

MINUTES OF THE MEETING OF THE ECIA BYLAWS REVIEW AD HOC COMMITTEE HELD ON MARCH 03, 2020

1. Time, Place and Attendees. A meeting of the ECIA Bylaws Review Ad Hoc Committee ("The Bylaws Committee") was held on March 3rd, 2020 at 1:00 pm in the ECIA Community Center Conference Room. The meeting was called to order by Butch Gorsuch at 1:05 pm. The meeting was recorded. Three committee members were present; therefore, a quorum was achieved. Specifically, Butch Gorsuch, Joe Loewy, and Sue Daniel were present. Amelia Adair and Nancy Sulzberg had excused absences. No guests attended the meeting. Butch accepted responsibility of taking minutes on behalf of Secretary Amelia Adair.
2. Minutes. The Minutes of the February 13th, 2020 were approved by the committee, 3-0 via voice vote. As the March 3rd, 2020 meeting is the last scheduled meeting of this Ad Hoc committee, there will not be any formal voice vote approval of the March 3rd minutes.
3. Approval of Agenda. The agenda as posted was approved unanimously 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 both in hardcopy and electronically.
4. Open Forum. No comments were made in the open forum section of the meeting.
5. Old Business.
rrrrrrrrrrrrrrrrrrrr. *Bylaws Review Action List.* The action list was reviewed. The only open item was delivering the final version of the proposed Bylaws to the ECIA GM. In conversation with Julie Navarro on March 2nd, she confirmed receipt of the final version. The final action list item was marked completed with a date of 03/02/2020. All activities are now marked as complete.
ssssssssssssssssssss. *Publicity Status.* Committee was informed Amelia had submitted the April Vistas article to the Information Committee. After a brief back and forth between the two committee's agreement on the final article has been reached. Pam Henline did note the original URL for the Bylaws on the website was now corrected. The Vistas article will list the new URL address.
tttttttttttttttttttt. *Maintain Bylaws Proposed Changes – Summary and Proposed Bylaws Revision.* Committee discussion ensued as to whether any further activity was required for the detailed 30-page document describing committee's review of nearly every suggestion received. Committee decided to alert Board to the presence of the document with no further action required.
6. New Business.
7. a. *Review Tidbits for Board document.* Committee reviewed the *Tidbits for Board* document. Some minor grammatical changes were made. A new paragraph was added to the top of the document describing what the committee's archival process would be for documents (work product) created during the Committee's existence. Additionally, this paragraph references the 30-page detailed document described within these minutes under 5c. After amendment committee accepted this document for passage on to the Board.
a. b. *Lessons Learned Document Review:* Committee reviewed the *2019 Lessons Learned – Issues Passed.docx* document. Some grammatical changes were made. Item 2 regarding establishment of a firm submission date was added to the "Lessons Learned" section. After amendment committee accepted this document for passage on to the next iteration of the Bylaws Review Committee.
i. c. *Committee Member Status – Board Motion to Decommission:* Committee reviewed the proposed Board motion (for March 2020 Regular Meeting) to officially decommission the Bylaws Review Ad Hoc Committee. After a few changes a motion was made by Joe and seconded by Sue

to accept. Motion passed 3-0 by voice vote. After acceptance one additional correction was accepted. A motion to correct and accept the amended motion was made by Joe and seconded by Sue. Amendment motion passed 3-0 by voice vote. Butch to submit motion to Board President and ECIA GM.

7. Adjournment. The meeting was adjourned at 2:20 pm.

Next Meeting Date. No next meeting is scheduled. It is anticipated this is the last meeting of this Ad Hoc committee.

For the ECIA Bylaws Review Ad Hoc Committee

By: _____/s/_____ 03/04/2020

Chair Butch Gorsuch

Date