

**AEE Board of Directors
MINUTES**

Name Committee/Meeting: AEE BOD Conference Call	Date: October 11, 2010
Chairperson/Facilitator: Christian Itin (CI)	
Recorder: Jennifer Payne	
In attendance: Jeff Baierlein (JB), Andrew Bobilya (AB), Laurie Frank (LF), Christian Itin (CI), Mike King (MK), Tom Lindblade (TL), Jennifer Payne (JP), Paul Shirilla (PS), Paul Limoges – ex-officio (PL), Liz Speelman	
Absent: MaryPat Sullivan (MPS)	

Topic	Discussion/Outcome	Action/Follow up
Welcome Liz	Upcoming new Board Member Liz Speelman joined us as part of her orientation.	
Approval of Minutes	In order to get minutes up on the website quicker we decided to approve minutes on the following conference call rather than wait for Consent Agendas at meetings. We forgot to do this on the last two calls so we are beginning to get in the habit.	<i>(TL) made a motion that was seconded by (JB) to approve the minutes. The motion passed unanimously.</i> <i>(JP) will get them posted to the website.</i>
Monitoring	No monitoring this month except the EL-5.3 Compliance Plan. There was a call for Direct Inspectors for EL-7 and EL-11. (LF) will be posting all the monitoring on the Wiggio website (not Wikki) on the 15 th .	Direct Inspections to be completed: EL-7: (LF) EL-11.1 and EL-11.2: (TL) EL-11.3 and EL-11.5: (JP)
Policy Development: EL-3	The small working group has created a first draft but needs to create a second draft before the proposed changes are shared with the whole group.	<i>(JP) will include on the November meeting agenda.</i>
Governance Budget	(MK) walked us through the proposed budget. Different approach from the past, the maximum allotment for travel and expenses according to the Travel and Expense Reimbursement Policies was included in the budget. This approach was used to capture the true cost of governance as try and deal with the so many changing factors from year to year. Of course the biggest understanding is the goal of	<i>(TL) made a motion that was seconded by (AB) to approve the proposed budget with a \$1,000 decrease to the lodging for the winter meeting in NC.</i> <i>(LF) made a friendly amendment that was</i>

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	<p>coming in way under budget by being very conservative with our expenses. There were several discussions and questions around comparisons to last year's budget and where we stood with this year's budget. (PL) was asked to share his thoughts and he gave us a good reality check to this approach. When we put maximum allowance in the budget it makes his job that much more challenging when it comes to meeting goals and polices like the 5% gross revenue and not falling below 95% of budgeted quarterly net income. As he noted if all the leadership groups included maximum allowances the budget would really be out of whack and padded. Concern was expressed around the need to hold ourselves to the same standards as other AEE leadership groups. This point created more dialogue around how we could create a more accurate budget while at the same time be confident that it would not sway to an over budget situation.* (PL) can not make changes to the budget but the Board can make adjustments to refine the budget downward. (PL) can make suggestions for the Governance budget based on the finances of the Association.</p>	<p><i>seconded by (TL)and (AB) to approve the proposed budget as is and leave it to the Treasurers to make reductions in expenses between now and December 1. The motion passed unanimously.</i></p>
(JB) left the call		
Board Orientation	<p>Board Orientation is scheduled for Tuesday, Oct. 26 for 1 hour (1-2pm eastern) on Wiggi. (AB) will be working on an agenda that will include the following:</p> <ul style="list-style-type: none"> • Technology pieces • Monitoring • Policy Governance • Identifying new member needs including who, and when, they need to check in with folks at the conference • Who and what to go to with questions <p>An overall reminder for new members orientation and transition: we will not be meeting until March which is almost 5 months into their term, a few years ago when we did not have a winter meeting the new members really felt lost and behind; perhaps include an orientation</p>	<p>*(JP) will include in the agendas.</p>

