

**AEE Board of Directors
MINUTES**

Name Committee/Meeting: Conference Call Chairperson/Facilitator: Christian Itin Recorder: Jennifer Payne	Date: January 20, 2011
In attendance: Jeff Baierlein (JB), Andrew Bobilya (AB), Mary Breunig (MB), Christian Itin (CI), Mike King (MK), Tom Lindblade (TL), Jennifer Payne (JP), Paul Shirilla (PS), Liz Speelman (LS), Paul Limoges – ex-officio (PL)	
Absent:	

Topic	Discussion/Outcome	Action/Follow up
Check-Ins with Everyone	Everyone shared personal updates.	
Approval of Minutes	November AGM Minutes and December 6, 2010 Minutes	<i>(TL) made a motion that was seconded by (PS) to approve the November AGM and December 6 Conference Call minutes. The motion passed unanimously.</i> <i>(JP) will get the minutes posted on the website.</i>
Monitoring		
EL-9	Thoroughly reflects the good work being done and recognizes all the wonderful contributions (PL) is making, as well as his professional work style.	
EL-4	Some concerns expressed: <ul style="list-style-type: none"> Wanting to know the budget in more detail particularly where the rationale was coming from. As the Treasurer (PS) wanted to be a better liaison between (PL) and the Board. Arranged a call with (PL) and (MK) to learn more details of the budget but particularly (PL)'s rationale behind the budget and its creation. From that phone call (PS) confirmed the good job (PL) is doing. The Association has reached its limits in cutting and needs to focus on the stream of revenue. The key 	

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	<p>to the budget lies in new revenue streams which will hopefully happen with the creation of the new development position at AEE. (PS) feels the budget is realistic and has good goals.</p> <ul style="list-style-type: none"> • How do policies that seem to interface affect compliance of each other? EL-4.1 references EL-5, which is a policy that is not usually in compliance, so how can EL-4 be in compliance if EL-5 is not. They are closely connected but CEO interpretation and data provide evidence of attaining the goals of the policies. What it comes down to is different interpretations which is ok, creates good discussions and is what monitoring is all about. 	
Ends	<p>Everyone agreed we are in compliance. Reading the list of what (PL) is doing in relation to the Ends is impressive. In these reports it was wonderful to read and hear about the steps being taken towards the Ends and how they were being met through activities but some felt that we should be taking the data to the next level and getting more details on the results of those activities. For example the Ambassador program: how many Ambassadors do we have, how many calls were made, and what kind of results did we have as a result of these calls. (PL) agreed and would make an effort to include more results in the future. We are now at a point, an exciting point, in which we can look at the results. How will we measure success?</p>	<p><i>(MB) made a motion that was seconded by (AB) to accept the monitoring reports for EL-4, EL-9 and the Ends. The motion passed unanimously.</i></p>
GP-1, GP-2, GP-3	<p>These policies were posted late so monitoring continues.</p>	<p>(JP) will include on the March meeting agenda.</p>
GP-11 Compliance Plan	<p>This the first time the Board has been out of compliance so we need to figure out the process. Two big pieces felt were out of compliance</p> <ol style="list-style-type: none"> 1. GP-11.1a Professional development line was \$1600 in 2008, \$2000 in 2009 and \$0 in 2010 and 2011. Professional development is focused on Carver and Policy Governance and there is great concern if that training does not continue that all the work to this point would be wasted. 2. GP-11.3a Fundraising activities for the Touch the Future Fund creates two potential non-compliant areas; fundraising expectations and a Touch the Future Fund (which some thought no longer existed but the 	<p>(AB) will create monitoring template for the GP Compliance Plan and post it to the Wiggio site.</p> <p>*EVERYONE should review the compliance plan and offer suggestions and actions that can bring us into compliance.</p>

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	<p>reality is it has just been suspended until the Association is fiscally healthy.</p> <p>Another out of compliance concern was GP-11.1b, outside monitoring assistance.</p> <p>Process to move forward</p> <ol style="list-style-type: none"> 1. Small group looked closely at the policy and zeroed in on the specific pieces that are out of compliance. [(AB), (PS), and (MK) did this.] 2. Written interpretations of the policies out of compliance are posted for all to review and respond to. [The group distributed the information to the Board.] 3. Board then votes on action plan to gain compliance. [The group will post to the Wiggio site for all to review and comment on.]* 	<p>(JP) will include on the March meeting agenda for final discussion and compliance plan vote.</p>
Actual Quarterly Net Income Rate	<p>The quarterly net income rate of 95% discussion continued after the December conference call. (PS), (MK) and (PL) connected and decided to stay the 95% rate in the EL-5 policy, and therefore no further discussion was needed.</p>	
Full Policy Review Follow-Up	<p>During the Full Policy Review one of the suggestions made was including GAAP (General Accepted Accounting Practices) in our policies. Some question whether this was needed as our practices are solid and are reviewed through policies. Others agreed but GAAP is a professional best practices terms and seem we should include it in our policies.* It should be included but not in way that creates more work for (PL).</p>	<p>*(PS) and (MK) will look at our policies and make a recommendation for which policy we should include GAAP in and will have a proposal for working for the March meeting.</p>
Association's Audit	<p>Taylor and Roth accounting firm has been conducting AEE's audit for years. Specifically one of their accountants, Warren, has been done ours for the last 7 years. A best practices is to switch accountants for a few years and can then return to Warren. (PL) shared that Taylor and Roth have already been scheduled for this year's audit. Thus why we need to make sure this agenda item is covered at its scheduled time at the November meeting. (PL) also noted that if we want to switch firms, it takes time and begins with some research.</p>	<p><i>(JP) made a motion that was seconded by (TL) to continue with Taylor and Roth for the 2010 audit and if possible to request a new accountant; if that is not possible make the request for 2011 audit. The motion passed unanimously.</i></p>

