40 minutes, Drew Brennan (DB) for the first 75 minutes, (CI) for the last 90 minutes, MaryPat Sullivan (MPS), Mike King (MK)	

Topic	Discussion/Outcome	Action/Follow up
<b>OWNERSHIP LINKAGE</b>	<b>OWNERSHIP LINKAGE</b>	<b>OWNERSHIP LINKAGE</b>
<b>Annual Agenda Update</b>	Currently we are in the research stage of the annual agenda. (TL)'s group worked with one question and (BS)'s group will work with the other question.* After (BS)'s group has their call ideas, thoughts, content will be consolidated into some of list. Hopefully a list of recommendations will be generated and shared at the June meeting.** During the June meeting, the goal is to finalize a list of recommendations to pass on to (PL) so that he can pick and choose what ideas he and the staff may like to implement. Maybe do some prioritizing of those recommendations.	*(BS) will send out the question to (LF), (CI), (RR), (JB), and (MK) for all to generate responses which will serve as a foundation for the group's conference call. **(TL), (BS), (MPS) and (LF) will have a conference call to prepare the list and if more information is needed from the group, this agenda item will be included on the May conference call.
<b>Leadership Connections</b>	Since we are not having a Leadership Summit we will be setting aside an hour to meet with the different AEE leadership groups during our June meeting. Tentatively the schedule looks like this: <ul style="list-style-type: none"> <li>• June 11: 11-12 CRC</li> <li>• June 11: 1:30-2:30 GLC</li> <li>• June 12: 11-noon CAC</li> <li>• June 12: 1:30-2:30 CORE</li> <li>• June 13: 1:30-2:30 JEE</li> <li>• June 13: 3-4 Accreditation</li> </ul> Liaisons should be connecting with the chairs of these groups and sharing	*The following individuals have volunteered to be the liaison for these AEE groups: (JB) CRC (TL) GLC (DB) CAC (PL) CORE (MK) Accreditation Council (AB) JEE  **Send agenda items to (LF).

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	<p>the conference call time for them to pass on to fellow leaders in that group as well as collect agenda item ideas.* Once agenda items are collected,** (LF) will create an agenda for each of these groups and then send the agenda to each of the chairs.</p> <p>Possible Agenda Items</p> <ul style="list-style-type: none"> <li>• Annual Agenda</li> <li>• Empowering the groups to carry out the Ends since they are operational.</li> </ul> <p>The liaisons will serve as facilitators for the hour long conference call.</p>	
<b>Giving First</b>	<p>AEE now has an extensive detailed profile on the Giving First website – <a href="http://www.givingfirst.org/aee">www.givingfirst.org/aee</a> Giving First is a very reputable online resource which connects people and donors with a wide variety of charities. The information on this website is very different in tone and content (focuses on information donors and grant writers would want) from the AEE website which is geared to promoted all the programming and membership services we provide.</p>	
<b>Regional Conference BOD Presentations</b>	<p>(TL) reported that the Heartland presentation went well. They were given time after lunch with all participants; had a good discussion and has lots of recommendations to pass on; did not use the PowerPoint</p> <p>(LF) was at the Mid-South about 20 people showed up for the presentation (a little less then half of the conference participants). No PowerPoint but the talking points were great and kept her on task, lots of great dialogue</p> <p>(PL) reported that he is hearing conference were very successful but is interested in the wide variety of ways people define success. All the regional conferences seem to be successful as far as professional development and creating networking opportunities but few (potentially only 3 this year) will actually meet or go over their revenue projections. (PL) is concerned about this and will be working with the staff to find ways to change this trend.</p>	

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<b>POLICIES AND PROCEDURES DEVELOPMENT</b>	<b>POLICIES AND PROCEDURES DEVELOPMENT</b>	<b>POLICIES AND PROCEDURES DEVELOPMENT</b>
<b>EL-4 / Financial Policy Task Group Recommendations</b>	Final recommendations from the Financial Policy Task Group had been emailed to everyone for review. (RR) highlighted the proposed changes and procedures which incorporated feedback from the rest of the Board. Overall everyone felt the recommendations provide the right amount of information that everyone needs along with the particular kind of information everyone needs. The recommendations formalize the exchange and flow of financial information and create accountability for both the Board and CEO. It was noted that many of the recommendations have already been implemented.	<i>(RR) made a motion that was seconded by (TL) to make the following changes to E-4.2a and EL-4.2b: EL-4.2a: Allows an annual budget to include a new revenue stream or increases to existing revenue streams that exceed 3% of gross revenue, without having produced a written business plan for new or written strategies for existing revenue streams EL-4.2b: Allows an annual budget to include existing Expense line items over \$8,000 to increase by more than 10% from the previous year's budget, without having produced a written rationale. The motion passed unanimously.</i>
<b>Policy Training</b>	Instead of using scenarios from the Carver Policy Playbook we would like to use real situations we have encountered as AEE Board members for upcoming Policy Training scenarios. The group brainstormed the following ideas: <ul style="list-style-type: none"> <li>• How do the mission and vision relate to the Ends of our association?</li> <li>• What happens when policy is not met, a compliance plan is created but not all Board members are happy with the compliance seems to be a lack of guidance / structure from Carver as to what happens next.</li> </ul>	EVERYONE other ideas should be sent to (AB).

