CPESC Program Committee
Meeting Minutes

These Minutes have been prepared based on the published Agenda Items of the CPESC Program Committee conducted in Open Session in accordance with the ECI By-Laws and Policies for Committees. Items discussed were listed on this Agenda noticed on the date below. All Items were not taken in the same order as shown on the meeting notice.

Notice Date: April 10, 2017
Called by: Charles Wilson
Meeting Date: May 8, 2017
Meeting Type: Conference Call
Location: N/A
Notes: Lori Moore

Attendees: Committee Chair – Jim O’Tousa
Committee Members – Sharon Dotts, Nick Elmasian, Meike Hoppin, Gary Moody
Director – Rob Anderson
Technical Chair/Director – Alan Black

Staff: Staff Representatives – Charles Wilson, Melissa McKinney, Marvin Greer, Lori Moore

Absent: Trainer Liaison – Mike Chase
Vice Chair – Carlos Labadina
Committee Members – Charlie Greene, Chris Hargreaves, Marc Theisen

**Item 1.0. Roll Call and Review of Agenda**

*Summary:* Roll Call

*Actions:* None

**Item 2.0. Approval of Minutes**

*Summary:* Minutes from March 13, 2017 and April 10, 2017 were presented.
**Actions:** Motion to approve minutes was made by Sharon Dotts and seconded by Chair Jim O’Tousa.

**Approval:** Five (5) in favor, none against, no abstentions.

### Item 3.0. Review of Board and Staff Workshop

**Charles Wilson**

**Actions:** Charles Wilson summarized the Board and Staff Workshop as it applied to the CPESC Program Committee. Jim O’Tousa was thanked for his participation during the session. The following items were discussed:

i. It was determined that the committee is of an adequate size.

ii. The meeting regarding the manuals that was discussed during the session to be scheduled in July has been pushed tentatively to September. Robert Anderson will follow up with Jim O’Tousa to determine an exact date. This will give people involved adequate time to do some advance work.

### Item 4.0. Review of Technical References

**Jim O’Tousa**

**Summary:** Technical References were discussed. An updated reference list is currently being developed and existing references are being researched.

i. A lot of the current references are original papers done at various types of shows and have been super ceded by a group getting together and formulating much better information.

   a. Jim has been in touch with the NRCS and is waiting for an answer back from them to ensure that every link that they have is accessible. Up to date links for all references related to the NRCS should be available. Jim reviewed their site map, and the committee will be able to go back to the archives and they could still be referenced.

**Actions:** Jim will review reference information sent to him by Sharon and Meike. Committee will continue working on references. Gary has heard from most of the members of the committee. They will give everyone a couple more weeks to get references together and then will follow up with those members who have not sent out their references. List of references with links will be sent out at that time.
Item 5.0. Review of Scope

Jim O’Tousa

Summary: Scope of Practice draft was discussed and is being worked on currently. Existing Scope of Practice is not currently a part of the manual. The possibility of the scope being included in the manual was discussed.

i. It was determined that as the committee is reviewing and revising the draft scope, they will utilize track changes in Word.

   a. Send comments to everyone on the committee and be sure to include the date.

Actions: Committee will continue working on the Scope of Practice between now and the next meeting. Jim will send out an email to update where the committee is on the Scope of Practice.

Item 6.0. Schedule Next Meeting

Summary: Potential date and time were discussed for the next meeting.

Actions: The next meeting was scheduled for Monday, June 12th at 4:00 pm EDT, 1:00 pm PDT. Staff will send out invites to all attendees.

Item 7.0. Adjournment

Meeting Adjournment at 4:45 PM EDT