

## AEE Board of Director's MINUTES

<b>NAME OF COMMITTEE/MEETING:</b> AEE Board of Director's <b>CHAIRPERSON/FACILITATOR:</b> Laurie Frank <b>RECORDER:</b> Jennifer Payne	<b>DATE:</b> December 11, 2007
<b>IN ATTENDANCE:</b> Jess Barrie (JB), Andrew Bobilya (AB), Laurie Frank (LF), Mike King (MK), Maurie Lung (ML), Tom Lindblade (TL), Steve Pace (SP), Jennifer Payne (JP), Rob Rubendall (RR), Bob Stremba (BS), Pat Hammond – exificio (PH)	
<b>ABSENT:</b> MaryPat Sullivan (MS)	

TOPIC	DISCUSSION/OUTCOME	ACTION/FOLLOW UP
<b>BOARD BUSINESS</b> BOD Website Development	<b>BOARD BUSINESS</b> Received an update from the small group working on creating the webpages for the Board on the AEE website. The following brainstormed list was discussed and some additions made: ~~Board member names, fun pictures and brief bios. ~~Policy Register (use an image of “Ask me about my Ends” t-shirts ~~Meeting Minutes ~~Link to the Carver Policy Governance website ~~A brief article about the owner/customer distinction so members know where to direct their questions. (Steve will write this) ~~A brief article about the Touch the Future Fund, what the funds have been used for, and how to contribute. ~~The criteria, nomination form and process for the KH Addressee. ~~Access to a password protected site for board use (to get materials needed for a conf. Call and/or meeting) ~~A piece about what it means to be a BOD member for people who may be interested or considering running for the BOD, a general job description including time commitments ~~A section on the Annual Agenda – what is the Annual Agenda, past annual agendas and the progress on the current agenda The group is planning to get a hold of a copy of a past BOD website from Katrina Gerking to look for other ideas. (PH) will keep the group in line with consistent style that is being created for the rest of the website. The small group will continue to collect content and design the page(s).*	<b>BOARD BUSINESS</b> *(SP*), (ML), (JB), and (PH) will have an update on the progress for the next conference call and hope to have the pages ready for the January meeting.
Annual Agenda Update	The small group created an Annual Review Form that all Board members will be able to use to review the data from the recent survey and the reflection questions from the Leadership Summit. The form will elicit comments on what extent we feel the Ends are being met based on the data we have collected over the past year. The small group did a test drive on the tool and found it very helpful to rate	*When Board members receive the Annual Review Form, the survey results and the reflection questions results they should plan to complete the form and return it to (LF) by January 13.

