

**AEE Board of Directors
MINUTES**

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| Name Committee/Meeting: AEE BOD Conference Call Meeting | Date: December 6, 2010 |
| Chairperson/Facilitator: Christian Itin | |
| Recorder: Jennifer Payne | |
| In attendance: Jeff Baierlein (JB), Andrew Bobilya (AB), Mary Breunig (MB), Christian Itin (CI), Tom Lindblade (TL), Jennifer Payne (JP), Paul Shirilla (PS), Liz Speelman (LS), Paul Limoges – ex-officio (PL) | |
| Absent: Mike King (MK) | |

| Topic | Discussion/Outcome | Action/Follow up |
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| Shared Highlights and Concerns from the Conference | +Good energy, good connections +Saturday evening turned out well +Auctioneer worked out well + Overall professionalism and organization of our conferences, especially for the size of our organization is impressive +Connecting with the CRC over lunch and Accreditation +~Family like structure of AEE is wonderful but can be exclusive ~Something with hard content for opening plenary would be better, something more professional ~Awards Evening was too long, introductions and recognitions were not equal especially for those who were getting the bigger awards, evening did not flow – ditto, ditto, ditto, ditto ~Conference felt spread out because of venue set up and perhaps hard to connect | |
| Approval of Minutes | Minutes from the November meeting needed approval. | <i>(TL) made a motion that was seconded by (MB) to approve the November 2&3 meeting minutes. The minutes passed unanimously.</i> |
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| MONITORING | MONITORING | MONITORING |
| EL-5 Quarter 3 | Everyone completed the monitoring!!!! There were a few nos and questions marks. We have not defined what financial jeopardy is and what it means and thus there were some questions on the interpretation. Overall revenues have been going down and we are getting to the bottom. What more can we do – sell the furniture? Clarification was provided on budgeted numbers verses the | <i>(PS) made motion that was seconded by (TL) to maintain the 95%. The motion passed unanimously. Motion was pulled for further research and discussion.</i> <i>(JP) made a motion that was seconded by</i> |

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| | <p>quarter's numbers and how to compare or not compare the two. It is important to understand the big picture flow of the quarters; there will be more expenses in first, hope to recover in the second quarter, more expenses in the third quarter and recover again in the fourth quarter. Need to look at both the quarter numbers and the overall numbers.</p> <p>5-3.2 Deficit spending – spending money according to the budget but may not have actual cash at the time due to cash flow. We do not want to have two quarters in a row with deficit spending.</p> <p>5-3.3 Some people wanted less data about how we area going to get out of this percentage and more data about why we are at this stage. (PL) shared the biggest why is that some line items were misbudgeted, like regional conferences.</p> <p>Discussion evolved into changing/lowering the actual quarterly net income percentage from 95% to 90%. Is any real difference? Yes, “loosening” the definition makes a big difference right now. It is an aggressive mark and perhaps it is better to come close to it and not be incompliance so we can have these important discussions. A higher percentage makes a statement that the board needs to be much more active and thus creates a richer dialogue. Several people felt there was no need to change at this point but this decision can not be made now because we said that (PS) and (MK) were going to look into this policy/rate and see what other organizations do, what other options we may have.* (PL) also emphasized that he feels it is a higher percentage rate, his experience has seen 80-85% rates. Having such a high rate means we do meet compliance and means more work for (PS); he is the one who has to spend the time writing a compliance plan. People feel like we need to do some more research as we had stated in the November meeting, need to honor the process.</p> | <p><i>(TL) to accept EL-5 and the attached compliance plan. The motion passed with one objection.</i></p> <p>* (PS) and (MK) will look into the policy/rates and offer any new suggestions for our next conference call.</p> |
| BE-5 | Was not monitored in November and will need to be done in December. | |
| GP-11 | Confusion was sorted out about what was suppose to happen around this policy since we established in September monitoring that we were not in compliance. A compliance plan should be ready by our January conference call.* | (AB), (PS), and (MK) will create a draft compliance plan for our January call. |

