Entomological Society of America
Certification Corporation

Governing Board Meeting
Minutes
November 12 and 16, 2011
Atlantis Hotel
Reno, Nevada

PARTICIPANTS
Ernest Delfosse, President
Grayson Brown, Vice President
Robert Wiedenmann, Vice President-Elect
David Hogg, Past President
Ricardo Bessin, Treasurer
Douglas Pfeiffer, Eastern Branch Representative
Bart Drees, Southwestern Branch Representative
John Heraty, Systematics, Evolution and Biodiversity Section Representative
Robert Peterson, Plant-Insect Ecosystems Section Representative
Melody Keena, Physiology, Biochemistry, and Toxicology Section Representative
Tim Lysyk, Medical, Urban and Veterinary Entomology Section Representative
Michael Parrella, Pacific Branch Representative
Susan Weller, North Central Branch Representative
Nancy Hinkle, Southeastern Branch Representative
Wendy Johnson, Student Representative
Robert Peterson, Plant-Insect Ecosystems Section Representative
Myron Zalucki, International Branch Representative (Attended November 16 only.)

Guests:
Jerry Hatch, Director, Certification Board

Staff:
C. David Gammel, Executive Director
Alan Kahan, Director of Publications and Communications
Neil Willoughby, Director of Finance
Debi Sutton, Director of Membership and Marketing

Saturday, November 12, 2011

1. **Call to Order** – The meeting was called to order at 2:20 pm by President Delfosse, who welcomed participants, including Jerry Hatch, Director of the Certification Board.

2. **Review of Agenda** – The agenda was reviewed by Delfosse. The agenda was approved without modification.

   Motion: Move to accept the agenda. Seconded.
   Yes 15 No 0 Abstain 0
   Motion carries.

3. **Approval of August Governing Board Minutes** – Minutes from the last Certification Corporation Governing Board conference call meeting were accepted.
Motion: Move to accept the August Governing Board conference call meeting minutes. Seconded.
Yes 13 No 0 Abstain 2
Motion carries.

4. **Finance Report** – Neil Willoughby, ESA’s Director of Finance, reviewed the financial performance of the Certification Corporation to date in 2011. Applications for the ACE program are up 40% compared to the prior year and revenue for 2011 is already over budget targets. The report was accepted unanimously without modification.

Motion: Move to accept the Finance Report. Seconded.
Yes 15 No 0 Abstain 0
Motion carries.

5. **Certification Board Director’s Report** – Jerry Hatch provided a report on the activities of the Certification Board and plans for 2012. Hatch discussed various ideas about how to grow both the ACE and BCE programs within the United States and abroad. International growth poses quite a few challenges and Hatch indicated that the Certification Board is working on resolving those questions in order to map out a path forward that maintains standards while providing the flexibility required for international growth. The Certification Board is working closely with ESA staff to continue to improve and grow both programs. After general discussion the Governing Board unanimously accepted the report and thanked Hatch for his participation.

Motion: Move to accept the Certification Board Director’s report. Seconded.
Yes 15 No 0 Abstain 0
Motion carries.

6. **Review of Consultant’s Report** – ESA Executive Director David Gammel reviewed the results of a consultant’s assessment of the certification programs and the recommended changes. For 2012, the Certification Board will focus on the recommendation to review and revise the exam question bank for the ACE program.

7. **Proposed Budget** – Willoughby reviewed the proposed 2012 budget for the Certification Corporation. It was noted that this budget was already reviewed and commented upon by the Certification Board. Revenue is projected to be higher in 2012 primarily from growth in the ACE program. Revising the ACE question bank is the major new expenditure for 2012 that will require some investment from the Certification Corporation’s reserve funds.

8. **Adjournment** – The meeting was adjourned with unanimous approval at 3:01 p.m.

Wednesday November 16, 2011

9. **Reconvene** – The meeting was reconvened by Delfosse at 10:41 a.m. on Wednesday November 16, 2011. Myron Zalucki joined the meeting.

10. **ACE and Canada** – Gammel reviewed the status of explorations on how to offer the ACE program in Canada. The Certification Board is exploring what criteria could be used for qualifying for the exam in Canada and intends to review the content of the exam to make sure it is relevant to the Canadian market. It was suggested that the Certification Board contact Governing Board member Tim Lysyk about this issue.

11. **Adjournment of 2011 Governing Board** – It was moved and seconded to adjourn the 2011 Certification Corporation Governing Board. The motion passed unanimously and the meeting adjourned at 10:48 a.m.
12. **Convene and Welcome to the 2012 Governing Board** – Past President Delfosse introduced President Grayson Brown, who convened the first meeting of the 2012 Certification Corporation Governing Board. Brown welcomed the following new members of the Governing Board: John Oswald, SysEB; Frank Zalom, Vice President Elect; Carol Anelli, PBT; and John Obrycki, North Central Branch.

13. **2012 Budget** – It was moved and seconded to accept the proposed 2012 budget for the Certification Corporation. After brief discussion the budget was approved by unanimous vote.

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Motion: Move to accept the proposed 2012 budget. Seconded.
Yes 16 No 0 Abstain 0
Motion carries.
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14. **International Discussion** – Further discussion was held on international certification activities and Bart Drees suggested that the Certification Board establish liaisons with the International Affairs Committee and International Branch.

15. **Proposed Bylaws Change** – Gammel briefed the Governing Board on a proposed change to the Certification Corporation bylaws submitted by the Certification Board. The bylaws change would add two ad hoc positions to the Certification Board that would be appointed by the Governing Board. The desire is that the chairs of the ACE and BCE committees be nominated to these positions but the bylaws change does leave that at the discretion of the Governing Board. This allows flexibility for scenarios in which it makes sense to appoint someone other than a committee chair. There is a 15 day notification period for bylaws changes, so voting on the actual change will be conducted by cybermotion at a future date.

16. **Adjournment**. There being no further business, the meeting was adjourned with unanimous approval at 11:00 a.m.

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Motion: Move to adjourn the meeting. Seconded.
Yes 16 No 0 Abstain 0
Motion carries.
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Respectfully submitted,

C. David Gammel  
Executive Director