

## **BAEER Fair - January 13, 1996**

### **Red Boy Pizza, San Rafael CA**

Call to order by Bill Hunt 5:30 pm at Red Boy Pizza, San Rafael.

**Board members present:** Chair - Bill Hunt, Chair elect - Dean Thompson, Treasurer - Mark McReynolds, Secretary - Pamela Craig and Membership - Dan Allison.

**Board members not present:** Newsletter - Matt Jacobson, Activities - Dave Poarch, Elections - Celeste Kleinfelder and Lisa Curnett.

**Visitors:** David Craig, Margaret Robles, Paul Miller and Vince Giannini.

Thank you, Dan, for arranging with southern AEOE Newsletter, Loughton Smith, to have their newsletter sent out to northern AEOE current members.

**Review of minutes:** Bill requested that we continue the nametag idea for the Fall and Spring Conferences. Dean made a motion to accept the minutes. Dan seconded. All approved.

**Treasurer's Report:** Mark presented a complete report to the secretary and a condensed version of 8/1/95-1/1/96 to the board. Total income for 8/1/95-1/1/96 was \$2,135.00. Total expense was \$1,609.03. The Fall Conference profited \$500.00. The Grand Total income during this time period was \$525.97. Northern AEOE balance as of 12/31/95 is \$7,363.30. Mark stated that Bill's name needs to be taken off the AEOE account and Dean's needs to be put on.

**Membership Report:** Dan reported 153 active members, 3 institutional, and 44 complimentary current members. Dan suggested we extend members 6 month to make up for the lack of a newsletter. Pamela moved we extend memberships 6 months, Dean seconded. Consensus was reached by the Board to extend membership 6 months due to lack of newsletter. (As of 1/15/96 grand summary of membership is 278 after the 6 months extension. Thank you, Dan, for getting this information to me promptly so it could be added to the minutes.) Dan informed the board that there is a lack of institutional members. Dan motioned that complimentary copies of newsletter not be sent to school sites unless there are not members at that site. Mark seconded, all approved. It was discussed how to deal with mailings to members no longer at the address registered. It was decided that since members are so transient it is up to the member to notify membership if there is a change of address and the people at the site where mail is received to forward the mail to members. It is not a large expense to AEOE to send these mailings since membership is only one year, nor is it possible for us to keep track of people's whereabouts. Dan has tried numerous approaches but the final result is that members do not update him. (Dan has sent an updated duties of Membership Chair as of 1/15/96, it is included with the mailing of the minutes. Thank you again, Dan, for your promptness.)

## **Newsletter:**

- After numerous contacts with Matt by various members, no newsletter has been published. Bill motioned to replace the present Newsletter Chair. Chair has the power to replace the Newsletter editor with the Board's support. All present board members approved the removal of Matt from newsletter. Bill will notify Matt of this decision the week of January 15, 1996. After lengthy discussion, Dan moved that northern include an insert in the Southern Newsletter and that he and Bill will make this insert. Dean seconded, all approved.
- The insert will include: an apology for the lack of newsletters, explanation for why an insert if being sent instead of our own newsletter, as well as an explanation of the 6 month extension. (This will be written by Bill.) Also included will be ideas of how to get to the Spring Conference, recreation events that may be happening and a calendar of items that may be of interest to members.
- Dan moved that the Newsletter Editor receive \$100.00 for each of 4 issues that meet the requirements of the newsletter description and are approved by the Chair. Mark seconded. All approved. (This needs to be added onto the Chair duty description.)
- Bill will talk to Julie and Randy about ideas for a "suggestions and requirement" pack to be turned over to the Newsletter Editor. Dan will contribute ideas as well from his past experience as editor.
- All present board members looked over the duties that Dan wrote up for Newsletter Editor and Pamela noted changes on a master copy. Dan moved that the master copy and corrections be passed. Bill and Dean seconded, all approved.
- *Dan rewrote the duties of the Newsletter Editor on 1/15/96, making those changes addressed by the board and written down on the master by Pamela. This completed and updated "Duties of the Newsletter Editor" is included in this mailing of the minutes. Thank you, again, Dan for your continuing promptness and dedication to AEOE.*

**Spring Conference:** Thank you, Dave Craig, for arranging travel by plane to the '96 Spring Conference. There was discussion of when to have board meetings. It was decided to have two. The first will be a business meeting, the second will be after Sunday breakfast with the new board members. (George, Chair of Southern AEOE will need to know about this plans.) Dan will coordinate registration for Spring Conference with Southern Chair.

