

MEETING AGENDA – REGULAR

The Agenda Items of the Board of Directors are in Open Session in accordance with the ECI By Laws. Items to be discussed are listed on this Agenda and all listed attachments are part and parcel with this Agenda. Items do not have to be taken in the same order as shown on the meeting notice. The ECI Board may take action on any item on this Agenda. Meeting notice is hereby called in accordance with ECI By Laws, Article II, Section 2.6 and Section 2.9.

Meeting Date: **February 11, 2018 at 8:30 a.m. (Local)**

Notice Date: **January 22, 2018**

Meeting Type: **Regular / In-Person**

Location: **Long Beach, CA**

Call Information: **877-362-3652, Pin: 10994**

Called By: **BOD**

Attendees: **Board of Directors**

Notes: **LM**

Melissa McKinney, Assistant ED

<u>Item No.</u>	<u>Topic</u>	<u>Presenter</u>	<u>Time</u>
	BOD Breakfast		7:45 am
Item 1:	Roll Call and Meeting Minute Approval	BOD	8:30 – 8:45a
	<ul style="list-style-type: none"> Action Item – Approval of Minutes (Appendix A) 		
Item 2:	Operations and Management Report	RWA/MM	8:45 – 9:30a
	i. Financial Reports (Appendix C)		
	ii. Operations Report (Appendix D)		
	iii. Certification Reports (Appendix E)		
Item 3:	Review of 2017 Goals Status	RWA/MM	9:30 – 10:00a
	i. Staff Report (Appendix F)		
Item 4:	Review of Policies	MM	10:15 – 11:15a
	<ul style="list-style-type: none"> Action Item – Approval of Policies (Appendix G) <ul style="list-style-type: none"> AD2011: Management_of_Certificate_Holder_Information FIN 3001: ECI_Staff_Travel_Policy FIN 3002: ECI Volunteer Travel PS6003: ECI Policy Professional Development PS6007: Trainer_Reimbursement PS6012: Application_Evaluation PS6014: Professional_Development_Opportunities PS6015: State_Representative Roles and Duties PS6016: Professional Stamp 		

- PS6017: ECI_Policy_Certification_Status
- PS6018: ECI_Procedure_Application_Document_Verification_Status
- PS6019: ECI_Policy_Exam_Availability
- PS6020: ECI_Policy_Exam_Results_Appeal
- PS6021: ECI_Reinstatement
- PS6022: ECI_Trainer-Presenter Reinstatement
- PS6023: ECI_Policy_Professional
- Tech-4001- V3: Calculator-Policy

Item 5:	Administrative and Operations Goal - 2018	RWA	11:15 – 12:00n
	i. Report (Appendix H)		

Lunch Break 12:00 noon to 1:00 pm

Item 6:	Board 2018 Goals – Short & Long Term	BOD	1:00 – 2:30p
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Item 7:	Financial Budget 2018 & Special Projects	RWA/MM	2:30p – 3:30p
	• Action Item – Approval of Budget (Appendix I)		

Item 8:	ECI State Program Management	RWA	3:45p – 4:15p
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Item 9:	Schedule for BOD Meeting(s) - 2018		4:15p – 4:30p
	i. Spring/Summer, 2018 - TBD		
	ii. Fall, 2018 – Incline Village, NV		
	iii. December 1, 2018 – Marion, NC		

Item 10:	Closed Session		4:30p – 5:00p
	Ethics Cases		
	Pending Issues		
	Staff Reviews and Repositioning		

Item 11:	New and Future Business		5:00p – 5:45
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Item 12:	Adjournment		6:00p
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Board Dinner

Attachments:

Attachment A: BOD Meeting Minutes – August 29, 2017

Attachment B: Board Resolution Tracker thru December 31, 2017

Attachment C: Financial Reports – August through December 2017
P & L 2017
Reconciliation Audit Report
Staff Report on Reconciliation Report

Attachment D: Operations Update

Attachment E: Certification, Applicants, Exams Reports

Attachment F: Review of 2017 Staff Goals

Attachment G: Policies – Drafts for Approval

- AD2011: Management_of_Certificate_Holder_Information
- FIN 3001: ECI_Staff_Travel_Policy
- FIN 3002: ECI Volunteer Travel
- PS6003: ECI Policy Professional Development
- PS6007: Trainer_Reimbursement
- PS6012: Application_Evaluation
- PS6014: Professional_Development_Opportunities
- PS6015: State_Representative Roles and Duties
- PS6016: Professional Stamp
- PS6017: ECI_Policy_Certification_Status
- PS6018: ECI_Procedure_Application_Document_Verification_Status
- PS6019: ECI_Policy_Exam_Availability
- PS6020: ECI_Policy_Exam_Results_Appeal
- PS6021: ECI_Reinstatement
- PS6022: ECI_Trainer-Presenter Reinstatement
- PS6023: ECI_Policy_Professional
- Tech-4001- V3: Calculator-Policy

Attachment H: Administrative and Operation Status

Attachment I: 2018 Budget

Attachment J: 2018 ECI Conference List