

## ECCO Business Meeting Minutes for June 6, 2002

- **Financial Report**--Michelle Johnson shared information concerning the ECCO financial report and account status. The ECCO bank account was set up requiring an application for Employer Identification Number, (EIN) so that each chair elected would not need to claim it on his/her personal taxes. In filing for the EIN status, it denotes the account as an organization. If anyone would like to pursue filing for a tax-exempt status please call Michelle. Filing for this status requires a lot of time and paperwork. Bill Bollinger has some information on pursuing the Tax exempt status. A meeting was held with the Hyatt Arlington Catering Manager to review break, conference room and audio-visual costs. Funds remain in the ECCO bank account following payment of the ECCO 2002 Seminar expenditures to support future Seminars. Michelle can be contacted ( phone # 208-526-9340) for specific hotel cost and ECCO balance information if interested.
  - **ECCO Charter & Bylaws**--Attendee's reported that the ECCO Charter & Bylaws did not require change.
  - **Evaluations**--We received approximately 17 evaluations from seminar attendee's. The evaluation comments were very positive concerning the ECCO 2002 Seminar. The evaluations will be forwarded to Bill Bollinger for use in preparing for the ECCO 2003 Seminar.
  - **ECCO Officers**--
    - Treasurer**--Michelle Johnson graciously accepted the request to remain Treasurer for 2003.
    - Secretary**--Dave Hamrin graciously accepted the request to remain Secretary for 2003.
    - Vice Chair**--According to the ECCO Bylaws, nominations for the Vice-Chair may be made during the annual business meeting following the ECCO Seminar. Nominations will be open for a period of one-month following the business meeting. Elections shall be held after nominations have been closed and shall be completed by the end of the fiscal year. Members may vote by e-mail or other appropriate means of transmitting their vote. Biographies shall be provided to the Chair by the nominees and will be distributed to the membership before the voting process commences. Elections shall be by majority or plurality of votes cast.
- Rolf Migun was nominated for the ECCO 2003 Vice Chair position at the Business Meeting.** Rolf has provided a bio (see below) for use by ECCO members in making selection determinations. Please send your vote to me at the following e-mail address: [arittel@kcp.com](mailto:arittel@kcp.com) Nominations for other candidates are open until July 5, 2002 (note: ECCO Bylaws say nominations are open for a period of one month following the business meeting). Please submit any nominations for other candidates to my attention.
- **NA-242 ECCO Comments**--Toli Welihozkiy commented during his presentation regarding a need to institutionalize ECCO within DOE. Business meeting

attendee's discussed Toli's comments and voted to not pursue the concept, as this type of activity was not included in the ECCO Charter and Bylaws.

- **Dr. Richard Cupitt Comments Regarding Certification Program**--Dr. Cupitt suggested that ECCO might desire to champion the Export Control Certification Program. Business meeting attendee's discussed Dr. Cupitt's comments and voted to not pursue, as this type of activity was not included in the ECCO Charter and Bylaws.
- **High Risk Property**--Business meeting attendee's discussed the high-risk property information discussed by Faye Zimmerman. Sarah Maynard indicated that Zan Hollander from NA-242 would be contacted concerning the proposed changes to the program. Goal is to remove "dual use" wording of the End Use Certificate.
- **Foreign National Compliance**--Mary Carol Shannahan's organization will be visiting several sites to share information concerning their program changes.
- **ECI Guide**--Business meeting attendee's discussed the topic of ECI. John Butcher will provide copies of his sites ECI guide upon request. Attendee's believe the topic of ECI should be included on the agenda for the ECCO 2003 Seminar. John can be contacted at 509-376-0505.
- **ECCO 2003 Seminar**--Bill Bollinger is the ECCO 2003 Chair. Initial discussions have taken place with the Hyatt Arlington to host the ECCO 2003 Seminar at this facility during June 3 through 6, 2003.

### **Rolf Migun Bio**

Rolf Migun is presently, Manager of Export Control Compliance for the Oak Ridge National Laboratory managed by UT-Battelle, LLC. Rolf has served in this capacity for a year and half. Prior to this Rolf worked in the Contracts Division negotiating and executing contracts on behalf of the company for a period of two years. Rolf has over twenty years of project, program, and contract management experience in both the public and private sectors. Rolf has a BBA and MBA from the University of Wisconsin. He has a wife, who is a mathematics teacher and three children. Rolf and his family resides in Knoxville Tennessee.