

**AEE Board of Directors
MINUTES**

Name Committee Meeting: Board Conference Call Chairperson/Facilitator: Christian Itin Recorder: Liz Speelman	Date: October 7, 2011
In attendance: Christian Itin (CI), Mary Breunig (MB), Jeff Baierlein (JB), Tom Lindblade (TL), Jennifer Payne (JP), Paul Shirilla (PS), Andrew Bobilya (AB), Liz Speelman (LS), Paul Limoges – ex-officio (PL)	
Absent: Mike King (MK)	

Topic	Discussion/Outcome	Action/Follow up
Approval of September 16 Minutes	No discussion	<i>(TL) made a motion that was seconded by (PS) to approve the minutes. The motion passed unanimously.</i>
Monitoring		
Ends (3 rd Sub-end)	Overall the Board was impressed with the direction that (PL) is taking the organization. For future it would be helpful to see more actionable items in the reporting for assessment purposes. While it is clear that (PL) has a specific purpose in the partnerships that are being built, the monitoring reports do not always reflect this intentionality.	<i>(TL) made a motion that was seconded by (PS) to approve the 3rd sub-end of the Ends. The motion passed unanimously.</i>
GP – 11 (Direct Inspection)	During previous monitoring of GP-11, the Board was found to be out of compliance. The previously proposed compliance plan had never been voted on. While it is important to keep the budget line for Board training in the Governance Budget, the Board decided to “get creative” in working with qualified members to assist with Board training. The Board should be working towards implementing a consistent formalized training. The Board discussed for this year specifically setting aside a portion of the November meeting for Board training. **	* (PS) will edit compliance plan to reflect discussion and determine how this can be added into the GP ** (CI) will organize Board training during November meeting <i>(TL) made a motion that was seconded by (JP) that the Board will set aside one hour of the November meeting to specifically</i>

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		<i>focus on Board training. This motion reflects actions for this fiscal year only. The motion passed unanimously.</i>
Policy Discussion/Development		
	<i>(AB) joined conference call</i>	
GP-4	<p>(CI) proposed new language for the policy register in regards to the CEO search committee: “Upon determining that a new CEO is required, the Board will establish a CEO selection committee. The committee will be made up of current board members and 2-3 additional members from the AEE community (this may include past board members, members in current leadership positions, past Kurt Hahn speakers, or any other person the board determines would be appropriate). Issues of diversity will be considered in the make-up of the committee. The search committee is a recommending body, not a deciding body. The committee will report to the board as a whole, the board as a whole votes on who to select for interviews and who will be offered a position.” It was discussed that this information would be better suited to GP-3 than GP-4.*</p>	<p>*(LS) to add new language to Policy Register</p> <p><i>(TL) made a motion that was seconded by (JP) to approve proposed language and add to GP-3 as sub-end 4 in the Policy Register. The motion passed unanimously.</i></p>
Board Business		
Governance Budget	<p>(PS) presented the updates of the 2012 Governance Budget to the Board. Budgeting for Kurt Hahn memberships is imprecise. (JP) asked about “actuals” for past budget years.*</p>	<p>(PS) will work with Michelle Grainger to get actuals in future.</p> <p><i>(JP) made a motion that was seconded by (AB) to approve the 2012 Governance Budget. The motion passed with one opposed.</i></p>
New Ends Rollout	<p>(CI) presented the updated “Evolution of the Ends” document. It was proposed that this document will go up on the website*, be printed** for the AGM and be made available during Board meetings with other leadership groups. Additional suggestions</p>	<p>*(LS) will make sure that document is loaded onto the website **(PL) and Boulder staff with</p>

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	included highlighting the biggest changes and providing information on the document for members to provide feedback.***	print final version of document ***(CI) will update document to include highlighted areas and opportunity for feedback.
Treasurer-Elect Position	Scott Robertshaw has accepted the position of Treasurer-Elect <i>(TL) left conference call</i>	
New Board Member Orientation	All the new Board members have now been selected and contacted. Both an orientation on Wiggio* and a time to meet in person at the conference** would be beneficial for new members.	*(AB) will set up time for Wiggio orientation **(MB) will set up time for face-to-face meeting with new members during conference
Leadership Celebration	Invitations are being sent out by the Boulder staff. Space is still an issue for this meeting but Evan Narotsky is still working on this. Snacks and refreshment cannot be determined until a location has been procured.*	*(CI) will updated the Board as soon as he has information
Connecting with AEE Leaders	(CI) and (PL) informed the Board that we will be having lunch with CRC & CAC on Wednesday and dinner with the Accreditation Council on Tuesday.*	*(CI) and (PL) will organize location of meals
Nominations Committee	(AB) and (CI) are looking for a 3 rd member to serve on the nominations committee.*	*ANYONE who has a suggestion can email (AB) & (CI).
AVP Reports	(TL) has submitted the 2010 AVP report. The 2011 report will be put together following the November meeting.*	*(AB) & (MB) will coordinate to complete this.
Organizational Audit	Board discussed the usefulness of this tool and the frequency with which to complete the audit.*	*BOARD will complete the organizational audit next year in preparation for the November meeting
Revising Definition of Experiential Education	(CI) asked if the revision of the definition of Experiential Education is a shared issue that can be discussed as a part of the November meeting. The Board agreed and this item will be on	

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CEO Update	the November agenda. (PL) reminded Board members of some of their expected roles during the conference. Board members were reminded to send auction item information to Peter Mason. Also Board members will be selling tickets during the conference for the regional backpacks.	
Board Backpack	Board reminded that we are also submitted a Board backpack.*	*(CI) will send out an email in regards to Board backpack.