

**AEE Board of Directors
MINUTES**

Name Committee Meeting: Board Conference Call Chairperson/Facilitator: Christian Itin Recorder: Liz Speelman	Date: December 8, 2011
In attendance: Mary Breunig (MB), Christian Itin (CI), Paul Shirilla (PS), Andrew Bobilya (AB), Scott Robertshaw (SR), Drew Brennan (DB), Liz Speelman (LS) Absent: Priscilla McKenney (PM), Alison Rheingold (AR)	

Topic	Discussion/Outcome	Action/Follow up
Welcome	(MB) opened the meeting by thanking BOD members for making time for the call and the continued support at this time.	
Shared Issue Consideration	(MB) presented a proposal for a mid/long term planning session for consideration as a shared issue for the Board. This proposal includes the creation of the “think tank” with current and past BOD members, past CEO’s and potentially other AEE leaders. Participants involved in the think tank would come to the location under their own resources, to gather collective history, knowledge and ideas.	<i>The majority of the BOD agreed that this was a shared issue.</i>
Short-term Financial Considerations	(MB) apprised the BOD that we will be having more in-depth conversation related to the short-term financial situation on the conference call on December 12 th . (PS) will lead this discussion after some clarification with Michelle Grainger in Boulder regarding current financial documents*. It is important that we all have a good grasp on these documents prior to the next meeting so that we can have effective conversation.** Current BOD concerns involve the staff furlough option to donate their salaries back to the organization.	* (PS) will have conversation with Michelle Grainger in preparation for December 12 th meeting. ** (PS) after talking with Michelle will post financial documents into Wiggio for December 12 th meeting. EVERYONE should review these documents so that they are prepared for the meeting.
Interim Management Team	(MB) facilitated a discussion in regards to the composition of the Interim Management Team. The team currently is comprised of two BOD members and two Boulder staff: (MB), (CI), Michelle	* (MB) will update the BOD regarding the continuation or reduction of workload as Interim

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	<p>Grainger and Shawn Tierney. There was some discussion regarding the number of staff and interest of others on this team, however it was felt that this group provides a good balance of history of the Association and financial management. BOD members are concerned about the sustainability of the workload on the BOD president at the current time.* (PS) suggested the potential of an interim CEO to assist with day-to-day operations. At this time the Interim Management Team will take that suggestion into consideration as they form their terms of reference in the short term.</p>	<p>Management Team is established and moves forward.</p>
<p>Communication</p>	<p>(MB) facilitated a discussion regarding current communication between BOD members and eventually the Interim Management Team in consideration for personal needs. (DB) had previously suggested a centralized email system that could be monitored by different individuals rather than all going to the president. (PS) suggested increasing to bi-weekly meetings for the time being to allow the BOD members as a whole to stay current and reduce the number of individual emails. (AB) suggested that this would also allow the whole BOD to get updates in regards to the interim management team and potentially offer support in a timely manner. Email updated from (MB) are also helpful.* (MB) also requested that when individuals offer help that they please take the initiative to complete a task given to them on their own to the best of their ability; essentially “close the loop” so that it does not come back to her.</p>	<p>*(MB) will continue to send group updates via email. EVERYONE should be prepared for two conference calls per month for the time being and bring questions/concerns that arise from email updates to the public forum of these conference calls so that they can be addresses as a group rather than individually (which is adding to current workload on MB).</p>