

**AEE Board of Directors
MINUTES**

Name Committee Meeting: AEE Board Meeting Chairperson/Facilitator: Christian Itin Recorder: Liz Speelman	Date: November 1 & 2, 2011
In attendance: Christian Itin (CI), Mary Breunig (MB), Jeff Baierlein (JB), Tom Lindblade (TL), Jennifer Payne (JP), Paul Shirilla (PS), Andrew Bobilya (AB), Mike King (MK), Liz Speelman (LS), Paul Limoges – ex-officio (PL)	
Absent:	

Topic	Discussion/Outcome	Action/Follow up
Tuesday November 1, 2011		
Welcome and Reconnection Activity	(TL) led the group in an introductory activity that focused on personal and Board accomplishments both past and future.	
Review of Agenda and Approval of October 7 Minutes	There was some discussion in regards to the Policy Register review not being a part of the current agenda.* BOD determination of who will complete the audit was added to the agenda. Conflict of interest forms must also be completed by BOD members during this meeting. No discussion in regards to previous minutes.	*Policy Register review will occur at November 2012 meeting. <i>(TL) made a motion that was seconded by (JB) to approve the agenda and minutes. The motion passed unanimously.</i>
State of the Association	(PL)'s State of the Association presentation had lots of numbers, trends, and benchmarks. He will be sharing this same presentation with the Accreditation Council and the CRC. <ul style="list-style-type: none"> • Membership update: The recent membership campaign increased the overall number of memberships. Retention of membership has also increased (currently over 50%). Trying to change the focus of membership from “what do you get” to “what is the value of being part of a community”. Introduced multi-year memberships. • Conference update: International conference registration lower than expected. Regional conference attendance was 	*While applauding the ways in which they have already contributed, BOD members were encouraged to continue to find ways to reduce travel costs, consider personal cuts, increase donations and assist with increased membership and conference attendance.

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	<p>also low. Mexico conference was a success.</p> <ul style="list-style-type: none"> • Accreditation update: First outside of North America accreditation. Now offering 10 year accreditations. • Research/Publication update: JEE converting to digital editions. CORE working to broaden scope of research and evaluation beyond adventure and TAPG • Partnership update: Recent partnership with the Outdoor Alliance for Kids (OAK) • Budget update: Potential scenarios to deal with continued financial losses for both fiscal year 2011 and 2012 were presented.* 	
Monitoring		
EL-7 (Direct Inspection)	A direct inspection on the CEO Succession Plan was completed. This document should be updated on the website.*	(LS) will make sure this document is updated on AEE website.
GP – 12 (Direct Inspection)	A direct inspection on special addresses and awards was completed. There were some concerns regarding the dwindling pool of names for the Kurt Hahn address.* As this section of monitoring is called special addresses and awards, there was a discussion regarding the need for a section on the awards procedures that is different from the monitoring regarding the Awards Committee.**	<p>*Producing a list of potential Kurt Hahn addressees should go on the November agenda.</p> <p>** (LS) will create a draft awards policy for GP-12</p>
EL-11 (Partially Direct Inspection)	There was a discussion regarding future inclusion of more specific data in the Accreditation Council review (ie. who are the outside consultants for the standards reviews, evaluation data, accredited organizations etc).	<p>Parking Lot: Does CORE need to have its own section of monitoring just like Accreditation?</p> <p><i>(TL) made a motion that was seconded by (MK) to approve EL-7, GP-12 and EL-11 with forthcoming completion of direct</i></p>

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		<i>inspection by (JP). The motion passed unanimously.</i>
General Monitoring	There was a discussion regarding the importance of training new Board members about monitoring. It is helpful to look over past monitoring reports to understand what is involved – especially for direct inspections. A reminder that direct inspection should not increase the work of the CEO. (CI) also reminded the Board that monitoring could be an item that would go on the “consent agenda” portion of the meeting agenda. This has not been utilized recently. If there are questions about the monitoring then the particular component can be pulled off the consent agenda.*	*(LS) will check to make sure that this is in the Procedures Manual.
Board Business		
Board Training - Enhancing the Governance in Policy Governance	As decided in October meeting, (CI) lead the Board in a training regarding governance. The focus was on the concept of looking forward in the organization rather than backward. How do we get past the place where we are saying what has been said before? (CI) spoke about “bounded awareness” and the idea of paying attention but with blinders so the whole picture can’t be seen. Specifically (CI) brought the idea of generative thinking into the process of creating this year’s AVP question for the Board.	
Building the AVP	The Board split into small groups to brainstorm ideas for the 2012 AVP question. The brainstorming was focused around the idea of critical questions for AEE – where are we and where do we want to go? The major themes that emerged from the brainstorming were: <ul style="list-style-type: none"> • Transforming the organization • Internationalizing the organization • Educational opportunities • Direction of organization 	

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	<ul style="list-style-type: none"> • Cost centers/finances • Membership • Collaborative process 	
Wrap Up	Discussions were wrapped up for the day with Board members planning to assist staff with bag stuffing and then dinner with the Accreditation Council.	
Wednesday, November 2, 2011		
Start Up	The Board met with the staff over breakfast to start the new day.	
Board Business		
Financial Situation	<p>The meeting started with a revision in the agenda due to an agreed upon shared issue regarding the current financial situation of the organization. Discussions involved the difference between coming back into compliance within Executive Limitations (EL's) and bring the budget to balance by January 1st, 2012. Concerns were raised in regards to the steps necessary to make this happen in terms of the impact on the organization. Discussions again turned to the role of the members of the Board in the cost-cutting measures.* Several motions were put forth before a final motion was seconded and accepted.**</p>	<p><i>*The BOD agrees to adhere to the Volunteer Policy and acknowledges that the CEO has the authority to change travel costs.</i></p> <p><i>** (MB) made a motion that was seconded by (TL) to require the CEO to include within his reporting of EL-5 on November 15th, a Compliance Plan that would bring the organizations 2011 budget back into the black by the end of the fiscal year. The motion passed unanimously.</i></p>
Annual General Meeting (AGM)	Board members had a quick discussion regarding the process for the AGM. (CI) will start with the Ends updates. (PS) will give the financial update. It is important to stick to the audited numbers versus speculation. (PL) will follow up with the State of the Association update. Board members completing their term will	

