Minutes of the 2004 BCE Certification Board Meeting

November 13, 2004, 1:00 pm to 6:00 pm

Executive Board Room; Marriott Hotel; Salt Lake City, Utah

Called to Order by J. Weier at 1:33 PM

Introductions: J. Weier asked attendees to provide self introduction

Attendance: Jeff Weier: Director (voting member)
Bob Davis: Director-Elect for 2004 (voting member)
Greg Cronholm Southwestern Branch Representative (voting member)
Phil Sloderbeck Past Director (voting member)
Mike Merchant: BCE Member
Gerry Wegner: Symposium
Henry Hogmire Eastern Branch Representative (voting member)
Stuart Mitchell: Director-Elect for 2005 (voting member)
Von Kaster North Central Branch Representative (voting member)
Harold Harlan: BCE member
C. Stelzig: Membership Director
S. Kamble: Governing Board Representative.

Not in attendance: Don Alleman SE Rep, Pat Weddle Pacific Branch Representative
Application and testing process for BCE and ACE

Davis reviewed application and testing process for ACE Ideas. Topics included:

- Electronic App only
- Switch from DMG to ESA
- ACE Oversight Committee
- Exam results certified by ESA/DMG, then letter of results sent to applicant, Successful exam takers receive decals, office patch, certificate. Streamlined, not as many steps.

Motion: Submit to Paula Lettice that the conversion of the certification application process from paper to electronic be expedited by the end of 2005. This should reduce the per applicant cost in time, and labor. This will help streamline the communication process between applicants and ESA/BCE.

1st: Bob Davis
2nd: Phil Sloderback
Passes with no dissent

Motion: Authorize ESA Certification coordinator or the designate to certify pass/fail score on BCE/ACE tests based on minimum passing scores provided by BCE Certification Board.

1st: Greg Cronholm
2nd: Phil Sloderback
Passes without dissent

Motion: Renewal Actions
1st: Bob Davis

2nd: Phil Sloderback

Passes without dissent

BCE Cyber Motion Procedure/Process. Need Form to fill out.

**Motion:** Move that BCE cybermotions procedure be done through ENT-CHATS and that the procedure that is followed is:

Subject Line: Motion

Second:

Discussion:

Directors Instructions:

Vote: (Quorum is 5 voting members)

1st Phil Sloderback

2nd B. Davis

Passed with no dissent

*Action Directive:* HQ please set up BCE Board members on ENT-CHATS. Also please set up any other BCE members that wish to be on list.

**Motion:** Amend the BCE Manual on p. 10, paragraph 2 The Business of the Certification Board is conducted in accordance with “Roberts Rules of Order” except where the Board deems appropriate to amend the procedures.

1st: Von Kaster

2nd: Stuart Mitchell
Motion Passed with no dissent

**Motion:** Allow for a motion to be circulated through e-mail procedures or ENT-CHAT for discussion and resulting vote without having to secure a “second” of the motion.

1st: Phil Sloderback

2nd: Bob Davis

Motion passed with no dissent

**New Business**

**Lapsed memberships**

Topic: Inactive status. Have allowed lapsed members to re-activate the BCE status without re-testing if they repay all fees and keep the PM&C current. However 2 years is the longest time frame allowed for this.

**Motion:** Allow lapsed members to be considered as inactive members for purposes of renewing their membership. They must verify PM&C requirements were met for time period in question and pay all back fees. The maximum length of this grace period is two years. BCE Operations manual will be amended to reflect these changes.

1st Greg Cronholm

2nd Phil Sloderback

Motion Passed without dissent

BCE Member Reinstatements: See above. Also HQ needs to direct efforts for BCE Branch Members to help contact members for renewal efforts (calling BCE members in arrears).

**Directive:** ESA Director of Membership will contact individuals with lapsed memberships through 1st quarter of new year. After which, ESA Membership Director will provide a list of BCE members in arrears.
to the branch representatives. The list must be broken out by branch and include phone numbers/email addresses and amount of monies due to keep BCE Membership Active. Also, the list should call out those lapsed BCE members whose PM&C paper work is due

**Annual Budget: Balanced?**

Fee increases. Need more time to review budgets prior to submission. We need closing statements for past year as well as budget for next. Please help us with past fees as well as forecast for next year.

**Job Descriptions for Branch Representatives:**

Tabled: Good ideas. Chair, reflect on and provide ideas for Board to look at.

**BCE and ACE examination committees:**

Director needs to fully staff the BCE committees. Committee heads need to be invited to annual meeting.

**Sample Exam Questions for Study:**

BCE Examination committee will develop 10-15 BCE type questions for inclusion on the web to be used as examples for potential BCE members to review.

**Proposal to contact Entomology Department heads to use BCE exam as part of graduation requirements**

Recommended by Phil Sloderback

Use BCE tests as a national standard for student evaluations. First arrive and upon graduation.

