

**MINUTES OF THE MEETING OF THE  
ECIA BYLAWS REVIEW AD HOC COMMITTEE  
HELD ON JANUARY 7, 2020**

1. Time and place. A meeting of the ECIA Bylaws Review Ad Hoc Committee ("The Bylaws Committee") was held on January 7, 2020 at 1:00 pm in the ECIA Community Center Conference Room. The meeting was called to order by Butch Gorsuch at 1:00 pm. The meeting was recorded.
2. Attendees. Three committee members were present, therefore, a quorum was achieved. Specifically, Butch Gorsuch, Joe Loewy and Sue Daniel were present. Secretary Amelia Adair and Nancy Sulzberg had excused absences. Julie Navarro, ECIA GM, requested permission prior to the meeting to not provide a ECIA staff liaison for this meeting, to which request was agreed.
3. Minutes. The Minutes of the December 10, 2019 Meeting were approved unanimously by the committee, 3-0.
4. Approval of Agenda. Chair Butch Gorsuch moved to amend the agenda to flipflop original items 6(b) "Create list of items to forward to the Board..." and 6(c) "Review any Members input to the Bylaws". The agenda was approved unanimously as amended by the committee, 3-0. Copies of the agenda were available to committee members electronically and on hardcopy. The documents discussed by the committee were viewed electronically.
5. Open Forum. No guests were present.
6. Old Business.
7. a. *Status of received comments/suggestions.* Comments have been received by three members to date, one within the Committee's Gmail account and the other two sent directly to members of the Committee. These comments have been entered into the Committee's *Proposed Bylaws Revisions* spreadsheet.
8. b. *Bylaws Review Action List:* Committee discussed the following action list items which were marked as complete:
9. Jan/Feb Publicity – Amelia has submitted an article within time limits to the Information Committee for the February Vistas. Website was updated to include announcement of the availability of Draft II for the members. Marquees displayed for approximately one week to check the website announcement. An eBlast was sent by ECIA staff announcing the article on the website and the availability of Draft II. Action list item #14 marked complete.
10. Attorney returned her review of Draft II in early December 2019. Action List item #16 marked complete.
  - Committee reviewed attorney input to Draft II and revised official copy of draft accordingly. Proposed Draft II of the Sixth Amended Bylaws sent to Board for their consideration to pass to the Members. (Note: At a separate meeting Board met with two members of this Committee and requested three alterations, which were adopted by the Committee). Action list item #16 marked complete.
- i. The Board approved Draft II of the Bylaws for presentation to the Membership at the regular Board meeting December 16<sup>th</sup>. Draft II now considered complete by Committee. Action list item #17 marked complete.
- ii. ECIA Staff updated the website and posted Draft II on or just before December 20<sup>th</sup> 2019 for availability to the membership. Publicity for the availability commenced. Action list item #18 marked complete.

- iii. c. *Publicity Status*. Publicity was discussed as noted above in 6(b(i)). Committee discussed refreshing the website article later this month, and to also send out a reminder eBlast on the 17<sup>th</sup> and to attempt to have marquee messages for the week of the 20<sup>th</sup>.
- iv. d. *Review any comments and the certification page in Draft III*: Committee existing margin comments of Draft III, agreeing to minor tweaks (specifically language redundancy discovered in Article 6 Sections 9 and 10. Committee agreed to remove the redundant language.
- v. e. *Maintain Bylaws Proposed Changes – Summary and Proposed Bylaws Revisions*. Butch agreed to maintain synchronization of the document outside of committee (no additional synchronization required at this time).
- 7. New Business:
  - a. *Review schedule of remaining meetings and ensure we are covered through March*. Committee reviewed February and March calendar for future meetings. Committee agreed to use the 5-6 pm time reserved on February 13<sup>th</sup> as quick final pre-Forum meeting and prep time. Committee agreed to add March 3<sup>rd</sup> as a regular meeting and will add any additional meetings that may be required at a later date.
  - b. *Review any Members input to Bylaws*. Committee has categorized input from three members to date and stored comments on a separate tab in the *Proposed Bylaws Revisions* spreadsheet (working document). Committee reviewed each separate comment received to date from Members. Each comment was either accepted, partially accepted, not accepted or tabled. (Note: some comments were not suggestions but questions). Committee will continue to review Members input at next meeting.

The committee spent 1 hour and 56 minutes discussing Bylaws revisions and Members input to the Bylaws, bringing the total discussion time for the committee to date to 21 hours 2 minutes.

- i. *Create list of items to forward to the Board ...*: Given time constraints Committee unable to discuss this agenda item at this time. It will be given attention at either the next meeting or at the March 3<sup>rd</sup> meeting.
- 8. Next Meeting Date. The next meeting date will be January 15, 2020 at 1:00 pm.
- 9. Adjournment. The meeting was adjourned at 3:06 pm.

For the ECIA Bylaws Review Ad Hoc Committee

By: \_\_\_\_\_/s/\_\_\_\_\_ 1/8/20

Chair Butch Gorsuch

Date