

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: December 2, 2017 at 8:30 a.m. (EST)	Notice Date: November 4, 2017
Meeting Type: Regular / In-Person	Location: Office / Marion, NC
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 - Morganton		7:00 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
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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 – 2:00p

Item 7: Financial Budget 2018 & Special Projects RWA 2:00p – 3:00p
 • **Action Item** – Approval of Budget (Appendix I)

Item 8: Schedule for BOD Meeting(s) - 2018 3:00 – 3:15p

- i. January 23, 2017 – Phone Conference
 - (a) Budget Approval (if not completed in Dec 2017)
 - (b) Annual Officer Election
 - (c) Misc - TBD
- ii. April 20 - 21, 2018 – Denver, CO
- iii. Fall, 2018 – Incline Village, NV
- iv. December 1, 2018 – Marion, NC

Item 9: Adjournment 3:20p

BOD and Staff Holiday Dinner 5:30p
 Root & Vine: 139 W Union St, Morganton, NC 28655 [\(828\) 433-1540](tel:8284331540)

Attachments:

Attachment A: BOD Meeting Minutes – August 29, 2017

Attachment B: Board Resolution Tracker thru November 31, 2017

Attachment C: Financial Reports – August through October 2017
Budget Tracker for November 2016

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
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- PS6023: ECI_Policy_Professional
- Tech-4001- V3: Calculator-Policy

Attachment H: Administrative and Operation Goals - 2018

Attachment I: Budget Estimate for 2018 (based on 10+2 Projects for 2017)