

**AEE Board of Directors  
Notes**

<b>Name Committee/Meeting:</b> AEE BOD Conference Call Notes (no quorum) <b>Chairperson/Facilitator:</b> Laurie Frank <b>Recorder:</b> Jennifer Payne	<b>Date:</b> September 14, 2009
<b>In attendance:</b> Jeff Baierlein (JB), Andrew Bobilya (AB), Laurie Frank (LF), Jennifer Payne (JP), Rob Rubendall (RR), MaryPat Sullivan (MPS), Paul Limoges – ex-officio (PL)	
<b>Absent:</b> Mike King (MK), Drew Brennan (DB), Christian Itin (CI), Bob Stremba (BS), Tom Lindblade (TL)	

Topic	Discussion/Outcome	Action/Follow up
<b>ANNOUNCEMENTS</b>		
<b>POLICY DISCUSSION/DEVELOPMENT</b>	<b>POLICY DISCUSSION/DEVELOPMENT</b>	<b>POLICY DISCUSSION/DEVELOPMENT</b>
EL-5.6 Proposal to change wording	(LF) would like to withdraw a previous proposal to change the wording of EL-5.6. Instead she would like to propose thoroughly reviewing EL-4, EL-5, and EL-6. These policies are not working, they are constantly in non-compliance, the wording is confusing and the policy does not help the organization move forward. We need to update to the realities we are living in and really look at what information the Board needs to govern according to Policy Governance. A comprehensive review would look at more active language and be more specific.	(LF) will find out if this is a shared issue with BOD by submit a proposal that would recommend a small group like the Financial Task Group including (CI) to look at our current policies, boiler plate policies, and EL policies from other organizations.  If a shared issue, in October will decide on the timeline.
Board Education	How do the mission and vision relate to the Ends of our Association? A small group had worked through the Policy Governance Worksheet, the results/action seemed to be the mission and vision were in the Ends, sometimes the content of the mission was repeated. This confirmed the work of the new Ends and the decision made in January 2008 to eliminate the Ends. Do we need a mission and/or vision for the By-Laws? Do we wipe them out entirely? Do we keep one and not the other? Do we take them out of the By-Laws	*An AGM item will include possible changes to mission and vision. When this is put to a vote we need to educate the membership on Policy Governance, the role of the Ends and the role, or non-role of mission and vision statements.  (JP) will put this back on the October agenda when we have quorum so a motion can be made.

**AEE Board of Directors  
Notes**

<b>Topic</b>	<b>Discussion/Outcome</b>	<b>Action/Follow up</b>
	and continue to use them for marketing purposes? We do not need a mission and vision for the By-Laws. Ends serve a mission purpose but do not serve a vision purpose. Many Policy Governance organizations do have a vision statement with Ends but do not have a mission statement with Ends statement. First step should be to take the mission and vision out of the By-Laws. Vision can used as a marketing piece – we could use the current one or create another one (possible Annual Agenda idea). (PL) and the staff could create a new vision statement based on the Ends. One way or the other we need to tie up these loose “ends” in order to move forward.*	
<b>ASSURANCE OF SUCCESSFUL CEO PERFORMANCE</b>	<b>ASSURANCE OF SUCCESSFUL CEO PERFORMANCE</b>	<b>ASSURANCE OF SUCCESSFUL CEO PERFORMANCE</b>
Monitoring	Since there was no quorum and there is no monitoring for September, EL-4, EL-5, EL-8 will be reviewed next month. The summary for GP-11 has lots of rich discussion and will be saved for the meeting.	(JP) will include monitoring on the upcoming agendas.
New Operational Worries	(PL) wanted to make sure everyone received the memo that was distributed to all the AEE Leaders. (PL) reported conference registrations are down a bit, currently there are 348 registered compared to last year at this time when there were 485. The lower numbers compare to Little Rock.	
<b>BOARD BUSINESS</b>	<b>BOARD BUSINESS</b>	<b>BOARD BUSINESS</b>
November Meeting and Logistics	Reviewed the conference schedule – reminder that there are things we are required to be at, other events highly recommended, other events volunteer to be at. Went down the list reminding folks of what events fall in what categories. Goal is to be seen and make a	EVERYONE: 1. Look at the conference schedule online and begin to decide what you may be interested in going to. 2. Make sure to get travel plans to (PL).

