

Etudes Board of Directors Meeting Minutes

Date: May 23, 2014
Location: South Lake Tahoe, Ca

Meeting called to order at 10:16am by Chair Eric Ichon.

1. Roll Call

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

2. Reading of the Minutes of the preceding meeting

November 6, 2013 Minutes approved with corrections.

3. Reports of Committees

Marketing and SWOT committees will report at November 2014 meeting.

4. Reports of Officers & Executive Director

4.1. Financial Report – reported by Vivie Sinou

Etudes is doing well, with income and expenses remaining as projected. Reserves continue to grow. Etudes expects to have 20% of its operating budget in reserves by the end of June 2014.

The Board approved the Financial Report and supporting documents as presented.

4.2. Etudes Production – reported by Vivie Sinou

Etudes has experienced recent growth and expects it to continue in the coming term.

Existing infrastructure will more than support increased usage.

4.3. Software Development – reported by Vivie Sinou

Development has been completed in the areas of: roster mapping, admin reports, Site Setup and the Dashboard. Feature enhancements were made in the Discussion and Testing tools at the request of faculty.

The Executive Director visited several schools to present new tools/features and provide support.

The Board discussed current and future development.

4.4. Community Update – reported by Vivie Sinou

The Executive Director visited College of the Redwoods to present Etudes. We were one of several LMSs to present to the college.

4.5. Other Operational – reported by Vivie Sinou

None.

5. Old and Unfinished Business

None.

6. New Business

6.1. Etudes Website

The Executive Director presented key features and information on the new Etudes Website, which went live on Friday, May 16, 2014. All Board Members were pleased with the result.

6.2. Summit 2014

6.2.1. Board Award

Nominations will be requested in August 2014.

6.2.2. Keynote Speaker

The Board discussed potential candidates for Keynote Speaker at the 2014 Etudes Summit.

6.3. Online Education Initiative (CCC's)

Moved to the end of the agenda for discussion – see item 7.

6.4. Board Membership / Vacancies

The Board discussed replacements for John Wagstaff and Diane Rosner, whose terms are ending.

The Board identified one individual and approved that the Executive Director extend an invitation.

It was agreed the Board will revisit this topic in early July 2014.

6.5. Holiday Schedule

The printed Holiday Schedule was distributed by the Executive Director. It was moved, seconded and unanimously approved as read.

6.6. Employee Compensation

Report out of Executive Session: The Board unanimously approved a June 2014 bonus for employees.

The Board asked that employees be informed that this is a one-time bonus in lieu of a COLA and is subject to change in the future.

7. Online Education Initiative (CCC's)

Moved from above.

The Board discussed the upcoming OEI initiative.

8. Adjournments

Meeting adjourned at 2:50pm by Chair Eric Ichon.

8.1. Next Meeting Date & Location

November 5, 2014: 11:00-2:30 with a working lunch.
The Westin Long Beach