



BE HEALTHY. BE SAFE. BE READY.

ECHO BOARD OF DIRECTORS MEETING
Wednesday, May 6th, 2009 2:30 – 4:30 pm
MCIT Building, 100 Empire Drive, St. Paul 55101
For directions please visit: www.mcit.org

Business Meeting Agenda

1. Welcome and Approve /Alter today's meeting agenda (2:30-3:30)
 - Consider approval of minutes/notes from April 1st BOD Meeting
 - Reminder: New BOD meeting format beginning May 2009:
 - Odd Months: 60 minute business meeting including *5 minute updates from committee chair(s) plus* 60 minutes committee meeting time provided for chairs and committee members to work together at MCIT
 - Even Months: 60 minute business meeting including *5 minute updates from committee chair(s) plus* 60 minutes focus on one committee (refer to committee schedule below)
2. Treasurer presents for consideration and approval current ECHO financials and 2009 Budget
3. Report from the Executive Director
 - Strategic plan update
 - Fargo Flooding
 - H1N1 Novel Influenza
 - Development and grant updates
4. Brief committee updates (5 minutes for each committee chair(s) to report out as needed)
 - Executive Committee (Chair Maritza De Jesus)
 - Programming Committee (Chair Sandy Lien)
 - Communication Committee (Chair Jeff Cook)
 - Development Committee (Chair Becky Gibson)
 - Activation and Emergency Preps (Co-Chairs Jill DeBoer and Bill Belknap)



- 5. BOD Focus: 2008 Audit. Presented by Bill Shafer Cornell, Kahler, Shidell and Mair, PLPP)
 - Discussion of ECHO’s audit, functional expense document, accounting system and the audits function and future for ECHO public record and development
 - BOD Consideration and approval of (** must be approved, signed and returned asap)
 - MOTION: IRS 990 (for submission to foundations and funders) **
 - MOTION: AG Filing of Charitable Registration Policy (permits ECHO to seek development) **
 - MOTION: Representation letter **
 - ECHO on Guide-Star and other public record resources (www.guidestar.org)
 - Begin discussion of potentially adding future fiscal policies including:
 - Governance Letter
 - Internal Control Letter outlining
 - (i) Donor policies to develop for ECHO
 - (ii) Contribution policies and/or discontinue contact policy
 - (iii) Functional expense policy
 - (iv) Other accounting policies

6. Consideration and approval Executive Director performance review

7. Business meeting adjourns for committee work (3:30-4:30)

- Next BOD meeting WEDNESDAY, June 3rd, 2009 2:30-4:30 MCIT
- Future BOD meetings (*All meetings from 2:30-4:30 at MCIT*):

Wednesday, June 3 rd	Wednesday, July 1 st	Wednesday, August 5 th
Wednesday, September 2 nd	Wednesday, October 7 th	Wednesday, November 4 th
Wednesday, December 2 nd	Wednesday, January 6 th , 2010	Wednesday, February 3 rd , 2010

Committee Focus Schedule (Odd and Even Months):

- April (Activation and Emergency Preps)
- May (All committees meet)
- June (Development)
- July (All committees meet)
- August (Communications)
- September (All committees meet)
- October (Programming)
- November (All committees meet)
- December (Executive)
- January (2010) (Committee TBD)



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