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	<ul style="list-style-type: none"> <li>• Accreditation reviewers, or other association leadership roles we may fulfill, may get caught in different roles as someone who goes out and represents one of the “profit centers” of the association but at the same time is also a Board member.</li> <li>• What do we as Board members do when people say they do not feel welcome by AEE? (Maybe an annual agenda piece?)</li> </ul>	
<p><b>Bring the Ends Together with the Strategic Management Plan</b></p>	<p>Throughout the conversation it became clear we needed to stop and define a few terms;</p> <ul style="list-style-type: none"> <li>• <u>Strategic Plan, aka SP</u>: a plan that includes values of the organization as well as big focuses, AEE use to have a SP but with the inclusion of Policy Governance the Ends serve this need</li> <li>• <u>Strategic Management Plan, aka SMP</u>: a plan that focuses on overall management of the organization, AEE CEOs use this tool to create benchmarks for the Ends and thus are created on an annual basis</li> <li>• <u>Operational Plan</u>: similar to an SMP but more detailed as it is created after the SMP and is broken down into departments and perhaps created for a shorter period of time</li> <li>• <u>Action Plan</u>: the specific details of how the Operational Plan and SMP will be executed by a particular department and staff</li> </ul> <p>All of these are working documents.</p> <p>Policy Governance for AEE and the AEE BOD has had distinct stages over the years. At first the goal was just to create the Ends and EL policies, the GP and BE policies were next, then the monitoring process, flow and scheduling of the policies; now we are focusing on how to we actually monitor and interpret the Ends. Recently CEOs have created a Strategic Management Plan (SMP) to assist everyone in monitoring and evaluating the Ends. Along with the SMP, benchmarks need to be created to provide direction to staff and volunteer leaders. Just as important, is finding the correct timing for the CEO to monitor the Ends. With a new</p>	

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	<p>CEO and new Ends, a proposed monitoring and transition process was proposed to ease the big task of monitoring and interpreting the Ends.</p> <p>*April 2009 – (PL) will interpret the new Ends looking out 3-5 years, this will include key words and phrases being defined.</p> <p>May-November 2009 – (PL) and the staff will create a new SMP. This working document is for the staff and thus only pieces will be shared with the Board.</p> <p>August 2009 – (PL) will roll out the benchmarks to the Board. These benchmarks will be compliance indicators for the next year.</p> <p>December 2009 – Short-term progress will be reported on benchmarks in the monitoring report.</p> <p>April 2010 – First compliance check with updated benchmarks for the following year.</p> <p>Subsequent monitoring will continue in December and April annually with the following expectations:</p> <p>December: <b>Progress</b> on yearly benchmarks with reminders of fully realized Ends interpretation.</p> <p>April: <b>Compliance report</b> on yearly benchmarks with reminder of fully realized Ends interpretation.</p>	<p>*(CI) will make updated notes in the monitoring schedule.</p>
<b>BOARD BUSINESS</b>	<b>BOARD BUSINESS</b>	<b>BOARD BUSINESS</b>
<p><b>June Meeting Updates</b></p>	<p>(MK) recently distributed an up to date list of travel expenses for everyone.* Looks like we will be able to cover everyone’s travel expenses for this meeting but we do need to look to the future and figure out a process for this; seems (MK) may have proposed a % formula but no one could remember.</p> <p>(PL) reported we will be meeting and lodging at CU Boulder. Price is about \$50 per day and includes lodging (double occupancy), food, and meeting space. (PL) is still working on logistics of travel from the airport to Boulder.</p>	<p>*(CI), (JB), and (MPS) still need to make airfare arrangements and/or get their expenses to (MK).</p>

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	<p>(LF) shared the following rough draft of the June meeting agenda:  Thursday am: Greetings, consent agenda, business (front burner)  Thursday pm; Ends, bylaws, mission, vision  Friday am: Business (back burner)  Friday pm: Annual agenda  Saturday am: Strategic planning with staff (each staff member will be presenting their action plans for the next 3 years)  Saturday pm: Annual agenda, finish business  Saturday evening: Social barbeque with the staff - YAHOO</p>	
<p><b>Monitoring EL-4 and EL-4.4 Compliance Plan</b></p>	<p>The EL-4 monitoring report was not voted on during the March conference call, nor was the EL-4.4 Compliance Plan. The compliance plan states FY09's goal will be to just meet budget. As we move through this transition we can build on this foundation and in FY10 have a 5% net income. All this in coordination with the new recommendations and procedures from the Financial Policy Task Group. This plan is based on the need to have good financial data as well foster a trusting relationship built on good communications and information flow. We all expect that next year at this time we are seeing a 5% net income. This compliance plan addresses this transition period we are in trying to get caught up from the past while at the same time looking to the future.</p>	<p><i>(RR) made a motion that was seconded by (TL) that we accept the EL-4 monitoring report with the EL-4.4 compliance plan. The motion passed.</i></p>
<p><b>CEO Evaluation Task Group</b></p>	<p>(TL), (AB), (MK) and (LF) are forming this group.*</p>	<p>* (LF) will be sending out information to task group members to get this process rolling.</p>