

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: **January 22, 2018** Called by: **BOD**
Meeting Date: **February 11, 2018** Location: **Long Beach, CA**
Meeting Type: **Regular / In-Person** Notes: **L. Moore**
Attendees: **Board of Directors** President Robert Anderson
Vice President & Treasurer Mark Goldsmith
Past President John Peterson
Secretary Mike Chase
Director Francisco Urueta
Staff Melissa McKinney, Assistant Executive Director

Item 1.0. Roll Call and Meeting Minutes Approval

BOD

Summary: Minutes from the August 29, 2017 meeting were discussed and submitted for approval.

Action: *Motion to approve minutes from August 29, 2017 meeting "as submitted" was made by Director Peterson and seconded by Director Chase.*

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

Item 2.0. Operations and Management Report

RWA/MM

Summary:

- i. Financial reports were reviewed. Year End Reports were submitted and accepted. New bookkeeper and new CPA have been hired and new signature cards for bank accounts have been signed. 501(c)(3) conversion is in process.
- ii. Operations Report was presented by Assistant Executive Director and the need for a new technical lead was discussed.
- iii. Certification Reports were reviewed and discussed.

Action: None

Item 3.0. Review of 2017 Goals Status

RWA/MM

Summary: 2017 goals status and staff report were discussed. Potential take-home exam for Rules and Regulations and Code of Ethics and Professional Conduct was discussed.

Action: An announcement about 2018 Lifetime Achievement and Distinguished Service Awards needs to be drafted and sent out.

Item 4.0. Review of Policies

MM

Summary: Policies for approval were reviewed and discussed. Corrected policies will be provided to BOD members. PDH carryover was discussed.

Action: *Motion to approve policies “with corrections noted”* was made by Director Goldsmith and seconded by Director Urueta.

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

Policy Motion: 1075

Item 5.0. Administrative and Operations Goals – 2018

RWA

Summary: Administrative Goals for 2018 were discussed including marketing, branding, and technical.

Action: None

Item 6.0. Board 2018 Goals – Short & Long-Term

BOD

Summary: 2018 Board goals were discussed including the upcoming branding analysis, which will include marketing strategy and SWOT analysis. Student Outreach Program was discussed. ECI will reach out to colleges with a strong scientific background, including land grant schools about

Action: Assistant ED will direct staff efforts to research colleges. Letter to be sent out to Engineering boards.

Item 7.0. Financial Budget 2018 & Special Projects

RWA/MM

Summary: Financial Budget for 2018 was reviewed and discussed. Special projects were discussed. Proposed conference schedule was reviewed, discussed, and revised.

Action: *Motion to approve 2018 Financial Budget* was made by Director Peterson and seconded by Director Goldsmith.

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

Policy Motion: 1076

Summary: Manual revisions were discussed.

Action: *Motion that EnviroCert International to contract with Nathan Hardibeck to develop the CPISM workbook in an amount not to exceed \$30,000 without being supplemented and the supplement approved by the BOD was made by Director Peterson and seconded by Director Goldsmith.*

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

Policy Motion: 1077

Item 8.0. ECI State Program Management

RWA

Summary: ECI management of state programs was discussed. For these state programs, Certificates of Training will be awarded. Pilot state options for this program were discussed along with staffing requirements for each state program. Potential states mentioned include Hawaii, Washington, Arizona, South Carolina, and Oregon.

Action: List with point of contact for the water board for each state to be compiled.

Item 9.0. Schedule for BOD Meeting(s) - 2018

Summary: Schedule for next BOD meetings was discussed.

Action: None

Item 10.0. Closed Session

Summary: Closed Session items were discussed including:
Ethics Cases
Pending Issues
Staff Reviews and Repositioning

Action: None

Item 11.0. New and Future Business

Summary: New and future business was discussed. Board of Director officer election email was discussed.

Action: *Motion to approve email for officer elections* was made by Director Peterson and seconded by Director Chase.

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

Policy Motion: 1074

Meeting Adjournment at 5:22 pm PST