

**AEE Board of Directors  
MINUTES**

<b>Name Committee/Meeting:</b> AEE BOD <b>Chairperson/Facilitator:</b> Christian Itin (CI) <b>Recorder:</b> Jennifer Payne (JP)	<b>Date:</b> September 13, 2010
<b>In attendance:</b> Jeff Baierlein (JB), Andrew Bobilya (AB), Laurie Frank (LF), Christian Itin (CI), Mike King (MK), 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>Wiggio</b>	<p>Spent some time figuring out how to get everyone on the same Wiggio meeting. Different links seem to take you to different meeting screens; we ended up on two different meetings/screens.</p> <p>Other Wiggio learnings:</p> <ul style="list-style-type: none"> <li>• Some people are not getting emails from <a href="mailto:bodae@wiggiomail.com">bodae@wiggiomail.com</a> and should check their spam boxes and set filters to accept email from this address.</li> <li>• Once in Wiggio when editing a document people have lost work. Saving takes time and it was suggested to wait for the “save in progress” and do not do anything else on the screen until the save is complete.</li> <li>• Also it was suggested to use the “view edit” rather than download.</li> </ul>	
<b>Monitoring</b>		
<b>EL-5</b>	Generally everyone was happy with the report. Of course there is a lot to like about the positive numbers but we need to be guarded in our optimism.	<i>(TL) made a motion that was seconded by (AB) to accept EL-5 second quarter monitoring report. The motion passed unanimously.</i>
<b>EL-5.3 Compliance Plan</b>	The guarded optimism was apparent in discussing the compliance plan for EL-5.3. There were numerous requests for more details around these financial pieces. Details that would describe action steps for the immediate future. The plan covers what is happening currently and what is going to happen in the future but what about	

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(JB) had to leave the call	<p>the next 4-10 months. Want more details, see According to (PL) it is a system issue, a major part of our loss was regional conferences (\$22,000 less budgeted revenue) and thus the new policies put in place and the recent training should address these concerns. All the regions did make money in 2010, just not as much as they were suppose to but are on target to make at least a 15% profit in 2011. (PL) created the compliance plan for just the first quarter since that was when we did not make the 95% ratio because in the 2<sup>nd</sup> quarter not only was the ratio met but we exceeded it in the 2<sup>nd</sup> quarter. Concern was still expressed for the immediate future and reflection led to more questions then answers. Did we exceed the 2<sup>nd</sup> quarter because of the things we did, because of the compliance plan, or because of the economy and market fluctuation? (PL) feels a more detailed plan is a waste of his time, especially when he does not know necessarily what he would change. He feels strongly that lessons learned and current practices will lead us to hitting our target in November. Again folks worry about the 3<sup>rd</sup> and 4<sup>th</sup> quarter, can we be consistent enough to stay in the black in the short term? How are we going to stay in the black with the market fluctuating and our membership fluctuating?</p> <p>Realization/Summarization was that (PL) is living this every day and has more information and knowledge then the Board and thus has a more confident outlook on the situation. Instead of an even more detailed compliance plan the group requested (PL) to share indicators and details of what led us to a poor first quarter and what are the indicators that will keep us in the black? What are the goals and what happens immediately if a goal is not met, like the regions being short of the 15% goal?*</p>	<p>* (PL) will draft some indicators and details to share with (MK) who will then share with the group by our next conference call.</p>
<b>GP-11</b>	<p>Everyone agreed we are out of compliance in regards to cost of governance. The fiscal state of the association causes some of this non-compliance but this has been an ongoing Board issue and needs to be addressed. Discussion needs to continue about the short and long term aspects of the finances and the cost of governance, AND we need a compliance plan to deal with this.*</p>	<p>(PS), (MK) and (AB) will create a draft compliance plan before our next meeting with short term and long term plans clearly indicated. <i>(TL) made a motion that was seconded by (MK) to accept the GP-11 summary with a compliance plan that will</i></p>

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		<i>be presented to the group in October. The motion passed unanimously.</i>
<b>GP-9 Fundraising Committee Proposal</b>	Is there still a need for committee proposal/description? Since we are no longer putting on the Silent Auction, as this event is being transferred to the Conference Committee, a formal policy committee may not be needed. On the other hand there will always be a need for fundraising and what better way to have a committee to support, organize and train the Board as whole on any fundraising ideas, programs or events that arise. But what are those fundraising ideas, programs and events and more importantly what the expectations around them. Perhaps we need to get our expectations straight by finalizing the financial expectations in the Board job description.*	*A GP-9 Fundraising Committee proposal will be put on the parking lot.
<b>EL-3 Shared Issue</b>	A desire to look at the wording in EL-3 for an eye to be inclusive of volunteers who are essentially staff was established as a shared issue recently. Just need some folks to examine the policy and develop some verbiage to include volunteers while identifying/recognizing the different types/levels of volunteers.*	*(CI) and (JP) will work developing the EL-3 policy to include the servant leaders of the association. They will run the draft by (PL) and then share it with the group.
<b>Board Business</b>		
<b>New Board Member Orientation</b>	Our two new Board members were not able to join this conference call, perhaps not the October conference call and neither of them can join our meeting in November, or after the conference. Therefore (CI) and (AB) will schedule a time to do a Board orientation on Wiggio in October and anyone else that could join should.* (LF) and Mary Breunig have been talking about monitoring; (LF) will do November monitoring and then Mary will pick up in December.	*(CI) will send a Doodle to schedule an October orientation. (AB) will follow up with (LF) to learn about how much time should be allotted and what should be covered.