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<p style="text-align: center;"><b>ASSURANCE OF SUCCESSFUL CEO PERFORMRANCE</b></p> <p><b>EL Monitoring</b> EL-7</p> <p>EL-8.1</p> <p><b>BE Monitoring</b> BE-5</p> <p><b>New Operational Worries</b> Proposed New Monitoring Schedule</p> <p>Shared Issue Regarding</p>	<p>responses from both sets of data on a scale of 1 ot 7 because it highlighted the questions and answers around the connections between the Ends and the value maps. The small group will be sending out the tool and the two sets of data to all Board members within the week.*</p> <p style="text-align: center;"><b>ASSURANCE OF SUCCESSFUL CEO PERFORMRANCE</b></p> <p>EL-7: Only 5 Board member participated in the monitoring but everyone agreed that the CEO Succession Plan was detailed and one of the best we have seen. (PH) did note that she feels it is still a work in progress.</p> <p>EL-8.1: (PH) emailed everyone a new interpretation of this policy. Everyone agreed the changes made coincided with the concerns raised when the policy was monitored earlier in the fall.</p> <p>BE-5: 7 Board members participated in the monitoring and many suggested that in the future direct inspection could be used. A small group of (TL*), (PH), and (LF) will look at this policy and others for potential direct inspection with the goal of freeing some time that could be spent focusing on other things.</p> <p>(PH) distributed a proposed new monitoring schedule earlier in the week. The proposed schedule is based on her workload and deadlines, especially during the fall months when the office is preparing for the annual conference. Concerns were raised with EL-4 being moved to December, some thought this may be too late to make any changes to the budget with the new fiscal year. (PH) assured the group that changes could be made since the final budget numbers are not entered into the books until the end of January. For the transition to the proposed schedule it was suggested to keep EL-5 monitoring in January for this year. According to the proposed schedule the Ends would not be monitored until December, many thought that was too long and that the Ends should be monitored twice; in May and December.* When the monitoring schedule was originally designed there was an expectation that it would need to be tweaked, the proposed schedule will best support (PH) and meeting monitoring deadlines. Also noted was clarifying the President who is facilitating the monitoring reports and summaries is also responsible for keeping track and updating the monitoring schedule.**</p> <p>Through discussion it became clear there were three potential issues:</p>	<p style="text-align: center;"><b>ASSURANCE OF SUCCESSFUL CEO PERFORMRANCE</b></p> <p>*(TL*), (PH), and (LF) will look for potential policies that could be monitored through direct inspection. <i>(BS) moved and (LF) seconded to accept all three monitoring reports. The motion passed.</i></p> <p>*(SP) motioned and (JP) seconded to accept the proposed monitoring schedule with two changes; <i>EL-5 will be monitored in January 2008 and the Ends will be reported on in May and December.</i></p> <p>** (SP) will send out the new schedule.</p> <p>*(JP) will note this issue for a future</p>

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Canadian Members and 2009 Conference Site	<ol style="list-style-type: none"> <li>1. Disagreement with the 2009 Annual Conference Site</li> <li>2. Disconnect with Canadian Members</li> <li>3. Linkage with members</li> </ol> <p>And these three issues seem to be disenfranchised/disconnect issues with some of our members. Some aspects were recognized as being operational and there was hope that the newly formed Canadian Affiliation Group (and hopefully soon to be International Affiliation Group) may address some of these concerns. All in all we do have a shared issue with the connection/linkage with international members/owners. This issue will be addressed at a future time*</p>	agenda item.
CEO Evaluation	<p>The small group of (LF), (SP), (BS), and (RR) has been using a template based on the policies that specify what the CEO should be evaluated on (GP-3, BE-3, BE-5, EL-8). This has helped them keep focus and on track with the process*; evaluating only on what is written down, no surprises for the CEO. (PH) will include the staff in the process and (RR) will be looking at the monitoring, (LF) is looking at the Els and (SP) is looking at the Ends. *The small group will have a call with (PH) before the small group reports to the Board at the January meeting.</p>	*The small group will have a call with (PH) before the group reports to the whole Board at the January meeting.
<b>POLICY DISCUSSION / DEVELOPMENT</b> GP-3	<b>POLICY DISCUSSION / DEVELOPMENT</b>	<b>POLICY DISCUSSION / DEVELOPMENT</b>
	The proposed word changes for GP-3 that Jeff Jacobs was to propose last May, still have not been found.*	*The small group will have a call with (PH) before the small group reports to the Board at the January meeting.
Homework for the January Meeting	(SP) and (LF) are still reading through Carver material (books and handouts) in hopes of finding a piece that will be helpful in preparing the Board for the January meeting and the work we will doing on the Ends.*	*Homework will be assigned by (SP) and (LF) in the upcoming weeks.
<b>OWNERSHIP LINKAGE</b> Regional Conference Attendance	<b>OWNERSHIP LINKAGE</b>	<b>OWNERSHIP LINKAGE</b>
	(ML) will be able to attend the Mid-South conference but (SP) can not attend the West conference. Still need to confirm that (MS) can attend the Northwest and maybe the West.* If (MS) can not attend the West (SP) will check in with Christian Itin and see what needs they may have and if Christian could help out with some of them.	*The small group will have a call with (PH) before the small group reports to the Board at the January meeting.
BOD Workshop at the Regional Conferences	(JP), (JB), and (AB) have been working on a workshop proposal that will be submitted to all the regional conferences. The purpose of the workshop is to have quality connection time with owners and/or potential owner while education participants on what the Board does, how we do it within a Governance structure, education on the Annual Agenda and what we are currently learning through this	*The small group will continue their work on the workshop Board members will present at the regional conference, as well as a list of expectations of a Board member attending a regional conference. (JP) will put on the January meeting