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| Policy Discussion /Development | At the November meeting we completed a Full Policy Register Review and created a long list of questions and issues to look at. Since the list was so long we could add the discussion points when we monitor a specific policy in the upcoming year.* | *(JP) will add the questions and issues collected during the Full Policy Register Review to the monitoring process throughout the year |
| BOARD BUSINESS | BOARD BUSINESS | BOARD BUSINESS |
| Updating the BOD webpage | Bios and pictures are needed of new Board members for the AEE website. Current Board members are welcome to update bios and/or pictures as well.* | *(MB) and (LS), and anyone else interested in updating, needs to get material and bios to (JP) by December 20. |
| Online Auction Update | (JB), (JP) and (TL) have contributed items for the monthly online auction. Items are needed from everyone to keep the auction moving and monies coming in.* | *EVERYONE who has not contributed any items for the online auction needs to take some action in finding an item, writing up a description and sending images to (TL). |
| Nominations Committee Update | Two of the members of the committee met earlier today and created a list of possible candidates and created a plan to work through the list of names. More names were generated on the call, as well as names collected from last year's Nominating Committee.* Maurie Lung was asked to join committee and (TL) will chair the committee. Since the Board is at its smallest size allowed by the By-Laws, there will be a need for someone to fill the Past Secretary position for one year; both (JB) and (AB) have volunteered to stay on the board for one more year. | *(JP) will get last year's Nomination Committee report and other documents to the committee. These documents will also be posted to the Board's Procedures Manual online. |
| Code of Conduct Review and Update | Need to look at the Code of Conduct and decide whether it is a stand alone document, or is it already incorporate in other AEE leadership documents, or does some of it need to be incorporated in another document that can serve all AEE leadership and staff? (CI) and (LF) were to look at this but never got a chance so (CI) and (JP) will look at* first and then run any changes by (PL) and Michele Grainger before running it by the whole Board. | (CI) and (JP) will aim to have an update on this in February. |
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| Awards Committee Update | Committee is establishing its membership. Rob Rubendall and Drew Brennan are still on the committee, Elaine Hartel's status needs to be confirmed, Lee Gillis is not on the committee just a coordinator of date for the committee, which leaves (TL) as the only current Board member on the committee. (LS) will join the committee. With a smaller Board it will be critical to have outside people join the committee while at the same time make sure there is Board leadership and participation for the committee, Based on the many concerns raised at the beginning of the call the committee's first charge will be to look at the big picture.* | *(TL), (LS) and others will begin to look at the awards, the awards evening and the awards presentations to prepare for a discussion at our March meeting that (JP) will include on the agenda. Does our model work? |
| AVP Committee | With a new AVP on the horizon and new Board members, it was decide that the AVP Committee would be (CI), (AB) and (MB). The committee's first task is to guide the Board in a process to hone in on the research question.* | *(CI), (AB) and (MB) will take the initial step in getting the AVP Process going. |
| March Meeting Logistics | Travel days are March 4 th and 7 th , meeting days are the 5 th and 6 th will meet until 5/6pm meeting and then have nice evenings together everyone is requested to stay for Sunday night as bonding/ face to face time is important. Questions around meals begin.* Budgeted amount for meals (PS) will pass on budget numbers to AB so he can plan, do some the way we did in Georgia | *(PS) will send (AB) budge numbers and (AB) will work on meal options and getting donations just like (MK) did last year. EVERYONE: Send flight info to (AB) who will coordinate airport shuttles. |
| OWNERSHIP LINKAGE | OWNERSHIP LINKAGE | OWNERSHIP LINKAGE |
| Reports from the conference meetings attended | International: Continued interest for international support, unmet need for people in Asia, a lot of enthusiasm for AEE and what we have to offer, a lot of excitement for the Mexico conference WPG: Large turnout (30-40), planning big pre-conf in 2012 to mark their long time standing as a network group in AEE, brainstormed ideas for better connections through the year, discussed the idea of a another women in EE publication but to include girls programming other related topics, seem to have good leadership and mentorship process that keeps the group growing Schools and Colleges: Timing was off and had small number of people (12) showed, need to create a better meeting time so this group is more | |

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| | <p>accessible and does not conflict with dinner time</p> <p>NAALA and OFA: Poor showings for both of these groups, is it the groups or is the timing?</p> <p>SIG (Student Interest Group): Only had 2 grad students show; one was specifically looking to connect with an AEE staff member and the other was willing to be some energy into the group but noted he would not be a student in another year and a half.</p> <p>OAE: Groups seems a bit disorganized, need someone to lead the charge and who will be willing to do for a couple of years, successful mentorship program setup will contribute to the groups success</p> <p>Canadian: A lot of people, good energy, lots of initiative and moving forward rapidly. (PL) shared that international groups are now considered affiliation groups. There does seem to be interest in creating chapters almost franchise-like but we can only do so much to support them. (PL) is beginning to research best practices. There are some tensions brewing with the Canadians. Some consider AEE the 800 lb gorilla in the room and we represent the sloppy Americans, because of these feelings some Canadians feel like they make get lost in AEE if pursued our organization further.</p> <p>A common thread heard in the network groups was the location of the conference. Because of Las Vegas we lost some people but because of it we also gained. Overall facilities were good.</p> | |
| <p>2012 Leadership Summit</p> | <p>(JP) volunteered to take the lead on this project and reported the beginnings of committee being formed to include Bobbi Beale and Francis Morgan.</p> | |
| <p>Boulder Updates</p> | <p>(PL) shared that someone tried to breach AEE accounts; Chase immediately stopped and closed the account. Were able to get a new account up in running in a couple of days but Michele Grainger will have a lot of extra work because of this situation.</p> <p>Staffing update: Leslie Stevens will now be working full time as the Finance and Administrative Assistant, Kirsten Kindt's position is being reviewed, (PL) is creating a new job description to figure out which is the</p> | <p>EVERYONE: Reminder from (PS) to submit reimbursement requests. Send the receipt and form to Michele Grainger in Boulder and send an electronic copy of the form to (PS) along with notes as to what were actual costs.</p> |

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