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<p><b>November Meeting and Conference Details</b></p>	<p>Reviewed details of what needed to be done by everyone.            TRAVEL days are Monday, November 1 and Sunday, November 7. Everyone should plan on being at the conference through the Celebration Dinner on Saturday night.            LODGING reservations need to be made on your own including deciding on roommates.            CONFERENCE REGISTRATION needs to be completed online. Coupon codes need to be double checked.</p> <p>FYI: (CI) will be in Las Vegas the weekend prior to our meeting; anyone is welcome to join him.</p>	<p>EVERYONE make your travel and lodging reservations, as well as register for the conference.</p>
<p><b>Auctions - Silent, Live, Online</b></p> <p>(PS) needed to leave call</p>	<p><u>Silent and Live Auctions in Las Vegas</u>            Now is the time to push and get items. Plan to bring items with you, although (MPS) is trying to find a potential shipping address. (MPS) has a lead on local auctioneer and trying to get a hold of him. Our goal is \$12,000.</p> <p><u>Online Auction</u>            (TL) reported that the store front on Ebay costs \$15 a month. We have already used it to auction off the golf package and a kayak, but should we keep paying the \$15 a month?            We could continue to use the store front with some of the higher end items we collect for the Live Auction and put them in the Silent Auction via a laptop.            AND/OR            We could continue to use the store front throughout the year by once a month each Board member being responsible for an item to be auctioned online. A monthly presence may create some buzz about an AEE storefront, as all the monies are donated to AEE, and thus others may donate items to our store front.</p> <p>Several concerns were expressed around the logistics and cost of putting a live auction item in the Silent auction, among them logistics and costs.*            Everyone seemed to like the idea of keeping the store front, now we just need to come up with items.**</p>	<p>*(TL) will contact Evan about detail of Exhibit hall.</p> <p>**EVERYONE needs to find an item (could be EE related or not, could be new or could be used) for an upcoming monthly auction on E-Bay.            Individuals can post the item or send images and description to (TL) and he will do it.</p>

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<b>Organizational Audit</b>	(AB) will get the final Policy Governance references and edits to (LF) this week who will then make similar changes to the educational tool that compliments the audit. and will have it ready for us to use in October.	(AB) and (LF) will make the Organizational Audit is ready to be used in October and will send the complimentary educational tool to new Board members.
<b>AGM Agenda</b>	Following up last months conference call about the AGM the suggestion was made to create a draft agenda for us all to look at and comment on.* We need to look at allotting enough time for an agenda item and if we do not have enough time then something needs to be cut. Interest was expressed to use Dick Backall’s question as a specific agenda item.	*(CI) will look at last year’s agenda from (LF) and will also look at the minutes to create a draft agenda for this year.
<b>Governance Budget Draft</b>	<p>(MK) distributed a draft budget a few hours before the conference call and few had a chance to look at it. The budget is high because current reimbursement limits and award expenses were budgeted. Therefore we will be on the high side compared to previous years but the expectation is to control expenses and come in under budget. (MK) did note when looking at the budget to realize that the income related items like the auctions and personal contributions will be in another budget/line item of the Association and he is still learning where and how to document.</p> <p>Next year a draft budget needs to be ready to distribute to the group prior to the September conference call so it can be reviewed on the call, and then voted on, so the final budget is into Boulder by the end of September.</p>	EVERYONE should provide feedback to (MK) and (PS) within the next two weeks. (MK) will distribute a finalized version by the end of the month so we can have a common review during the October conference call and then vote on it.
<b>Spring Meeting</b>	Spring meeting dates are set for March 4-7 in North Carolina. Travel days are Friday, March 4 and Monday, March 7; Meeting days are Saturday and Sunday, march 5 <sup>th</sup> and 6 <sup>th</sup> .	EVERYONE mark your calendars.
<b>AVP Work</b>	Confessions were many – no one has moved forward with their AVP work. Now that summer is over and the school year is under way we need to get back in the focus. For many reaching out via email is not working so picking up the phone and	EVERYONE should get another interview or two in by the October



