

# **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

### **MEETING ITEMS**

Item Presenter

Item 1: Roll Call RWA

Summary: Roll call

Actions: -



#### **MEETING ITEMS**

Item Presenter

Item 2: 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.

Ayes: 5 Nay: 0 Abstain: 0

Item 3: Final 2020 YE & 1st Quarter YTD Financials RWA

Staff submitted 2020-year end and 2021 year to date financials for the Board

discussion.

Actions: The Board accepts these reports and filing for audit.

Item 4: Performance Analytic Reporting RWA

Summary: General discussion of reports.

Actions: -

Item 5: 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: -



Actions:

## **MEETING ITEMS**

Item Presenter Item 6: **RWA Grant Writing** Discussion of staff direction to pursue grant writing this year as an alternate source Summary: of funding. Actions: Item 7: 2021 Budget **RWA** Staff submitted 2021 for Board discussion. President Anderson provided an Summary: overview. Action: Motion to approve the 2021 Budget as submitted made by Past President Peterson and seconded by Vice President Goldsmith. Ayes: 6 Nay: 0 Abstain: 0 Motion 1106-21.20 Item 8: **Strategic Relations RWA** Summary: Strategic Relations were discussed including progression of the business relationship with various membership organizations. Action: Item 9: **Technical Content Status RWA** Summary: Staff submitted a technical status update for the Boards review and discussion.



## **MEETING ITEMS**

Item Presenter Item 10: Governance **RWA** General discussion of Committee and Councils institution and development. Summary: Action: **International Status** Item 11: **RWA** Overview discussion of International status and translation efforts. Summary: Action: Item 12: **ANSI Status RWA** Discussion of NGICP Accreditation status and future accreditation application for Summary: ECI Certifications. Action: **New Business and Questions** Item 13: **RWA** i) New Training Requirements (does not include NGICP or QSM) Summary: Board discussion ensued pertaining to creation of a Train the Trainer Program and implementation of Training requirements as apart of the application process for Certified Professionals. Action: The Board directed staff to proceed with implementation



#### **MEETING ITEMS**

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 repour 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.

Ayes: 6 Nay: 0 Abstain: 0

Motion 1107-21.20

Item Presenter

Item 14: 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.

Item 15: Adjournment RWA

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