Certification Board Meeting  
Sunday, December 12, 2010  
8:00 a.m. – 12:00 p.m. PT  
Dover  
Meeting Minutes

Certification Board Members Present  
Jerry Hatch – Certification Board Director-Elect  
Mustapha Debboun – Military Liaison to the Certification Board  
Bart Drees – ESA Governing Board Liaison to the Certification Board  
Elizabeth Dykstra – Pacific Branch (via conference call)  
Scott Hutchins – North Central Branch  
Shripat Kamble – BCE Liaison to the Certification Board  
Stuart Mitchell – Past Certification Board Director (via conference call)  
Brian Mount – Southwestern Branch  
Forrest St. Aubin – ACE Liaison to the Certification Board

Absent  
Joe Barile – Eastern Branch  
C. Roxanne Connelly – Southeastern Branch  
Janis Reed – Certification Board Director  
Juan Rodriguez – International Branch

Guests  
Robin Todd – Incoming Rep to the Certification Board for Eastern Branch  
Jim Cilek – Incoming Rep to the Certification Board for Southeastern Branch  
Dave Hogg – ESA President  
Del Delfosse – ESA Vice President  
Bob Davis - BCE Awards Committee Chair  
Arun Sen - PM&C Review Committee Chair  
Jeff Johnson,  
Ted Granovsky  
Harold Harlan  
Mark Sheperdigin  
Mike Merchant

Staff  
Dawn Braun, CAE – ESA HQ Certification Board Liaison  
Debi Sutton, ESA Director, Membership and Marketing

1. After an in-depth 3 hour strategic planning session facilitated by Scott Hutchins, the December 12, 2010 meeting of the Certification Board was called to order at 10:55 am. Certification Board Director-Elect Jerry Hatch presided and a quorum was determined. Participants and guests were welcomed and thanked for attending.

2. A motion to approve the minutes of the October 28th Certification Board conference call was unanimously approved as presented.

3. Consent Agenda – Jerry Hatch called for exceptions to the Consent Agenda. Bob Davis requested that the BCE Awards Committee report be removed from the consent agenda for discussion later.

   Motion: The consent agenda was unanimously approved with the exception of the BCE Awards Committee Report.
Bob Davis noted that there has been some confusion about who serves on the BCE Awards Committee and the ESA Awards Committee judging panels. Due to the limited availability of volunteers, those efforts need to be better coordinated and communicated. In addition, there was only one applicant for the ESA Student Certification Award in 2010. The Committee needs to explore ways to attract more applicants and create better competition.

Motion: The BCE Awards Committee report was unanimously approved as presented.

4. Report from Certification Corporation Governing Board – ESA Governing Board Liaison Bart Drees reported that continued improvements have been made to create continuity between the Certification Board and the Certification Corporation Governing Board. Several recent positive changes include the fact that the Certification Board Director is now a member of the Certification Corporation Governing Board, and the Certification Corporation Governing Board approved that Certification Board members will now be elected by BCEs not general ESA members. In addition, the proposed 2011 Certification Program budget was approved by the Governing Board as presented with a surplus being carried forward into 2011. The ESA and Certification Governing Boards are pleased that the Certification Board conducted the strategic planning session and looks forward to hearing the outcome.

5. Committee Activity Reports:
   o ACE Support Committee – Chair Forrest St. Aubin reported that overall things are running smoothly. The number of applicants has gone down slightly this year, possibly due to the challenging economy. Forrest indicated that he may begin to train other members of the Committee to review and approve applications, in order to assist during times when he’s unavailable.
   o BCE Continuing Education Committee – Chair Jerry Hatch indicated there was nothing new to report from this Committee.
   o BCE Examining Committee – Chair Shripat Kamble reported that this year 14 BCEs tested and 12 passed which represents an 86% success rate. A total of 27 applications were received, 25 were processed, while 2 were referred to the ACE program. Shripat has maintained applications and correspondences since 2005 and his records are duplicates of what Zignatures (ESA contractor) maintains. In 2011, he suggests that it is time to update the following two specialty exams: Urban & Industrial Entomology, and Medical & Veterinary Entomology.
   o PM&C Audit Committee – Chair Arun Sen reported that there are a significant number of BCEs who need to be recertified. This year nine individuals were audited; all of which are now complete. Arun also noted that it would be helpful to have an auditing template to assist the auditors. He put a call out for more committee members and Stuart Mitchell volunteered to serve.
   o Ad-Hoc Military Liaison - Mustapha Debboun reported that he attended the Annual Military Medical Force Health Protection Conference in Phoenix, AZ; the Annual Army Medical Department Symposium in San Antonio, TX; the 17th European Society of Vector Ecology Conference in Wroclaw, Poland, and the Armed Forces Pest Management Board Meeting in Silver Spring, MD, all to promote the Certification Programs to the military. He’s working hard to encourage the enlisted to consider the ACE program. He believes the primary hindrances are the exam and certification fees.