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Nominations Committee Update	<p>work, and how the Board fits into the overall structure of the Association. The proposal will soon be sent off to the CRC for Regional Chairs to distribute to their conveners. Next the small group will work on creating an outline for the workshop that can be finalized with everyone in January. The small group will also brainstorm a list of responsibilities, expectations, obligations and protocol of a Board member attending a regional conference to be reviewed by the whole Board in January.</p> <p>(SP) is heading up this committee and is still finalizing who the 5 members will be.* The committee needs a list of people to approach so everyone is asked to contribute.** The hope is that some of the folks going off the Board next year will consider staying on and running again and/or running for President.***</p>	<p>agenda.</p> <p>*(SP) will contact Lee Gillis and confirm his continued participation on the committee and will then work to finalize the other 3 members by the January conference call.</p> <p>**EVERYONE should submit a list of potential Board candidates to (SP).</p> <p>***(ML), (JB), (AB), (TL) should touch base with (SP) and let him know if you have ANY interest in running again.</p>
<p><b>All Other Business</b> Philippines EE Conference</p>	<p>(LF) shared that an invitation had been extended to the Board to participate in an EE conference in the Philippines. Unfortunately no one has a budget to cover this expense. To show our support of EE internationally, especially in light of our shared issue, (LF) and (PH) will write a letter expressing our support of their gathering. Since AEE member Tony Alvarez is going to be one of their guest speakers, we will ask him to keep his ears open while at the conference for any feedback that would be helpful for the association when engaging international educators into our AEE community and what kind of resources we can/could provide them.*</p>	<p>*(LF) will connect with Tony Alvarez and ask him to be our ears at the conference.</p>
Africa Email	<p>(JP) inquired if anyone else had received an email from someone in Africa requesting information on EE for a conference in mid-December for school principals. Turns out the whole Board did receive the email and about half of the Board responded with support and/or resources.</p>	
President Transition	<p>(SP) reminded and requested Board members to take him off email lists like the Annual Agenda small group and to begin Ccing (LF) on all Board retaliated work and issues.*</p>	<p>*EVERYONE adjust email lists and Ccing practices to assist with Presidential transition from (SP) to (LF).</p>
Minutes Corrections	<p>A reminder to everyone to please read through minutes. Any corrections should be submitted to (JP).*</p>	<p>*(JP) will highlight areas in the minutes in which she may be unsure of capturing the information correctly, please keep a particular eye open for those yellow</p>

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<p><b>Upcoming BOD Conference Calls and Meetings</b></p> <p>June Meeting</p> <p>January Meeting</p> <p>Next Conference Call</p> <p>Next Meeting</p>	<p>(JB) is working on a potential meeting location just north of Toronto. The lodging may require us to stay in two places; there were no objections just as long as these places were close together.*</p> <p>(PH) reminded everyone that flying to Florida in January is popular and flights are only going to get more expensive.</p> <p>Tuesday, January 8, 11:00 am ET</p> <p>January 24-27 at the Florida Elks Youth Camp in Yumatilla, FL, one hour north of Orlando (travel days are January 24 and 27, new member orientation January 24, travel day for those folks is January 23.)</p>	<p>highlights.</p> <p>*(JB) is still working on the details and will work with (PH) to finalize details by January.</p> <p>*EVERYONE book your January meeting air travel and get the details to (PH) if you have not done so already.</p>

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