



BE HEALTHY. BE SAFE. BE READY.

## **ECHO BOARD OF DIRECTORS MEETING**

**Wednesday, March 3rd, 2010 2:30 – 4:30 pm**

ECHO Offices c/o AMC 125 Charles Avenue, St. Paul 55103

For directions please visit: [www.mncounties.org](http://www.mncounties.org)

### ***Business Meeting Agenda***

1. Welcome and Approve /Alter today's meeting agenda
  - Consider approval of minutes/notes from January 6<sup>th</sup>, 2010 BOD Meeting
2. Treasurer presents for consideration and approval current ECHO financials and review of 2010 budget
3. Report from the Executive Director
  - BOD Director membership and staffing updates
  - Update on MDH and ECHO H1N1 OR Exercise activities
  - D and O Insurance
  - 2010 Event dates:
    - May 4<sup>th</sup> (Development Ask – Jay, Lillian, Kristen required / Others welcome)
    - November 16<sup>th</sup> (ECHO Stakeholder Summit Breakfast @ Wilder)
  - Funding updates (LPHA/State Contract/Programming Sponsorships/Legislative)
    - FYI: Audit week of February 22<sup>nd</sup> (annual report due)
  - New format ED Performance review
4. Board Action Items or discussion (Chair Kristen Norman-Major):
  - Mission statement
  - Bylaw amendment(s)
  - Charities Review Council “investigation” for suitable donor status
  - Funding policy (new)
  - Personnel policy (new)
  - FYI: Next meeting: Vote on Discontinue policy & if needed, Liability policy. COI, Whistleblower and Document destruction policies under review but changes not likely in 2010
5. Committee Updates:
  - Activation and Emergency Preps (Co-Chairs Jill DeBoer and Bill Belknap)
  - Communication Committee (Chair Jeff Cook)
  - Development Committee (Chair Jay Elepano)
  - Programming Committee (Chair Sandy Lien)
  - Executive Committee (Chair Kristen Norman-Major)
6. Adjourn with reminders:
  - Next Exec. Cmte Meeting 9:00, Monday, April 5th @ ECHO
  - Next BOD meeting Wednesday, May 5<sup>th</sup> @ ECHO (Committees meet at the discretion of Cmte chairs)



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<b>2010 BOD Meeting Dates / Draft Agenda</b> <i>(All meetings @ 2:30 @ ECHO)</i>		
<b>Wednesday, January 6<sup>th</sup>, 2010</b> <ul style="list-style-type: none"> <li>• ED “2010 Objectives Review”</li> <li>• Amend Bylaws and Articles</li> <li>• Review 2010 budget</li> <li>• Review BOD membership</li> <li>• Review committee leadership, membership and tracking work (notes)</li> <li>• <del>Set “Ask Event Date” 2010</del></li> <li>• Strategic Plan Adjustments</li> </ul>	<b>Wednesday, March 3<sup>rd</sup>, 2010</b> <ul style="list-style-type: none"> <li>• Vote: New Mission Statement</li> <li>• Vote: Policy changes               <ul style="list-style-type: none"> <li>- Amended bylaws</li> <li>- Funding policy</li> <li>- Discontinue policy</li> </ul> </li> <li>• Discuss: D &amp; O Insurance</li> <li>• Committee Chair Updates</li> <li>• Update: Perf. Review Process</li> </ul>	<b>Wednesday, May 5<sup>th</sup>, 2010</b> <ul style="list-style-type: none"> <li>• Audit Update</li> <li>• D and O Insurance</li> <li>• AMC-ECHO Standing</li> <li>• Vote: Policy changes               <ul style="list-style-type: none"> <li>- Discontinue policy</li> <li>- Liability policy</li> </ul> </li> <li>• “Ask Event” Update</li> <li>• Fundraising Update</li> <li>• Committee Chair Updates</li> </ul>
<b>Wednesday, July 7<sup>th</sup>, 2010</b> <ul style="list-style-type: none"> <li>• ED Mid-Year Review</li> <li>• Committee Chair Updates</li> </ul>	<b>Wednesday, September 1<sup>st</sup>, 2010</b> <ul style="list-style-type: none"> <li>• Committee Chair Updates</li> </ul>	<b>Wednesday, November 3<sup>rd</sup>, 2010</b> <ul style="list-style-type: none"> <li>• ED End-Year Review</li> <li>• Committee Chair Updates</li> </ul>
<b>2011</b>	<b>2011</b>	<b>2011</b>
<b>Wednesday, January 5<sup>th</sup>, 2010</b> <ul style="list-style-type: none"> <li>• Committee Chair Updates</li> </ul>	<b>Wednesday, March 2<sup>nd</sup>, 2010</b> <ul style="list-style-type: none"> <li>• Committee Chair Updates</li> </ul>	<b>Wednesday, May 4<sup>th</sup>, 2010</b> <ul style="list-style-type: none"> <li>• Committee Chair Updates</li> </ul>
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