

**Executive Committee Conference Call
Friday, April 5, 2013
3:00-4:00 pm**

AGENDA

	Introductions and Review Agenda
1.	Closed Session 15 mins Update on search committee efforts
2.	Operational Review 15 mins <i>Attachment 1 - Institute Interim Oversight Responsibilities</i> Topics: Meredith Williams priorities as Interim; HR expertise needed; Update on 3 new hires (Data Management, Hydrology, Geomorphology); Status of EDIT Program Director search and additional hiring on the horizon. Discussion of financial implications. Desired outcome: Alignment with board on priorities and direction. Decision on path toward getting HR support.
3.	Action Item Review 5 mins (Leyna Bernstein to join) <i>Attachment 2 – Action Items from the February 1, 2013 Exec Comm Call</i> Address any questions on completed action items Desired outcome: Confirm satisfactory completion of closed action items
4.	Financial review 10 mins <i>Attachment 3 – Financial Overview</i> Dashboard review through February (March will not be ready). Review performance, items of note, and trends. Note that for the next several months we will track flat month-to-month forecasts as well as variable forecasts. Desired outcome: Identify any required corrective actions. Continue to get feedback on whether the dashboard is satisfactory for committee needs.
5.	Credit card changes 5 mins <i>Attachment 4 – Agreement regarding change in credit cards</i> Linda Russio has been working to replace old credit cards with new ones that earn rewards which can then be used toward employee incentives. The Bank is requiring that the old cards be closed out and new ones issued. The Bank also requires that SFEI provide meeting minutes authorizing the account, signed by a minimum of two Board Members. We propose that the Executive Committee do this rather than the full board. Desired outcome: Sign the Agreement authorizing Meredith Williams and Linda Russio to process the application for the new cards

6.	<p>Conflict of Interest policy 5 mins</p> <p><i>Attachment 5a – ASC Conflict of Interest Code, dated 2008</i></p> <p><i>Attachment 5b – DRAFT Conflict of Interest for SFEI</i></p> <p>ASC Board Conflict of Interest policy is old and should be reviewed and updated as needed. We don't have a policy for SFEI.</p> <p>Desired outcome: Identify next steps</p>
7.	Review Today's Action Items
	Set Next Meeting Date and Time

Dial-in Information – Jim is host

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