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	step down and new members will take their place. This should leave plenty of time for questions and answers.	
	<i>Board went into Executive Session</i>	
Experiential Education Definition	(CI) presented some changes to the current definition of experiential education as defined by AEE to bring in better alignment with ENDS and Vision Statement. With some discussion the definition now reads*: <i>Experiential education is a philosophy that informs many methodologies in which educators purposefully engage with learners in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people's capacity to contribute to their communities.</i> (CI) suggested the idea of creating a committee to review the Principles of AEE.	*(AB) made a motion that was seconded by (CI) to approve the proposed change to the definition of experiential education. The motion passed unanimously.
Building the AVP Part II	Board members split into small groups from previous day to discuss options created on previous day. Altogether each group presented their ideas of the most critical components of the question. With some clarifying discussion the final* 2012 AVP question is: <i>How do we increase the relevancy of AEE while ensuring its financial sustainability?</i>	*(PS) made a motion that was seconded by (MK) to approve the proposed 2012 AVP question. The motion passed with one opposed.
Meeting Dates	(MB) reminded Board members of upcoming conference call and meeting dates through spring 2012. Orientation for new members will take place on November 5 th , 2011.	*(LS) will update all meeting dates in Wiggio.
BOD Only Pages on Website	(CI) led a brief discussion about the possibility of opening up the Board Only pages on the AEE website.*	*(LS) will work with (CI) to review website and make suggestions for changes to Board Only pages.
Awards Committee	(TL) gave a report for the Awards Committee. Both the accreditation and regional information have been eliminated from the Awards Ceremony to reduce the length of the ceremony. The	*(LS) will request a committee report from the chair of the committee – Drew Brennan.

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	committee is looking for another BOD member to be a part of the group. An annual committee report for 2011 is needed.*	
Nominations Committee	<p>(CI) gave a report for the Nominations Committee. The committee is still looking for new members. Positions will need to be filled for President-Elect, Secretary-Elect and Member At-Large. At this time we will actually be out of compliance (only 8 members on the Board). (PL) will follow-up in regards to compliance issues with our by-laws.</p> <p><i>Post-hoc meeting prior to AGM: Drew Brennan, who was unable to finish his complete term on the Board last year offered to finish out the last year of his term in order to bring the Board back into compliance.*</i></p>	<i>*(MB) made a motion that was seconded by (TL) to allow Drew Brennan to finish his term on the BOD. The motion passed unanimously.</i>
Policy Revisions – GP-11	<p>(PS) presented revisions to GP-11. Revisions included the removal of wording regarding the “Touch the Future Fund” and the addition of section 2b reading:</p> <p style="padding-left: 40px;">If organizational financial constraints prevent prudent expenditures, alternative strategies for ensuring continued governance training will be developed by the Board.</p>	<i>*(MK) made a motion that was seconded by (JB) to approve the proposed changes to GP-11. The motion passed unanimously.</i>
Conference Logistics		
Leadership Celebration	Board will be responsible for the food at the Celebration (including personal donations from individual members). Individuals will be responsible for their own drinks. There will not be an “item” that is given out as a cost-saving measure. (CI) led a discussion regarding the shared message of the BOD regarding the current financial situation to ensure a clear and accurate message.	
Ticket auction	BOD members and CAC will be selling tickets. Tickets are \$1 each and there are no special selling discounts.	
Ownership Linkages	(CI) reminded Board members to make sure they are listening	

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	<p>carefully to the members in order to understand their concerns and where they are coming from. Also a reminder to thank all the parties that helped make the conference a success including exhibitors and sponsors. Board members each selected professional group, affiliation group and regional meetings to attend to ensure BOD representation at all meetings.</p>	
<p>Wrap up and Evaluation</p>	<p>(CI) led a discussion to produce feedback regarding the BOD meetings as a whole – including meetings with other groups. Board members were pleased with the overall agenda, scheduling of the meeting and get-togethers with other groups (Accreditation, CAC, CRC). (AB) mentioned that having the State of the Association at the beginning framed the rest of the meeting (good!) (JB) mentioned and other agreed that time spent with other leadership groups was insightful. (PS) commented on the efficient use of time including the facilitation of the AVP process. A few concerns were addressed regarding location logistics (small room for CRC/CAC meeting, loud and not ideal location for Accreditation dinner, late registrations). Board members completed Conflict of Interest forms.</p> <p>Meeting closed with some time to thank Board members whose terms were completed at this time – Mike King, Jennifer Payne, Tom Lindblade and Jeff Baierlein.*</p>	<p><i>*(TL) made a motion that was seconded by (MK) to adjourn the meeting. The motion passed unanimously.</i></p>
<p>Post Meeting Session</p>	<p>Drew Brennan has offered to complete his final year on the Board to help with the fact that the Board is currently short by one member.</p>	<p><i>(MB) made a motion that was seconded by (TL) to approve the reinstatement of Drew Brennan to the Board as a Member-At-Large for one year. The motion passed unanimously.</i></p>