CESSWI PROGRAM COMMITTEE MEETING

The Agenda Items of the Committee are in Open Session in accordance with the ECI By-Laws and Policies for Committee’s. Items to be discussed are listed on this Agenda and all listed attachments are part and parcel with this Agenda. Items do not have to be taken in the same order as shown on the meeting notice.

Meeting Date:  March 15, 2017  Notice Date:  March 10, 2017
Meeting Type:  Regular  Location:  Conference Call
Meeting Number:  1  Time:  4:00 to 5:00 pm (Eastern)
Call in Information:  712-770-4035, Code: 845346  Called By:  R. Anderson
Attendees:  Committee Members

Directors  Rob Anderson
Technical Chair/Director  Alan Black
Trainer Liaison  Mike Chase
Staff Representatives  Charles Wilson, Melissa McKinney, Marvin Greer, Lori Moore

Notes:  L. Moore

Item No.  Topic  Presenter  Time

Item 1:  ROLE CALL AND REVIEW OF AGENDA  CW  4:00 - 4:05 pm

1) Call Protocol
   o Please mute phones (Do not place on hold if music plays)
   o If you have a question, please announce name and wait to be recognized
   o Please email cwilson@envirocert.org that you are in the call and any updated contact info

Item 2:  ORGANIZATION UPDATE  RWA  4:05 - 4:15 pm

Past Evaluation and Present Direction:  At the initiation of the program, the CESSWI council worked well to administer and grow the program. However, the recent significant growth both in professionals and programs began to clearly demonstrate that the old organizational structure and approach became outdated and inefficient, and was not scalable for future growth. The previous operations by technical area (e.g. councils) with oversight by the Board became redundant and created conflicts, amongst other larger problems.

Over the last two years, the BOD has gone through a very thoughtful and strategic process to implement a new mode of operation that directly addresses the deficiencies and gaps in the organization and re-direct the organization in a more effective and efficient mode of business operation to meet the directive of the mission and vision statements.
The new structure is functional based, creating committees (Certification, Program, Exam, Technical, Professional Standards, etc.) that will utilize volunteers to focus on the specific tasks and create a more efficient and effective business strategy. Resources will be better focused to promote the organization and the corresponding certifications.

**Item 3: ADMINISTRATIVE REVIEW**

1) Direction of Organization with Committees
   - Committees will be a flexible mechanism to assist the organization with carrying out various tasks.
   - Committees will be formed and dissolved (and re-formed) based on organizational needs.
   - Dynamic and will grow and develop with time.

2) Discussion of Expectation of Volunteers
   - Need to be a current Certified Professional
   - Appreciate time and efforts of volunteers
   - Volunteers will experience times of difficulties – just communicate with ECI
   - Anticipate 3 to 4 hours per month
   - While we appreciate and understand that everyone experiences life and work complications, and we understand that there may be times when fulfilling obligations may be a challenge or delayed, if in the event volunteers are not able to fulfill responsibility(ies) in the long run, we ask that you please step aside and give other volunteers a chance to become involved in the organization.
   - Be a professional in your representation of ECI.
   - ECI is an organization with 4 (soon to be 5) certifications
   - Committee Reports (under development)

3) Future Calls for Program Committee will be with Executive Director, Technical Committee Chair and staff
   - Monthly to Quarterly
     - Setting up Google Calendar or other web-based calendar
     - Communications will be conference calls/WebX/Skype. Dedicated conference call phone line.
     - Calls will include Executive Director/Technical Committee Chair/Staff as requested by the Executive Director.
     - Meeting minutes will be maintained

4) Staff Resources- Brief Intro
   - Charles Wilson – ECI Technical Manager
   - Melissa McKinney – ECI Operations / Administration Manager
   - Lori Moore – ECI Public Relations Assistant

**Item 4: REVIEW OF PROGRAM COMMITTEE AND ROLES**

1. Discussion by RWA about the role and responsibilities

2. Roles of Each of Position

   A. Committee Chair – (To be determined)
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<th>Topic</th>
<th>Presenter</th>
<th>Time</th>
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<td>o Coordinate and partner with ECI staff to manage general direction of the Committee</td>
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<td>B.</td>
<td>Vice Chair – (To be determined)</td>
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<td>o Assist Committee Chair with coordination to manage general direction of the Committee</td>
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<td>o Oversee sub-committees as they are developed</td>
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<td>C.</td>
<td>Committee Members</td>
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<td>o Coordinate amongst themselves, with Committee Chair, Vice Chair, and ECI staff</td>
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**Item 5: PROGRAM COMMITTEE KICKOFF AND APPROACH  CRW  4:25 - 4:55 pm**

1. Discussion of initial tasks

2. Determine if Committee requires additional volunteers (prefer 6 to 8 members)

3. Select Chair and Vice Chair (RWA Comments)

4. Initial tasks assigned:
   a. Compile technical references for certification
   b. Review Scope and rewrite/redevelop for program based on the six (6) MCM’s (similar format to CPISM)

5. Future tasks assigned
   a. Glossary of terms – must be national in focus
   b. Test question development sub-committee
   c. TBD

**Item 6: SCHEDULE NEXT MEETING  4:55 pm**

**Item 7: ADJOURNMENT  5:00 pm**