



**ECHO BOARD OF DIRECTORS MEETING**  
**Wednesday, November 3rd, 2010 2:30 – 4:30 pm**  
MCIT Building, 100 Empire Drive, St. Paul 55103 (4 blocks from ECHO)  
For directions please visit: [www.mcit.org](http://www.mcit.org)

**Business Agenda**

**1. Welcome and Approve /Alter today's meeting agenda:**

- Consider approval of minutes from 9-1-2010 BOD Meeting
- Recognizing Jill DeBoer
- Introducing Michael Olesen

**2. Treasurer presents for consideration and approval:**

- Financials through September, 2010
- **BOD APPROVAL:** Budget Projections 2011-2013

**3. Report from the Executive Director**

- Development updates
  1. Metro PHEC/MDH deliverables due to PHER grant reductions – Impact on ECHO
  2. Sponsorship / Donors & Grants 2010 progress report
  3. 2011 funding projections
- Staffing/Activity highlights
  4. AMC new ED is Jeff Spartz effective January 1, 2011
  5. Bloomington public health independent survey results
  6. ECHO Scorecard
  7. Event Update: November 16<sup>th</sup> "Immigration Matters Breakfast" @ Wilder

**4. Committee Chair Updates**

- Communications Committee (No Chair – ED assuming staff oversight)
- Development Committee (Task Force underway – Update provided in ED report)
- Programming Committee (Chair Sandy Lien on leave TFN ED and Troy Dickinson assuming oversight)
- Activation and Emergency Preps Committee (Chair Valarie Donovan)
  - Presentation Barret Lane – Lane Consulting
  - **BOD APPROVAL:** EOP/FOG
  - Update on cost recovery model (BOD vote January 2010)
- Executive Committee as (Chair Kristen Norman-Major)
  - Board membership / committee reorganization discussion / monthly or bi-monthly meetings?
  - ECHO Growth model update
  - Contract vs. FTE next steps
    - MOTION: 20K for development contract support
    - MOTION: Hire 1 FTE "Project Manager"



## **Critical Conversations Agenda (11-3-2010)**

- A. Topic #1: What do you think are ECHO's TOP THREE PRIORITIES and how do you think ECHO can accomplish these priorities *in the next 6 months?***

*RESULTS: 1) Funding 2) Community Outreach 3) Assistant Director*

- B. Topic #2: Does ECHO need to fund ourselves to the "next level" or should we keep our organization "as is"?**

*RESULTS: We agreed to explore growth strategies based on AMC ED response to our growth needs.*

- C. Topic #3: What can I as a board member do to help advance these priorities?**

*RESULTS: We didn't really discuss this topic.*

## **FYI: Critical Conversations Agenda (results from 9-1-2010)**

- D. Topic #1: What membership do we need on ECHO's board of directors?
- E. Topic #2: As a board member, "who" can I recruit to support our work on the board?
- F. Topic #3: To best move ECHO's work forward, how can the existing board help move directors into a more advisory role (less working board)?

### **5. Adjourn with reminders:**

- Next Exec. Cmte Meeting 9:00, Monday, December 6th @ ECHO
- Next BOD meeting: Wednesday, January 12<sup>th</sup>, 2011 @ ECHO (note move from 5<sup>th</sup> to 12<sup>th</sup>) (Committees meet at the discretion of Cmte chairs during "off" BOD months)