**via posting**

**TO:** Board Certification Program Committee:Leigh Spangler, Cade Burks, Jim Buccigross, Valerie Crockett, Dave Darnell, Michael Desselle, Greg Lander, Debbie McKeever, Paul Sorenson

**FROM:** Caroline Trum, Deputy Director, NAESB

**RE:** Meeting Notes from theNAESB Board Certification Program Committee Meeting – June 12, 2020

**DATE:** June 12, 2020

Dear Board Certification Program Committee Members,

A Board Certification Program Committee meeting was held on June 12, 2020. The meeting was called to order at 9:30 AM Central. Mr. Spangler presided over the meeting. The notes and attachments below serve as a record for the meeting.

| **Notes from the June 12, 2020 NAESB Board Certification Program Committee Meeting** | |
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| **Administrative** | Mr. Spangler welcomed the committee members to the conference call. Ms. Trum provided the antitrust and meeting policy guidance and called the roll of the Critical Infrastructure Committee. The roll was called and quorum was established. The agenda was adopted on a motion by Ms. Crockett, seconded by Mr. Desselle. The November 17, 2016 meeting notes were adopted on a motion by Mr. Desselle, seconded by Ms. Crockett. |
| **Review and Potentially Vote on Proposed Modifications to the Authorized Certification Authority Process** | Mr. Spangler reviewed the [proposed modifications](https://naesb.org/pdf4/cpc061220w1.docx) to the Authorized Certification Authority (ACA) Process. He explained that the revisions are intended to provide additional clarity regarding the renewal process and the versioning of documents that encompass the NAESB Certification Program for Accredited Certification Authorities. Additional modifications also correct formatting issues and clerical errors. A further revision was made to Section 5.a to correct a typographical error. Mr. Spangler noted that the proposed modifications had been provided to each of the NAESB ACAs for review prior to the meeting and that no issues were found.  Mr. Desselle moved, seconded by Mr. Darnell, to adopt the proposed modifications to the ACA Process as [revised](https://naesb.org/pdf4/cpc061220a1.docx) during the meeting. The motion passed a simple majority vote without opposition.  Mr. Sorenson asked the next steps in the process now that the revisions had been adopted by the committee. Mr. Booe stated that as this document is managed by a committee of the NAESB Board of Directors, the proposed modifications need to be ratified by the NAESB Board of Directors. He indicated that he would work with the Chair of the Board, Mr. Desselle, to ensure that there is an agenda item to address this topic during the next meeting of the NAESB Board of Directors. |
| **Next Steps/Other Business** | Mr. Spangler asked if there was any additional business that needed to be discussed. None was offered. |
| **Adjourn** | The meeting adjourned at 9:48 AM Central on a motion by Ms. McKeever, seconded by Mr. Desselle. |
| **Work Papers Provided for the Meeting** | * **Agenda Item 1:** Antitrust Guidance: <http://www.naesb.org/misc/antitrust_guidance.doc>   Roster: <https://naesb.org/pdf2/cpc_members.pdf>   * **Agenda Item 2**: Proposed Modifications to ACA Process: <https://naesb.org/pdf4/cpc061220w1.docx> |

| **June 12, 2020 NAESB Board Certification Program Committee Conference Call**  **CERTIFICATION PROGRAM COMMITTEE MEMBERS** | |
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| **Name** | **Organization** |
| Jim Buccigross | 8760, Inc. |
| Valerie Crockett | TVA |
| Dave Darnell | Systrends USA |
| Michael Desselle | SPP |
| Debbie McKeever | Oncor |
| Paul Sorenson | OATI |
| Leigh Spangler | Latitude Technologies LLC |
| **OTHER ATTENDEES** | |
| **Name** | **Organization** |
| Jonathan Booe | NAESB |
| Christopher Burden | Enbridge |
| Leo Grove | SSL.com |
| Chris Kemmerer | SSL.com |
| Elizabeth Mallett | NAESB |
| Caroline Trum | NAESB |