6. ESA Staff Liaison Reports – Dawn Braun previewed the new www.entocert.org website and Debi Sutton shared a brief marketing update.

7. 2011 Certification Board Committee Assignments – Dawn Braun will send the Certification Board committee chairs the list of current committee members to verify the information ESA has on file. At
that time she will also solicit each committee’s purpose and charge. From that she will do a call-out to all BCEs and ACEs (pending bylaws change) soliciting their participation on the committees.

8. Role of ACE and BCE Committee Chairs on the Certification Board - Forrest St. Aubin presented his agenda brief which proposed that the ACE Support Committee Chair and BCE Examining Committee Chair become voting members of the Certification Board. Significant discussion ensued. In the interest of time, no action was taken. Dawn Braun will create an online discussion group to allow Board members to weigh-in on this discussion, and the Board will revisit this item on their 1st quarter conference call.

9. ACE Representation on Certification Board Committees - Jerry Hatch presented his proposal to allow ACEs to serve on Certification Board committees, which would require a change to the Certification Corporation Bylaws.

A motion was made to amend the proposed bylaws language as follows, “ARTICLE VII: Section 3, Certification Board Committees. The Certification Board may designate committees not having and exercising the authority of the Governing Board in the management of the corporation by a resolution adopted by a majority of the Certification Board members present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, the chairs and at least the majority of the members of each such committee shall be individuals who are current Board Certified Entomologists. In addition, where appropriate, current Associate Certified Entomologists who are also ESA members in good standing, may also be appointed as committee members. The Director of the Certification Board shall appoint the members thereof. Any member thereof may be removed by the Certification Board whenever in its judgment the best interests of the corporation shall be served by such removal.”

A motion to amend as stated was approved unanimously.

Motion: To approve the proposed language with amendments. Approved unanimously.

This proposed bylaws change will be presented to Certification Corporation Governing Board for final approval.

10. ACE 30-Day Deadline – Bob Davis expressed his concerns about the current policy of requiring that ACE applicants apply to sit for the exam at least 30 days in advance. Although it would be ideal to shorten the process, given our current application and payment procedures, he understands why 30 days is needed. He requested that we look toward creating an online application that requires credit card payment, which could eventually lead to a shorter turnaround process.

11. Fundraising Task Force Report – In the interest of time, Dawn Braun will distribute a survey to the Board with the list of items brainstormed recently by the Task Force and ask Board Members to rank them. A report of the top choices will be provided on the Board’s 1st quarter conference call.

12. ACE certification requests from Canadian individuals – This item was moved to the 1st quarter conference call agenda. Jerry Hatch will also pose this for discussion on the discussion board.

13. Prequalification tests for PCOs – This item was moved to the 1st quarter conference call agenda. Jerry Hatch will also pose this for discussion on the discussion board.

14. Proof of Experience – This item was moved to the 1st quarter conference call agenda. Jerry Hatch will also pose this for discussion on the discussion board.

15. New business – Jerry Hatch reported that moving forward the Board will need to conduct quarterly conference calls in order to cover all of the pending issues. He asked each Board member to watch
their email for the dates and times for the scheduled calls. The next Certification Board call will be held in late February or March.

16. Adjourn – There being no further business the meeting was adjourned at 12:10 pm.

Action Items:
1. Present bylaws change regarding ACEs serving on Certification Board Committees to Certification Corporation Governing Board. – Jerry Hatch/Bart Drees.
2. Send Certification Board committee chairs a current list of committee members to verify information. Also solicit committee charges and purpose at that time. – Dawn Braun
3. Following receipt of Certification Board committee openings, contact all BCEs and ACEs soliciting their participation on CB committees. – Dawn Braun/Jerry Hatch
4. Create an online discussion group surrounding the Role of ACE and BCE Committee Chairs on the Certification Board. – Jerry Hatch/Dawn Braun
5. Create a survey to allow CB members to rank fundraising task force ideas. – Dawn Braun
6. Create a discussion group to discuss the following items (and add to 1st quarter conference call agenda): ACE certification requests from Canadian individuals; Prequalification tests for PCOs; and Proof of Experience. – Jerry Hatch/Dawn Braun
7. Send high quality photos showing BCEs and ACEs at work to Debi Sutton for use on the new website (www.entocert.org). – All Board members
8. Draft audit form template for BCE audit committee – Arun, Bob Davis, Dawn Braun
9. Make sure there is better coordination between BCE Award Committee and ESA Awards Committee in 2011 – Debi Sutton

Respectfully submitted,
Dawn Braun, CAE 1/10/11