Approach dept heads and see if our tests would help.

Testing could now be a service
Symposium for 2005:

Need title and idea by December. Ideas:

- Proteomics, Ribosomal RNA Taxonomy (2nd idea)
- Invasive Species
- Interaction with Public Health
- History of Entomology (1st idea)

**Motion:** Move that History of Entomology be the #1 Symposium topic for 2005. And that Proteomics, molecular entomology topic be 2nd choice.

1st: Stuart Mitchell

2nd Bob Davis

Passed without dissent.

*Action:* Greg and Mike approach Marvin Harris as organizer. Marvin Harris and Mike Merchant have kindly offered to organize the 2005 BCE symposium (B. Davis Note 12/12/04). Thanks to Gerry Wegner & Stuart Mitchell for great work in organizing the 2004 Symposium on Delusory Parasitosis.

**Governing Board Issues**

Student Scholarship

Budget matters ok. Zero budget on paper. Maybe 4k under.

**ACE ACTION LIST**

- Update ACE Manual (esp. fee structure).
- Application fee $75.00
Renewal Fee $50.00

Re-testing app fee: $10.00

Mike Merchant will be coordinator for review of ACE manual. Please send comments to Mike for updating manual.

Approve ACE Operations Manual

ACE Oversight Committee

Ad-Hoc Committee vs. Approved,

Director elect, 2 other BCE Members (Mike Merchant, Harold Harlan graciously volunteered), 2 ACE applicants to be approached by the Director-Elect

Charges:

1. Serve as resource for Certification Coordinator (or his designate)
2. Contact ACE non-renewals
3. Report at 2005 BCE Board meeting on passing rates, and a review of the individual test questions.
4. Lapel Pin review for ACE (Harold Harlan will look into options here)
5. Membership: ACE representation by region
6. Be available to address questions concerns on apps, etc.
7. Exam Passing Score now at 75% (by edict). Many about 70 (state licensing). A tough exam may be at 80%

Motion: Retain 75% score as passing score for the ACE exam.

Stuart Mitchell 1st

Von Kaster 2nd

Passed with no dissent
Lapsed Membership Procedures:

Spelled out in Manual. Have 6 months to pay. Renewal Procedures: HQ will provide board with recommended procedures for helping bring delinquent ACE members back into the fold. Example methodology may be (see below):

ACE Member Reinstatements:

HQ needs to direct efforts for ACE Committee to help contact members for renewal efforts (calling ACE members in arrears).

Directive: ESA Director of membership will contact individuals with lapsed memberships. After which, ESA Membership Director will provide a list of ACE members in arrears to the ACE Oversight Committee. The list must include phone numbers/email & physical addresses and amount of monies due to keep ACE Membership Active.

ACE Fees

Motion: Submit to the governing board that ACE Fees for initial application be raised to $150.00 on July 1, 2005, and that ACE Fees for yearly renewal fees be raised to $100.00 on July, 1 2005.

1st: Stuart Mitchell

2nd: Von Kaster

B. Davis: Yea, Greg Cronholm, Yea, Phil Sloderback, nay, Henry Hogmire yea, Stuart Mitchell yea, Von Kaster yea,.

Motion Passed with 5 assenting and 1 dissenting votes

ACE Certificates, Lapel Pins

Certificates needed for successful applicants

Motion: Use the BCE certificate as a template to create an ACE Membership Certificate

Stuart Mitchell 1st

Henry Hogmire 2nd
Passed with no dissent

Lapel pins: nice but may be added expense. Review option by ACE AD HOC Committee (Harold Harlan)

ACE Certification Card? Table idea and review at 2005 annual meeting.

CEU Credits for ESA meeting:

Vocal requests for continuing education credits at meetings

**Motion:** BCE/ESA will not certify overall ESA events for state licensing credits. BCE/ESA will not make it a habit of certifying the BCE symposium for individual state licensing credit. However, BCE/ACE reserves the right to evaluate their respective symposium if the organizer(s) believe it will be helpful.

Phil Sloderback 1st

Greg Cronholm: 2nd

Motion Passed with No Dissent

**New Business**

1. Review other fields for possible inclusion in another "ACE" category, including Forensics, L&O, Forestry, Landscaping, Golf courses
2. Awards and Recognition. Certificates for members being released from the Board. See what happens with HQ.
3. Student Award approved by Gov Board for 2005
4. Nomination for BCE Certification Award. Only 1 per year. Why not more applications? Gov. Board would like to see more nominations in future years

**Adjournment**

Motion to Adjourn 6:24 PM

1st Jeff Weier

2nd Stuart Mitchell
Motion Passed with No Dissent

Respectfully Submitted By Bob Davis 12/12/04