

## ECI Board of Directors Meeting Minutes

These Minutes have been prepared based on the published Agenda Items of the Board of Directors conducted in Open Session in accordance with the ECI By-Laws. Items discussed were listed on this Agenda noticed on the date below. Where indicated, the Items were not taken in the same order as shown on the meeting notice. The ECI Board took actions where indicated in these Minutes, and these Minutes accurately reflect a summary of those Actions. Each Motion was set forth and voted on. The Motion as worded herein, is the accurate and true record. Where adopted, the vote was a majority (or as specified in the By-Laws). Where rejected and deferred, the Minutes so indicate.

Notice Date: **February 17, 2021**

Called by: **BOD**

Meeting Date: **April 10, 2021**

Location: **Zoom**

Meeting Type: **Zoom Teleconference**

Notes: **L. Barnette**

Attendees: **Board of Directors**

President Robert Anderson  
Vice President & Treasurer Mark Goldsmith  
Past President John Peterson  
Director & Secretary Francisco Urueta  
Director Mike Chase (in at 1:20 pm EST)  
Director Jim O'Tousa

**Staff**

Melissa McKinney, Associate Executive Director  
Logan Barnette, Human Resource Assistant

### **Item 1.0. Roll Call**

RWA

*Summary:* Roll call

*Actions:* None

### **Item 2.0. Meeting Minute Approval**

RWA

*Summary:* Previous meeting minutes were submitted for approval.

*Actions:* Motion to approve minutes from June 2020, October 2020, September 2020, and February 2021 meetings “as submitted” was made by Vice President Goldsmith and seconded by Past President Peterson.

*Approval:* Five (5) in favor, none against, no abstentions.

**Item 3.0. Final 2020 YE & 1<sup>st</sup> Quarter YTD Financials**

RWA

*Summary:* Staff submitted 2020-year end and 2021 year to date financials for the Board discussion. The Board accepts these reports and filing for audit.

*Actions:* None

**Item 4.0. Performance Analytic Reporting**

RWA

*Summary:* General discussion of reports.

*Actions:* None

**Item 5.0. Sacramento Office and Operations**

MM

*Summary:* M. McKinney provided an overview of California office relocation progress and future operational endeavors including potentially establishing an office in Virginia.

*Action:* None

**Item 6.0. Grant Writing**

RWA

*Summary:* Discussion of staff direction to pursue grant writing this year as an alternate source of funding.

*Actions:* None

**Item 7.0. 2021 Budget**

RWA

*Summary:* Staff submitted 2021 for Board discussion. President Anderson provided an overview.

*Action:* Motion to approve the 2021 Budget as submitted made by Past President Peterson and seconded by Vice President Goldsmith

*Approval:* Six (6) in favor, none against, no abstentions.

**Motion 1106-21.20**

**Item 8.0. Strategic Relations**

RWA

*Summary:* Strategic Relations were discussed including progression of the business relationship with WEF, IECA and other opportunities. Director Urueta will arrange a meeting with IECA President Nicky Araujo.

*Action:* None

**Item 9.0. Technical Content Status**

RWA

*Summary:* Staff submitted a technical status update for the Boards review and discussion.

*Actions:* None

**Item 10.0. Governance**

RWA

*Summary:* General discussion of Committee and Councils institution and development.

*Action:* None

**Item 11.0. International Status**

RWA

*Summary:* Overview discussion of International status and translation efforts.

*Action:* None.

**Item 12.0. ANSI Status**

RWA

*Summary:* Discussion of NGICP Accreditation status and future accreditation application for ECI Certifications.

*Action:* None

**Item 13.0. New Business and Questions**

RWA

*Summary:* i) New Training Requirements (does not include NGICP or QSM)

Board discussion ensued pertaining to creation of a Train the Trainer Program and implementation of Training requirements as part of the application process for Certified Professionals.

*Action:* Motion of approval to proceed with implementation of new training procedure was made by Past President Peterson and seconded by Director O'Tousa.

*Approval:* Six (6) in favor, none against, no abstentions.

**Motion 1107-21.20**

*Summary:* ii) Board discussed holding a separate meeting to evaluate the performance of the Executive Director.

*Action:* President Anderson requested that Past President Peterson lead the effort. The various Directors all expressed that at the current time they have excellent rapport and communications with the Executive and Associate Executive Director, but all agreed that a consistent policy and practice of annual reviews was a good practice. Past President Peterson will follow up.

**Summary**      iii) SBA Loan offer was discussed by the Directors including potential uses and repayment planning. Funds will be placed in a separate account and follow SBA requirements. President Anderson will provide updates in status.

**Action:**      Motion to proceed with acceptance of additional SBA Loan funds was made by Past President Peterson and seconded by President Anderson.

**Approval:**    Six (6) in favor, none against, no abstentions.

**Motion 1108-21.20**

**Item 14.0. Schedule for Next BOD Meeting**

RWA

**Summary:**      A tentative meeting date was scheduled for November 13, 2021 located at the Sacramento office.

**Action:**      President Anderson will send out a meeting invite and agenda once the next meeting date and time are finalized.

**Adjournment**

Meeting Adjourned at 3:15 PM, ET, 12:15 PT