



Board of Director 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: **August 24, 2014** Called By: **BOD**
Meeting Date: **August 26, 2014 - 4:30 p.m. (EDT) to 6:30 pm**
Meeting Type: **Regular – Teleconference** Location:
Call in Information: **(877) 362-3625 Guest Code 47369**

Attendees: Chair Robert Anderson
Vice Chair Mark Goldsmith
Secretary Lori Gates
Treasurer Alan Black
Director John Peterson
Director Rick Macho
Director Barry Fagan
Mr. Jeff Econom – Board / Council Liaison

Staff: Program Director Charles Wilson
Program Director John Brown
Ms. Sandy Gibbs - Program Staff
Ms. Melanie Burnette– Program Staff
Ms. Dawn Cook – Financial Administrator

Absent: none

Item 1.0. Role Call and Review of Agenda

Summary: Role call verification by Charles Wilson

Action: No Action

Item 2.0. Approval of Minutes

Director Anderson

Summary: **Motion to approve minutes as submitted** made by Vice Chair Mark Goldsmith and seconded by Director John Peterson. Discussion followed. After discussion motion and second withdrawn.

Action: Minutes will be adjusted per discussion and resubmitted to the BOD.

Item 3.0. Review of Email Actions

Director Anderson

Summary: Incorrect file included in handouts.

Action: Correct file will be emailed by Director Anderson.

Item 4.0. Financial Status Progress Summary

Director Black

Summary: Financial report discussed.

Action: No Action on report. 2015-2016 Budget year to be discussed in New Orleans.

Item 5.0. Old Business

5i: *Certification Management System Update:* Program Director John Brown

Summary: Brief report given.

Action: BOD requested a presentation of CMS system by BrightLink at the New Orleans BOD meeting.

5ii: Website Update Director Anderson

Summary: Brief report given.

5iii: Website Technical Content Committee Director Gates

Summary: Brief report given.

5iv: Instructors Agreement and Fees Director Black

Summary: Brief report given. Discussion followed.

Action: Instructor Agreement tabled. Committee will revise and resend to BOD within two weeks.

5va: Chair Monthly Meetings Director Anderson

Summary: Brief report given.

5vb: Letter to all Registrants Director Anderson

Summary: Brief report given.

Item 6.0. New Business Director Anderson

6i: Life Award – Fellow Designation Director Anderson

Summary: Brief report given.

Action: **Motion to approve Life Award - Fellow Designation** made by Treasurer Alan Black and seconded by Director Barry Fagan. Discussion followed. Director Anderson and Director Peterson have been tasked to develop and report to the BOD.

Approval: *Five (5) in favor, none against, no abstentions (Director Gates not on call at time of vote)*

Policy Motion: 1024-14.10

6ii: Approval for New Technology/Graphics Employee Director Anderson

Summary: Brief report given.

Action: **Motion to approve creation of job description for Technology/Graphics position** made by Vice Chair Mark Goldsmith and seconded by Director John Peterson. Discussion followed. Director Anderson, Director Goldsmith, and Program Director John Brown have been tasked with developing the job description and submitting it to the BOD.

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

Policy Motion: 1025-14.10

6iii: Office and Info Security Director Anderson

Summary: Brief report given.

Action: Director Anderson given direction to pursue obtaining office security. Program staff Sandy Gibbs tasked to contact several companies and report to Director Anderson.

6iv: Technical Committee and Instructor Subcommittee Director Black

Summary: Brief report given.

Item 7.0. Discussion of Next BOD Meeting Director Anderson

7i: September 23 - Phone Committee Report Director Anderson

Summary: Reminder given to get topics of discussion to Director Anderson a minimum of one week prior to meeting.

7ii: September 27 - Face to Face (New Orleans) Director Anderson

Summary: Reminder given to get topics of discussion to Director Anderson a minimum of two weeks prior to meeting.

Meeting Adjournment at 6:27pm