**Elections:** I, Pamela, informed the board regarding information I sent to Celeste and Lisa to help them with nominations. This included: information provided by CTA describing how they organize their mail-in elections, who is up for nomination according to the by-laws (Celeste elected to open Secretary and Treasurer up for elections as well), and job descriptions sent to me by Donald Beaver, State Coordinating Secretary.

Dan informed us what he and Celeste had decided for the election procedure.

- January 15 nomination forms are sent out to all members

- February 15 nomination forms due back
- March 1 ballots sent out to members
- March 31 mail-in ballots due
- Ballots can also be turned in at the Spring Conference until Saturday evening

Dan has already given Celeste mailing labels. Ballot mailings are only going out to non-expired (current) members. Celeste will call nominated people and clarify that they truly want the position. In the future all nominations and ballots will be sent out in newsletters; only current members will receive ballots. David Craig suggested that newsletters be printed so that the ballots are on the back side of the mailing label. This way when the ballot is turned in it can be directly checked with the label. David Craig also suggested that when people join AEOE at the Spring Conference, they be given a ballot at that time with their name written on the back.

**Fall Campout:** Dean is working on this and will contact people who expressed an interest in helping at the last Fall Conference. Bill will work with David Poarch to plan a "Spring Activity." Mark will look into Camp Cutter Boy Scout Camp. If Camp Cutter does not work, Dean will look into Andrew Molera SP. The date will possibly be the weekend of October 5th or 12th. Dan and Mark will make the final decision.

**Membership Duty Description:** The Board reviewed the Membership Duty Description that Dan typed up. Dan moved that the board accept the description and add it to the other duty descriptions. Dean seconded, all approved.

**Board Member Duty Descriptions:** Board members are to review the descriptions sent to us by Donald Beaver and make comments on their copies. The Board will review these duties at the Spring Conference.

**Consolidation with Southern AEOE:** Dan discussed the idea of combining membership database and newsletter with Southern. He pointed out the advantages as: there would be one address for membership (at this time, no one is near Northern's PO Box) and one database for the Spring Conference. The disadvantages would be: a large job. Bill stated that he will meet with George to discuss this consolidation issue.

**Direction of AEOE:** Vince brought up the question of how to keep members for a longer period of time. He suggested AEOE look at how to keep people involved, the image of AEOE, why be a member, AEOE's vision, and what is the direction of AEOE. He also suggested AEOE find out from members why they are members and what would they like to see from AEOE. These questions reminded Dean of the brainstorm sheets that were created at the 95 Spring Conference. These sheets were given to George. (The Board should review these in the near future.)

**NAAEE:** NAAEE 25th Annual Conference will be November 1-5, 1995. Pamela informed the Board of information she gathered from Lori Mann (Coyote Point Museum 415-342-7755) and Chris Gallagher (Bay Model Visitor Center 415-332-3871) as to ways

AEOE can be a part of, or help with, the NAAEE Conference. Mark will call Chris and/or Lori to look into possibilities of having a display or booth at the conference.

**BAEER Fair 96:** Dan reported there were over 300 visitors, 100 discussed AEOE, 3 memberhips, moderately successful. We need color, up to date photos of people doing EE. Next year we should consider combining our booth with another organization such as Bill Andrews, NAAEE, COSA, or an EE school. Suggest in registration packet that we want to be by Bill Andrews or an EE school.

**Next meeting:** San Diego Spring Conference, April 26-28, 1996.

**Next business meeting suggested agenda:** Minutes, Treasurer's Report, Membership Report, Newsletter and insert, Board duty descriptions, Fall Campout 96, Spring Conference 97, Elections (how's it going?), "Vision" of AEOE, AEOE consolidation, 97 BAEER Fair booth, after Sunday breakfast meeting.

Meeting ended at 8:15 pm.

Submitted by Pamela Craig, Secretary  
/signed/ Pamela Craig  
Date 1/24/96