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(MB) off the call		
New Board Member Orientation Continues	Orientation and education will continue over the next few months using the results of the Organizational Audit the Board completed in October. Needed access to documents that everyone could see and do to the Wiggio website not working, this item needed to be postponed.*	(JP) will include on the March meeting agenda.
Monitoring Reports Minimum	Currently there is no policy or guideline for how many people are needed to complete a monitoring report. Sometimes the number of people completing monitoring reports has been very low. How many people do we need for informed decisions and discussions on monitoring reports? If quorum numbers are set for voting procedures wouldn't those numbers be a good standard for monitoring.* Quorum numbers will dictate the minimum number needed to get the monitored policy on the agenda then in order to discuss the monitoring report/summary a quorum of those who did the monitoring need to be present for the discussion.	Monitoring needs to be completed by a minimum number of Board members. This minimum number will be quorum. (JP) will include in Procedures Manual.
Nominating Committee	The committee reported they are on track and following last year's timeline. Currently they have 18 people on the radar; 1 for sure, 4 strong possibilities, and the rest are being followed up.	
AVP Committee	The committee is working on an idea and will have proposal for the March meeting.	
Logistics of Asheville Meeting	(AB) requested people's travel info especially arrival times for folks coming by car. (AB) has a connection with a local catering company called Welcome Table which is a non-profit culinary transition program. They could cater our meals within our budget. Other options include making our meals like we did last year and/or going out for a meal(s) in Asheville. Making our meals allowed us an opportunity to socialize and take a break from meeting get to know each other. On the other hand catering allows us more meeting time and potentially an opportunity to get out and see the area. An old tradition for Board meetings was having a	EVERYONE: Email (AB) with your travel info so he can arrange shuttles and pickups. EVERYONE: Email (AB) with ideas for Saturday night reception invitees.

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	social/reception/potluck dinner for members in the area. Maybe we could host an AEE reception on Saturday night. (AB) will do some more research but the group was leaning toward a combination; doing our own breakfasts, getting lunches catered, going out for dinners.	
CEO Update	<ul style="list-style-type: none"> • In the process of hiring a new staff member, Director of Development and Membership. He has offered the position to someone and is in the process of negotiating. He is limited has found the low salary range that he can offer inhibiting. • The Mexico conference will not be run as a regional conference by rather as a China model conference. We will support them by marketing and with branding, with no financial risks to the Association. (PL) is still waiting for an important proposal/document from the planning committee and if they are not able to get that to AEE then the AEE name and brand will not be used. • The upcoming CORE/REAP conference is not getting a lot of proposals, similar to last year so the group has requested to change the structure of the gathering to its original form of bringing together the researchers, evaluators, funders, and program administrators. 	
Potential Shared Issues	<p>(CI) just returned from the International Consortium for Experiential Learning (ICEL) conference in Chile. He came across two potential collaborative pieces and wanted to see if they were was any interest in further discussions, aka shared issues for the Board.</p> <ol style="list-style-type: none"> 1. ICEL has a conference every 2-3 years and seems to reinvent the wheel for each conference. AEE has conferences down, we could offer them access to our conference information. YES, a shared issue. 2. NSEE Board Member conversations led to an interest in each other accreditation programs. (CI) conversation with the Board member included the idea of a joint accreditation between the two organizations. Want to approach slowly. YES, a shared issue. 	(JP) will include these shared issues on a future meeting agenda.

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Treasurer Issue	(PS) has been requested by Michele Grainger to ask Board members to submit only one reimbursement request per Board meeting. This request not only goes against the policy that states reimbursements must be requested within 30 days of the expense being incurred but can also put Board members in a tough space with a large debt on credit card bills for 3 or 4 months. These issues and policies need further discussion face to face.*	(JP) put on the March Meeting agenda.
Reviewed upcoming Conference Calls and Meeting Times	No conference call in February. March Meeting: Next meeting time is in Asheville, NC. Travel days March 4 and 7, meeting days March 5 and 6. April 1 Conference Call 12-2 pm eastern May 9 Conference Call 2-4 pm eastern June Meeting: Travel days June 3 and 6, meeting days June 4 and 5 in Jacksonville, FL	