CPMSM Program Committee
Meeting Minutes

These Minutes have been prepared based on the published Agenda Items of the CPMSM 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: November 22, 2017
Called by: Charles Wilson
Meeting Date: December 12, 2017
Location: N/A
Meeting Type: Conference Call
Notes: Lori Moore

Attendees: Committee Chair Ruth Wallace
Committee Member Rosalie Starvish, Stacey Yanetta, James Moore
Director Rob Anderson
Staff: Staff Representatives Charles Wilson, Melissa McKinney, Lori Moore
Absent: Vice Chair Harry Stark
Committee Member Walter Artus, Joseph Rosales
Technical Chair/Director Alan Black
Trainer Liaison Mike Chase

Item 1.0. Roll Call and Review of Agenda

Summary: Roll Call

Actions: None

Item 2.0. Review and Approval of Minutes

Summary: Minutes from July 11, 2017 were presented.
Actions: Motion to approve minutes as submitted was made by Chair Ruth Wallace and seconded by Stacey Yanetta.

Approval: Four (4) in favor, none against, no abstentions.

**Item 3.0. New Business - Subcommittees**

Summary: Two (2) new subcommittees were discussed. The first subcommittee will work with Charles Wilson to review courses offered by IECA and Forrester Media to determine if they are acceptable to be taken for PDH credit with ECI. The second subcommittee will be tasked to develop test questions for CPMSM that will be vetted through the exam subcommittee of the Technical Committee.

Actions: Ruth Wallace will appoint someone to oversee subcommittees. A call for volunteers to be sent out in an effort to find new volunteers for the committee.

**Item 4.0. Review of Scope of Practice**

Summary: Scope of Practice was discussed.

Actions: Committee is going to revisit the Scope of Practice and then resubmit to ECI for review.

**Item 5.0. Review of Manual Expansion**

Summary: Manual expansion and division of topic areas was discussed. Project deadlines were discussed. Manual is to be expanded to be more of a reference document. SWPPP and post construction will be worked on next upon completion of Chapter 4 that is already in process. They will also revisit Chapters 1 and 2 and resubmit upon completion.

Actions: None

**Item 6.0. Review of Technical References**

Summary: References will be developed as part of the manual expansion process.

Actions: None
Item 7.0. Schedule Next Meeting

Summary: The next meeting will be scheduled for February and a date will be determined at a later date.

Actions: None

Item 8.0. Adjournment

Meeting adjournment at 4:47 PM EDT