

**AEE Board of Directors  
MINUTES**

<b>Name Committee Meeting:</b> Board Conference Call <b>Chairperson/Facilitator:</b> Christian Itin <b>Recorder:</b> Liz Speelman	<b>Date:</b> July 28, 2011
<b>In attendance:</b> Jeff Baierlein (JB), Andrew Bobilya (AB), Christian Itin (CI), Tom Lindblade (TL), Jennifer Payne (JP), Paul Shirilla (PS), Liz Speelman (LS), Paul Limoges – ex-officio (PL)	
<b>Absent:</b> Mary Breunig (MB), Mike King (MK),	

Topic	Discussion/Outcome	Action/Follow up
<b>Approval of June 3&amp;4 Meeting</b>	No discussion	<i>(TL) made a motion that was seconded by (JB) to approve the minutes. The motion passed unanimously.</i>
<b>Monitoring</b>		
EL-3	Everyone agreed we were in compliance. (PL) confirmed that the Employee Handbook has been updated. Kudos to (PS) for all of his work. Suggestions were made regarding a formal volunteer orientation. (CI) suggested consideration for online training.	
EL-8	Contracts that extend beyond one year were brought to question. (PL) indicated that only the copy machine and building lease were longer than this time frame.	
GP-4	Everyone agreed we were in compliance. Many comments of appreciation for the work that (CI) has done.	
GP-5	Some discussion regarding the extent to which the treasurer monitors and interacts with the CEO in preparation of financial documents. It was agreed that current practices are sufficient in order for the treasurer to not become too operational. Kudos to (PS) on his transition into this role and the work that he has done.	
GP-6	Everyone agreed we were in compliance. Many comments of appreciate for the work that (JP) has done.	
GP-9	Some notes regarding the awards ceremony and the nomination of awards by BOD members. (TL) explained that the nominations are vetted by the Awards Committee but reviewed by an	Parking Lot: Review the goal and need for awards and more importantly the participation in the

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	independent group so there is no conflict of nominations for BOD members. The changes to the awards and ceremony will hopefully improve the overall award ceremony. (PS) and (CI) expressed concern over low nominations for awards. (TL) informed BOD that at the deadline, nominations were up from last year.	nomination process to be reviewed next summer in time for any changes to be made to do in time for the conference.
GP-10	Notes were made regarding conflict of interest and BOD member preparation for meeting. We are all encouraged to improve our attention and preparation in meetings. (PS) continuing to clarify instances of potential conflict of interest. Conflict of interest forms reviewed and kept with BOD Secretary will also be presented to the BOD president to review.*	<i>(TL) made a motion that was seconded by (JB) to accept the monitoring reports for EL-3, EL-8, GP-4, GP-5, GP-6, GP-9 and GP-10. The motion passed unanimously.</i>  *(LS) will create wording to add this to the Procedure Manual.
<b>Policy Discussion / Development</b>		
GP-5.1	From the full Policy Register review in November there was a question regarding the level consultation between Treasurer and CEO for financial reporting. Current practices are sufficient.	
GP-4	From the full Policy Register review in November there was a question regarding whether the facilitation of hiring a CEO should be included in the responsibilities of the president. While this is most often the case, it was agreed that facilitation of this role should be handled by the most specifically qualified individual and therefore not necessarily by the president. (CI) suggested that there needs to be some clear write up in the Procedures Manual regarding the Selection Committee process including the intensity of time of this process.*	*(JP) and (TL) will draft these details and (CI) will review.
<b>Board Business</b>		
Phases of the AVP	From October 2010 meeting minutes, (TL) proposed phases of AVP. <b>Phase #1 Board Member Education.</b> (Approximately four months to completion)	<i>(JB) made a motion to accept the proposed phases, (AB) seconded. The motion passed unanimously.</i>

