

**AEE Board of Directors
MINUTES**

Name Committee/Meeting: August 2009 BOD Conference Call Chairperson/Facilitator: Laurie Frank Recorder: Andrew Bobilya	Date: August 7, 2009
In attendance: Jeff Baierlein (JB), Andrew Bobilya (AB), Drew Brennan (DB), Laurie Frank (LF), Christian Itin (CI), Mike King (MK), Tom Lindblade (TL), Jennifer Payne (JP), Rob Rubendall (RR), Bob Stremba (BS), MaryPat Sullivan (MPS), Paul Limoges – ex-officio (PL)	
Absent: Christian Itin (CI), Mike King (MK), Jennifer Payne (JP)	

Topic	Discussion/Outcome	Action/Follow up
Welcome EL 5.7	An opening check-in (LF) Motion by JB, seconded by BS to accept the additional language for EL 5.7 “Fail to report any such transfer and a timetable for returning them to their discrete fund balances.”	Approved by all
GP 9 Compliance Plan	The Awards Committee Compliance Plan: 1) Notes will be made on the process used in the 2008 awards nomination and selection process. We are not able to provide any previous years and concentrated on moving forward in compliance. 2) A board member for the Awards Committee will henceforth be tasked with note taking during the entire selection year, freeing the chair from this responsibility. 3) In 2009, TL will provide the written report; in 2010, DB will do same. Accept compliance plan pending it is written up and put in the minutes. Motion by MPS and seconded by JB.	Approved by all
Board Education	What happens when a policy is not met, a compliance plan is in place but not all board members are satisfied with the compliance plan? What happens next? Discussion regarding the fact that our policies and monitoring processes really set us up for success when we have such questions. No changes in policy needed as a result of this educational discussion.	None
EL 3	Things look really good with regard to staff treatment. EL 3.1 was done under direct inspection by MPS and TL indicating compliance. Motion made by TL to accept EL 3 and the direct inspection. Seconded by MPS.	Approved by all

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EL 8	Compensation and Benefits	Hold the discussion of EL 8 until the next meeting. Some of the comments were from BOD members not on the call. We were also missing the correct compilation.
GP 4	Discussion about whether the boundaries are clear regarding the BOD's role. Motion to accept GP 4, 5 and 6 by Jeff and seconded by Bob.	Approved by all
GP 5	Treasurer's Role: Discussion about the need for more board education regarding the financial reports, their interpretation, and the BOD role in monitoring.	Approved by all
GP 6	Secretaries Role: Proposed changes for 6.3 and 6.4 noted by JP. Proposed changes are a shared issue.	Approved by all, need to add to future agenda when JP can explain the proposed change.
Travel Policy	Board does not see this as a shared issue and need further discussion. BOD is to be speaking with "one voice" representing the need for such a policy and its implementation.	None
Auction Committee	Discussion about various methods. The BOD's primary method for raising money for the Association is at the Annual Conference through a live auction, silent auction, and the region "baskets" which are available during the ticket auction. If you are soliciting larger items and question whether it will be difficult to get across the boarder, contact Evan N. at AEE to discuss the Customs Broker assistance. No changes are being made this year with regard to the methods but the small group has recommended that the BOD consider its role in fund raising and whether the auction(s) are still the best method. Evan and host committee are working on getting an auctioneer for the live auction. The BOD needs to secure an "MC" for the evening. Mary Pat has taken over as the chair of the small group. TL talked about setting up an E Bay account to have an ongoing AEE auction where individuals can choose the percentage they want to donate to AEE – no fee is required for AEE to do this. Jeff will be coordinating the Region Baskets for the conference as well as the donations from exhibitors.	All BOD members need solicit items. TL will set up the E Bay site and send us information for next steps. MPS will send the BOD information/forms for soliciting items.
Organizational Audit	BOD will take one summary at each conference call and complete reviewing the summaries when we are in person at the conference.	Assigned people complete their summaries.

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Annual Agenda	TL will send out a rank ordering sheet that each BOD member needs to complete and return. The BOD's recommendations will then be sent to Paul for his consideration. The BOD will consider ideas for the next Annual Agenda at our meeting in October.	Look for request from TL and return via email.
New BOD Member Orientation	LF and CI are trying to schedule a breakfast on Sunday morning with new BOD members. CI has asked that as many BOD members as possible attend a breakfast meeting from 7:30 or 8 until 9 a.m.	BOD members check travel plans and let CI know if you can attend the breakfast. LSF will contact new BOD members and invite them to the BOD meetings and also offer help with lodging via roll away bed, etc.
Next BOD Conference Calls	We have not reached quorum for Sept. and October calls.	LSF will send out a new Doodle for all to respond.