# 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:**  September 10, 2014  
**Called By:**  BOD

**Meeting Date:**  
- September 26, 2014 - 5:00 p.m. (local) to 9:30 pm  
- September 27, 2014 - 8:00 a.m. (local) to 6:00 pm  
- September 28, 2014 - 8:00 a.m. (local) to 4:00 pm

**Meeting Type:**  Regular – Face to Face  
**Location:**  New Orleans, LA

**Notes:**  S. Gibbs

**Attendees:**  
- President Robert Anderson  
- Vice President Mark Goldsmith  
- Treasurer Alan Black  
- Director John Peterson  
- Director Barry Fagan  
- Mr. Jeff Econom – Board / Council Liaison

**Staff:**  
- Program Director Charles Wilson  
- Program Director John Brown  
- Program Coordinator Sandy Gibbs  
- Program Associate Melanie Burnette

**Others:**  Mr. Stuart Lester, BrightLink

**Absent:**  Secretary Lori Gates

## Task A. Presentation of CMS System

**Summary:**  Power point presentation of CMS System by Stuart Lester and John Brown

---

49 State Street, Marion, NC 28752  
Phone: (828) 655-1600 | Fax: (828) 655-1622  
www.EnviroCertIntl.org
Action: No Action

Adjourned at 9:30 pm + / -

Re-adjourned 8:00 am

**Task 1.0. Call to Order and Members Present**

*Summary:* Roll Call and introductory comments

*Action:* No Action

**Item 2.0. Approval of Board Minutes**

*Summary:* Review of September 23, 2014 minutes

*Action:* **Motion to approve minutes for September 23, 2014 as submitted** was made by Director Mark Goldsmith and seconded by Barry Fagan. Discussion followed.

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

**Item 3.0. Staff Reports - Program Status**

*Summary:* Reports by staff on program status.

*Action:* No Action

**Item 4.0. Staff Report – Executive Director Report**

*Summary:* Reports on staff position, IT, insurance.

*Action:* No Action.
Item 5.0. Accreditation Discussion

Summary: Brief presentation on accreditation requirements followed by discussion.

Action: No Action

Item 6.0. PDU Presentation

Summary: Presentation of PDU policy and staff issues with PDU policy

Staff Issue 1 - Policy located in two locations
Action: BOD accepted staff recommendation

Staff Issue 2 – Measurement of PDU’s
Action: BOD accepted staff recommendation and changed PDU to PDH

Staff Issue 3 – Self Study and Mentoring
Action: BOD directed staff to add self study with maximum of two PDHs per period. BOD did not accept mentoring.

Staff Issue 4 – Authoring / Reviewing ESC / SW Rules & Regs
Action: BOD accepted in work experience category

Staff Issue 5 – Learning Developer PDHs
Action: BOD approved awarding PDHs double that of participants

Staff Issue 6 – Professional Leader PDH Credits
Action: BOD agreed to remove all content related to Professional Leader

Staff Issue 7 – Minor Edits
Action: BOD agreed to all minor edits
Item 7.0. Financial Budget Review

Summary: Report on Statement of Financial Income and Expense.

Action: Discussion on application increase, budget, different fiscal year, meeting audits and reinstatement as a non-profit.

Item 8.0. Organization Priorities and Strategic Planning Session

8a:

Summary: Legal Update provided including discussion of Attorney General Actions and possible litigation.

Action: No Action.

8b:

Summary: Trainer Structure Discussion.

Action: Motion to have ECI manage and administer training programs, seek partnerships with current approved instructors and organizations was made by Director Mark Goldsmith and seconded by Director Alan Black. Discussion followed.

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

Policy Motion: 1029-14.10

Notes: Directors Barry Fagan and Alan Black to prepare presentation

8c:

Summary: Organizational Policy.

Action: Discussion on ECI policies and possible staff realignment.

8d:
Summary: Regulatory / Marketing – New Positions

Action: Discussion on Regulatory Outreach, with tiered approach at State and Federal Levels, discussion on providing a marketing element and discussion on Executive Director position.

8e:


8f:

Summary: Technical – Status

Action: Discussion on Technical Committee

8g:

Summary: Certifications – Re-Define and Status

Action: Discussion of clarification of ECI certifications and Rewording Program Descriptions. Discussions of re-writing exams. **Motion made to restructure Council to become one Council** was made by Director Mark Goldsmith. Motion was not seconded at this point.

8h:

Summary: International – Impact and Status

Action: No Action

8i:

Summary: Organizational Philosophy – Initiate SP Process

Action: Review of hand-out from Director Peterson
Adjourned at 5:20 pm

Re-adjourned at 8:30 am

8i:

Summary: Organizational Philosophy – Initiate SP Process continued

Action: Discussion of Following Items
  • Where we are as an Organization
  • Discussion of changing status to C3
  • Discussion of Environmental Assessment
  • Discussion of Strategic Plan Duration
  • Discussion of Governments
  • Discussion of Marketing
  • Discussion of Identity
  • Discussion of Mission Statement

Further Action: Discussion of Following Items
  • Contracts with ECI
  • Program Development Committee
  • Certification Committee

Motion to restructure Certification Councils by eliminating certification specific Regional Representatives was made by Director Barry Fagan and seconded by Director Alan Black. Discussion followed.

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

Policy Motion: 1030-14.10

Motion to create Certification Leadership Committee consisting of Chapter Presidents in each Region representing all certifications in that Region. Regions shall match the ten Federal Regions.
Each state within the Region shall utilize State Representatives for each Certifications where available. There may be more than one State Representative per certification within each state. Motion was made by Director Mark Goldsmith and seconded by Director Barry Fagan. Discussion followed.

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

Policy Motion: 1031-14.10

Note: Jeff Econom appointed as National Chair

Motion to create Program Development Committee was made by Director Mark Goldsmith and seconded by Director Barry Fagan. Discussion followed.

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

Policy Motion: 1032-14.10

Motion – Board members, their family members, or their employer are prohibited from receiving compensation from ENVIROCERT for technical services related to the certifications was made by Director Mark Goldsmith and seconded by Director Barry Fagan. Discussion followed.

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

Policy Motion: 1033-14.10

Motion that all contracts will be executed using a RFP process with multiple bidders was made by Director Mark Goldsmith and seconded by Director Barry Fagan. Discussion followed.

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

Policy Motion: 1035-14.10
Meeting Adjournment at 3:40 pm