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	<p><i>a. What do we already know about this AVP?</i>  <i>b. Are there consultants who can help us? What are the questions we need to have them answer?</i></p> <p><b>Phase #2 Board Member Research.</b> (Approximately four months to completion) <i>What are the questions we must find the answers to?</i></p> <p><i>a. Research questions assigned to small groups</i>  <i>b. Various research techniques including conducting surveys, focus groups, literature surveys readings, etc. are undertaken</i></p> <p><b>Phase #3 Final Report Issued</b> (Approximately four months to completion) <i>Can be issued in any format.</i></p> <p>Phases to be incorporated into the Procedures Manual.*</p>	<p>*(LS) will add AVP phases to Procedures Manual.</p>
Wiggio Status	<p>Discussion regarding the current and continued use of Wiggio as a tool to facilitate conference calls and document sharing. (JP) clarified that official documents are stored on AEE website, Wiggio only used for documents to be reviewed. (PS) asked for clarification regarding the use of Wiggio for email versus direct email. There may be times that individual email is best but use Wiggio for communication to all BOD members. (PS) reminded group of the importance of clear training on Wiggio with incoming members. We will continue to use Wiggio unless a better system becomes known.</p>	
Elections	<p>Alison Rheingold and Priscilla McKeane have been elected to the BOD. (CI) is in the process of connecting with each of the nominated members. Due to unavailability of the new members, we will not be changing the meeting schedule until next year. New members will still be invited to attend meetings but they will not be obliged and there will not be compensation. (PS) checked in regarding the open Treasurer-Elect position. We will discuss this at the next meeting.*</p>	<p>*EVERYONE look at list of write-ins for Treasurer-Elect position.</p>
New Board Member Training	<p>All BOD members are encouraged to meet and check in with new members at conference.*</p>	<p>*(AB) will coordinate training.  (CI) will meet with new members during the international conference</p>
Procedures Reminders	<p>(JP) reminded group that several reports are still needed:</p> <ul style="list-style-type: none"> <li>• 2010 AVP Committee Report*</li> </ul>	<p>*(TL) will complete 2010 AVP report.</p>

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	<ul style="list-style-type: none"> <li>• 2011 AVP Committee Report with research question.** (JP) provided some policy reminders</li> <li>• BOD member nomination without forms for Kurt Hahn do not stay on permanent list</li> <li>• Monitoring summaries are due by 7<sup>th</sup> of month</li> <li>• With smaller board, quorum (2/3) is now 6</li> </ul> (CI) discussed the representation of the Kurt Hahn addressees on the AEE website. It should be removed from the Awards page*** and possibly link the conference address to the name of each addressee.****	**(AB) & (MB) will complete 2011 AVP.  ***(TL) will follow-up to make sure Kurt Hahn removed from awards page on AEE website  ****(CI) will put together a draft for a Kurt Hahn only page for AEE website
Leadership Meetings at Conference	The Leadership Celebration in Jacksonville will be held Wednesday evening. (CI) suggested setting up times to meet with the following groups:* <ul style="list-style-type: none"> <li>• CRC (including IAG?) for a lunch</li> <li>• GLC &amp; CAC for a breakfast or lunch</li> <li>• Dinner with the Accreditation council (JEE/CORE leaders?)</li> </ul>	*(PL) will help coordinate these meetings.
<b>Ownership Linkage</b>		
Roll Out	(CI) outlined the roll out of the updated Ends. There will be a reveal through the newsletter.* The updated Ends will officially be revealed at the AGM. (AB) addressed the benefit of the document regarding the history of the Ends. This document should be updated to incorporate the new transition.	*(CI) will write a piece for the newsletter.  *(AB) will send past Ends transition document to (CI).
Awards Committee	Review group for the Awards Committee has completed their review of nominees and Awards Committee members are in the process of communicating with both award winners and nominators.  With the changes in the awards this year, it is important to make sure that all publications, websites, etc have been updated to reflect these changes.*	*(TL) will double check to make sure updates have occurred.

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Leadership Summit	(CI) initiated a discussion to check in on the status of the Leadership Summit for 2012.* Initial discussions were held regarding how many members from each committee within AEE would be invited & compensated. (PL) encouraged the group to proceed due to its value and would work with conference committee to find ways to reduce cost. One representative (hopefully chairs) from each group within the organization will be invited to attend.	*(JP) will chair this group. (CI) will also serve with this group.