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	piece in our December, January and February conference calls.*	
Organizational Audit	(LF) put the audit in web-based survey format and the link has been distributed. The survey needs to be completed by October 23* in order for (LF) to prepare it for our November meeting. If you go to the link, begin the survey, and can not finish, it will save your work to that point and you can come back and complete it.	*EVERYONE needs to complete the audit by October 23.
Auctions	Silent – (MPS) was not on the call so there was not update but (TL) said he would email her to distribute a report that would address the questions on the agenda. Online – (JP) donated a flan dish that is up on EBay site, the auction will end on Sunday. (TL) will post your item* all you need to do is send him pictures and info on the item, Tom will do the rest.	*EVERYONE items are needed for the online auction.
Nominations Committee	Spent some time figuring out who the committee was . . .(MK) and (JB). The first priority of the committee is to recruit an outside person to become a third member. Some names were suggested. Another suggestion was from this past year’s report to focus on what the Board needs are first and that can serve as guiding the process.	(MK) will touch base with (JB) to begin making a plan. (JP) will include on the November meeting agenda.
BOD Job Description Financial Expectations Wording	The small working group has created a first draft. A second draft will be completed soon and shared with the whole group.*	*The proposed wording will be posted on Wiggio, everyone should review in preparation for finalization at the November meeting.
Code of Conduct Review and Update	The review of the code has not taken place yet but (LF) and (CI) will look at it soon before passing any recommendations on to (PL) and Michele Grainger. Any suggested updates will be ready for the November meeting.	
Summer Meeting	Dates for the summer meeting have been finalized - June 3-6 in	*EVERYONE (except LF and MPS) put June

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	Jacksonville, FL.* Travel days are the 3 rd and 6 th , meeting days are the 4 th and 5 th . How many rooms will be donated by the conference site has not been learned yet.	3-6 on your calendars now.
Other Meetings	December 6, 2010: 4:00-5:00 pm east - Conference Call January 20, 2011: 1:00-3:00 pm east – Conference Call March 4-7: Ashville, NC (location finalized) – Spring Meeting (meeting days 5 th and 6 th)	*EVERYONE (except LF and MPS) mark your calendars.
AVP Interviews	No one seems to be progressing on any more interviews. If no more interviews are completed we will be presenting on the work we did up to this summer. There is hope that next year’s AVP will build on this year’s work, so the work can continue.	* (JP) will include on the November agenda AVP wrap-up and revisiting the Ends.
AGM Agenda	Reviewed the proposed agenda and who would be covering what piece. Overall everyone liked the flow, moving from the past year to the present to the future.	
Possible Leadership Summit in 2011	The need for a Leadership Summit is evident when and how are the big questions. Summit work would include Ends and Vision (where are we going led by the Board) and operational pieces (how we are getting there by the Staff). The days of a stand alone summit may be gone due to expense but a summit as a pre-conference could be the new model. We need a long term strategy for this event as well as one that is self-sustaining. Having a summit in 2011 may be too late due to the fact that leaders and groups should have planned in their budgets that were just submitted. (AB) would be happy to find a cheap place in Jacksonville. We need to look to outside resources for sponsorship of this event and we need to plant the seed for the event at the conference so groups and people plan in their budgets but also in their meeting schedules. We could go for a 2012 summit that would coincide with the 40 th anniversary in CO. This would leave plenty of time to work in budgets. Since the conference site has not	*Revisit the 2012 idea; identify a Board Member to chair the Summit Committee. Plant the seed at the Leadership Celebration.

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	been locked in this could be included in the contract. Also a committee of AEE leaders could be formed to plan the event chaired by a Board member. Everyone seemed to like the idea of 2012.*	
Vegas Conference	(PL) circulated updated registration numbers; currently at 600. The office is doing a mailing this week to 30,000 teachers in driving distance of Las Vegas to try and tap into the last minute market. An observation of the numbers was noted that more members then last year. One of the reasons is due to when non-members registered they are given an opportunity to become members at a reduced rate. Also questioned were the higher then budgeted presenter numbers. This is due to fewer people doing two workshops as the Workshop Committee wanted more diversity of workshop presenters.	
Awards Committee	An additional Board Member is needed for the committee, do not know how long Rob Rubendall and Drew Brennan will continue to serve.	(JP) will put on the agenda.