

Etudes Board of Directors Meeting Minutes

Date: November 06, 2013

Location: Redwood Boardroom, Crowne Plaza Hotel, Burlingame, CA

Meeting called to order at 2:56pm by Vice-Chair Eric Ichon.

1. Roll Call

John Wagstaff, Chair – absent
Eric Ichon, Vice-Chair – present
Jon Townsend, Secretary – present
Jennifer Azzaro – present
Matt Coombs – present
Diane Rosner – present
Margie White – present via phone
Vivie Sinou, Executive Director – present

Guest: Glenn R. Golden, Chief Architect, Etudes, Inc.

The Executive Director announced that she had received a resignation letter from John Wagstaff. The resignation is for personal reasons. The Board expressed regret at hearing this. John's term as a Board member is up in June 2014, so it was decided to wait until then to find a replacement.

2. Reading of the Minutes of the preceding meetings

May 10, 2013 Minutes approved as read.

June 11, 2013 Minutes approved as read.

3. Reports of Committees (if any)

3.1. Marketing Committee (Margie White, Eric Ichon, Diane Rosner) – moved to first item on agenda.

The printed report was distributed and discussion led by Eric.

- Item 1 – general agreement on moving ahead with redesign of Etudes website.
- Items 2 & 3 – extensive discussion held, these items require additional research and follow-up.
- Item 4 – A good idea, but not necessary at this time.

4. Reports of Officers & Executive Director

4.1. Financial Report – Covered later in meeting, combined with Form 990 / Returns report.

4.2. Etudes Production – Reported by Glen Golden

We are doing well. There has been a substantial increase in usage since this time last year.

The Executive Director reported on the new usage chart that has been added to the Etudes website.

Discussion was held on increasing capacity and maintaining and guaranteeing uptime.

4.3. Software Development - reported by Vivie Sinou

Glenn Golden will do the big new tool announcement on Friday morning in the *New Etudes Tools Showcase*.

Work has been done in the Discussion tool and in the testing area. Many of these updates have been done based on faculty requests. Other updates are based on the vision of Etudes developers.

4.4. Community Update – reported by Vivie Sinou

The Hartnell College migration has been completed, and LA Mission College went live in July. Both were successfully done and users have been happy. Discussion and sharing of process was held.

4.5. Other Operational – None

5. Old and Unfinished Business

Los Angeles Community College District (LACCD), common LMS report by Eric Ichon. He stated that the report of their District committee would be published soon. Probably this semester. The majority of colleges in this district are already Etudes members.

6. New Business

6.1. Form 990 / Returns

Financial Report moved from above – presented by the Executive Director.

Financially, Etudes is doing very well. Income and expenses remain as projected, and

the reserves continue to grow. The Board reviewed the financial documents as presented and approved them.

6.2. Chair/Vice-Chair Elections

Moved/seconded/approved that Eric Ichon continue as Chair, Jon Townsend become Vice-Chair, and Jennifer Azzaro become Secretary.

6.3. Board Member Elections (Spring 2014) Suggested by Vivie and approved by Board to postpone for a future meeting.

6.4. Review of By-Laws – no changes necessary.

6.5. Centrally-Hosted LMS for CCC's – Update

It was agreed that the Board will hold a conference call in January to discuss this topic. Hopefully more will be known by then.

6.6. Employee Compensation – Bonus

Report out of Executive Session: The Board approved a holiday bonus for employees.

6.7. Next Summit Dates and Location

Long Beach, at a similar time as this year.

7. Adjournments

Meeting adjourned at 5:22pm.

7.1. Next Meeting Date and Location

May 2014
Lake Tahoe Community College