



**ECHO Executive Committee Meeting
July 3, 2008
Summary Meeting Notes**

1. The Executive Committee will meet on the first Wednesday of the month, prior to each Board meeting at 9:00 AM at the Association of Minnesota Counties (AMC) Building. The next two meetings are:
 - August 6 from 9:00 -10:30 AM
 - September 3 from 9:00- 11:00 AM
2. The Committee reviewed the ECHO Financial Statement thru May, 2008.
 - Lillian will send the financial statement to all Board members via email, along with other meeting handouts, prior to each Board meeting.
 - Lillian, Julie and Sue Bowman will review the current funding formula for counties that contribute to ECHO and develop a formula proposal that will apply to additional counties that may contribute.
 - It was noted that the 2008 ECHO revenue from counties will be lower than the budgeted amount. Lillian believes that the difference is manageable within the existing budget.
 - There was a discussion of reformatting our financial statement to place the staff within the program areas, rather than having them listed as operating budget items. This would better reflect their actual contributions to the organization.
3. Barrett Lane, an attorney on the MMRS committee, is providing pro bono services to redraft ECHO's current partnership letter so that the language is clearer. He is also developing an MOU document for the translators that work with ECHO.
4. Lillian has received one more question from the IRS asking for a formal description of the working relationship between AMC and ECHO. Jim Mulder, the Executive Director of AMC, prepared and submitted a letter to the IRS yesterday.
5. St. Paul-Ramsey County Public Health has approached Lillian with a request to provide translation and dissemination services related to fish advisories. They estimate three fish advisory "emergencies" per year. This would focus on the SE Asian communities. They might also be interested in working with ECHO on translation and dissemination services for their existing materials. The Executive Committee agreed that Lillian should continue to pursue this opportunity.
6. The Committee reviewed the July 10 Board agenda and approved it.
7. Rita Garcia from Business Partners Plus, Inc. presented an overview of the process that her firm will use to prepare a strategic plan for ECHO. She will also review this process at the Board meeting on July 10. She will end her presentation to the Board with four questions for Board members. They will be asked to respond via email within about a week.

Respectfully submitted by Julie Ring, ECHO Secretary