**AEE Board of Directors  
Notes**

Topic	Discussion/Outcome	Action/Follow up
	<p>presence.</p> <p>There will be no New Board Member Orientation at the conference since Laura Levings will not be able to make it to the conference. Paul Shirilla will be able to make some of the Board meeting.</p>	<p>(New policy reminder that all travel to be reimbursed must be booked at least a month in advance.)</p> <p>3. Book your hotel room, pay, and then get reimbursed.</p>
Governance Budget Planning/Preparation	<p>Since (MK)'s mom passed away, (RR) and (LF) will work together to come up with a budget by the end of the week. The proposed budget will be circulated and voted on within the next few weeks. We are on a tighter budget timeline this year, and can not wait until the meeting to vote.*</p>	<p>*EVERYONE: Be prepared to vote on the proposed budget soon after receiving it.</p>
Fund Raising/Auction Committee Update	<p>Where does the money go? Until the Association reaches surplus reserve funds, all fundraising monies are going into the big pot to support the operation of the association, essentially to keep our doors open. Surpluses in the past stayed within cost centers and often gave a disillusion of having funds to use as please but now surpluses will go to the big general pot to build up the overall reserves of the Association.</p> <p>So the answer to the question - where is the auction money going:            **"To support AEE."            **We should no longer suggest monies are going to Touch the Future.            **We should do our best to disassociate the auction with Policy Governance and instead associated it to the whole organization.</p> <p>(MPS) will distribute forms and materials that may be helpful in soliciting items for the Auction. We are looking for items – silent and live. (JB) is trying to sell</p>	<p>EVERYONE: Keep acquiring those items.</p>

**AEE Board of Directors  
Notes**

Topic	Discussion/Outcome	Action/Follow up
	a kayak on the link through EBay and is getting some interest and questions. There is an auctioneer that will be contacted 2 weeks prior to the conference. (MPS) will be double check with Evan Narotsky.	
Secretary Elect/Past Proposal	Small group worked on a couple of proposals that include a “new” position on the Board of Secretary-Elect and Past Secretary as was requested by the group form the June meeting. One of the proposals shared also incorporated some other suggestions of downsizing the Board and doing way with CRC and GLC Sponsored positions. (JP) shared the proposals that addressed turned of positions and numbers on the Board. Everyone seems to want minimally to add the Secretary position and this will take some changes to our By-Laws. We need to move this proposal forward so we can incorporate this upcoming changes for this next election, thus affecting the work of the Nominating Committee.*	(JP) will distribute the proposals,  *EVERYONE should review the proposals and how the By-Laws would be changed.
Nominating Committee Report	Committee (LF), (MPS), (JP) had a meeting a few weeks ago to discuss the process and put a timeline with the process. The committee decided to invite 2 additional members to join the committee and is in the process of contacting those people. The full committee will meet in October. The committee plans to send an announcement to the membership announcing the committee formation and its members letting members know who to contact and that the committee will be recruiting at the conference. The committee also plans to send a note to all AEE leadership in January requesting names and generating interest. Other timeline goals include having bios to the AEE staff by May 1 so they can be posted by May 15.	
New Board Member Orientation	There is a welcome-on-board-figure-out-new-board-	*(LF) will be leading the New Board

**AEE Board of Directors  
Notes**

<b>Topic</b>	<b>Discussion/Outcome</b>	<b>Action/Follow up</b>
For Paul Shirilla – Treasurer Elect and Laura Levings – PGLC Sponsored	<p>member-orientation conference call scheduled for September 23.* Since orientation will not be happening at the conference it will probably happen through Webex.</p> <p>Paul and Laura have expressed an interest to join our next conference call.</p> <p>Board Buddies have been paired** (TL) is Laura’s Board Buddy (MK) is Paul’s Board Buddy</p>	<p>Member Orientation along with the support and assistance of (AB), (MPS), and (JB).</p> <p>** (TL) and (MK) should review Board Buddy responsibilities in the Procedures Handbook.</p>
Leadership Gathering in Montreal	<p>Everyone who can chips in for the alcohol beverage, not required to contribute. Budget covers snacks. Will need to work on the logistics of getting alcohol. Will need to work on an agenda idea.</p>	<p>(LF) will work on the invitation to all AEE leaders. (PL) will check to make sure there is no charge for the Board Suite as well as the size.</p>
October Conference Call	<p>The October calendar seems to be a challenge to find a time when we can have quorum. A list of possible dates was generated.</p>	<p>EVERYONE respond to the new Doodle to find a conference call time before the conference, hopefully earlier in the month.</p>