

**AEE Board of Directors
MINUTES**

| | |
|---|------------------------------|
| Name Committee/Meeting: August Conference Call Chairperson/Facilitator: Laurie Frank Recorder: Andrew Bobilya | Date: August 18, 2008 |
| In attendance: Jess Barrie (JB), Andrew Bobilya (AB), Laurie Frank (LF), Maurie Lung (DML), Tom Lindblade (TL), Steve Pace (SP), Rob Rubendall (RR), Bob Stremba (BS), Paul Limoges – exofficio (PL) | |
| Absent: Mike King (MK), Jennifer Payne (JP), MaryPat Sullivan (MPS) | |

| Topic | Discussion/Outcome | Action/Follow up |
|---------------------------------|---|---|
| Announcements | PL shared that Henry Wood has resigned effective Sept. 13 | |
| Policy Discussion / Development | EL-3 update: Rewriting sections of EL-3 to include our volunteers and to make it AEE specific | Sub-policies 1-6 address <i>staff</i> , need to include <i>volunteers</i> in a separated section with separate policies. All BOD members will review what Rob sent out for the next call. |

**AEE Board of Directors
MINUTES**

| Topic | Discussion/Outcome | Action/Follow up |
|---|---|---|
| Assurance of Successful CEO Performance | <p>(PL) will give us an update on when the Volunteer Handbook will be created and how it will be made available to leaders.</p> <p>Monitoring (SP)</p> <ul style="list-style-type: none"> • EL 3: Paul circulated a timeline on the volunteer handbook project and asked for input. • EL-5: Financial Condition & Activities: Paul suggested most organizations use 80-85% net revenue projections, rather than 95% (5.3) • We are divided as to whether being in a negative cash balance situation in first two quarters is acceptable under 5.2 and 5.3. For now, we agreed this is a budgeting issue. | <p>Be sure to remove <i>mission/vision</i> and replace with <i>Ends</i>.</p> <p>Change the welcome message to come from Paul as the volunteers are part of his staff.</p> <ul style="list-style-type: none"> • EL 5.1: The “debt guideline” needs to be changed (#4 should be referenced, not #3) • All BOD should give online or via mail to AEE by October 15 – this is a way to support the Association and help Paul in efforts to seek additional funding • Should we discuss Paul’s not indicating the shift of funds from securities to operating cash in EL 5:7 – request that this be included in the monitoring in the future • PL will provide a more detailed compliance plan for each area in non-compliance by Sept. conference call • Motion to accept the monitoring report pending acceptance of the compliance plan by the Sept. conference call – motion passed unanimously |
| New operational worries | <ul style="list-style-type: none"> • NSEE Board update (PL) PL updated on the status of an agreement with NSEE that would allow AEE members and NSEE members to receive member benefits of the other organization. See proposal that PL sent via email. • Finance Committee update (PL) Meeting quarterly with Mike, Rob and Paul and Michelle along with a few other key folks. LF was able to secure free consulting regarding grant writing, foundations, etc. to help PL and AEE. • Donations discussion (LF), (PL) • Website update (PL) website is being tweaked as | <ul style="list-style-type: none"> • PL will keep us updated on the agreement with NSEE |

**AEE Board of Directors
MINUTES**

| Topic | Discussion/Outcome | Action/Follow up |
|------------------------------|---|--|
| | needed. As of last week, early bird registration was up \$20,000 for the same time last year. | |
| Board Business | BoD Election (vote) Proposal of acclamation (SP, DML, JB) | <ul style="list-style-type: none"> • Motion by nominating committee to accept the nomination of Christian Itin for President of the BOD. Seconded by BS. Motion passed unanimously. |
| Board Business | <ul style="list-style-type: none"> • New Board member orientation (discussion/decisions) * Conference: Wednesday dinner, Sunday meeting times • Update on Board meeting expenses and scheduling (PL) (MPS) 1. Board meeting site and lodging (PL), (LF) *(PL) will check in with Evan Narotsky regarding commitments the associations may have with our venue contract for the conference hotel and if the possibility of us meeting elsewhere would affect the contract/master bill. | <ul style="list-style-type: none"> • Appears that all new BOD members can attend orientation on Sunday. RR, PL, LF and TL will be able to attend. We will begin with a dinner Wednesday to welcome new BOD members. LF will send out Sunday meeting times. • Be sure to add new BOD members to email list for education purposes only. No response needed from new BOD members until after the Nov. meeting. • BOD meetings will be held at the conference site. Please be sure to make your own hotel arrangements and submit for reimbursement if needed for the BOD meeting days (M-W) BOD members are responsible for lodging costs for the actual conference. All BOD members should send all travel plans to PL. Plan on arriving by dinner on Monday. See July minutes for budget details. |
| E/A Summit update (SP), (LF) | <p>Who is going? (LF, TL, PL, ML, MK, Bobbi Beale, Denise Mitten) * We offer to support their travel to the summit.</p> <p>* They are sponsored by AEE, although do not represent AEE -- they bring their unique perspectives to the table.</p> <p>* What we ask for in return is time, energy, and wisdom in working with AEE to further the outcomes of the summit,</p> | |

**AEE Board of Directors
MINUTES**

| Topic | Discussion/Outcome | Action/Follow up |
|--|---|---|
| | whatever they may be. | |
| <p>Auction Donation Update</p> <p>Ownership Linkage</p> <p>AOB</p> | <p>CRC basket reminders went out this week. Please be sure to send any donor contact info to the auction small group.</p> <ul style="list-style-type: none"> • ROC update (DML), (JB), (LF) ***see plan below • '08-09 Annual Agenda: discussion (BS), (MPS), (TL) Follow this link for draft: http://docs.google.com/Doc?id=dz8cqbt_358d54bqhfr&invite=cxf4bzw • The small AA group (Annual Agenda Group of TL, BS, and MPS) will have conference call to prepare and lead us in discussion for the next conference call. • Discussion regarding our current knowledge of public policy and advocacy work. <p>Monitoring for July GP-11: Cost of Governance</p> <ul style="list-style-type: none"> • Spring meeting dates • Leadership summit group? <p>Travel plans for Conference</p> | <ul style="list-style-type: none"> • PL will talk to Henry Wood to see if he can join our next call to update us (30 min) on his perception of public policy work and our BOD agenda. We will also invite Vicki to the following meeting. • BOD members please think about what a conference call as a meeting in the winter would look like. |
| | | <p>Next Conference Call: September, Time TBD Next Meeting: November 4-5, 2008</p> |
| | | |