**via email & posting for interested parties – May 29, 2020**

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

**cc:** Board of Directors, Advisory Council

**FROM:** Rae McQuade, NAESB President

**RE:** NAESB Certification Program Committee Conference Call/Web Cast – June 12, 2020

Dear All –

A conference call of the Board Certification Program Committee has been scheduled for Friday, June 12, 2020 from 9:30 AM – 10:30 AM Central. During the conference call the committee will discuss and potentially vote on proposed modifications to the Authorized Certification Authority Process. The following table provides information on the committee and the meeting itself.

| **NAESB Board Certification Program Committee Meeting – June 12, 2020** |
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| **Topic** | **Information/Requests** |
| Mission | * The Board Certification Program Committee functions solely at the pleasure of the NAESB Board of Directors and reports to the NAESB Board of Directors through the NAESB Board Managing Committee. It is charged with (1) evaluating the existing WGQ certification program and determining the relevant of NAESB certification programs to the market place, (2) making recommendations for improvements that are applicable to all four quadrants, and (3) develop the materials required for implementation of the new certification program.
* Materials for this group are posted on the NAESB web site on the Board Certification Program Committee page: <http://www.naesb.org/certification_program.asp>.
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| Status and Context of Work | * The Board Certification Program Committee is being asked to consider non-substantive modifications to the Authorized Certification Authority (ACA) Process. These modifications provide clarity regarding the documents an ACA must be in compliance with at the time of certification or renewal.
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| Call-in & web cast information for :Friday, June 12, 20209:30 AM to 10:30 AM Central: | * Any interested party can attend. All voting and motions are reserved for the members of the committee.
* Please provide any written comments to the NAESB Office (drager@naesb.org) prior to the meeting if you are unable to attend.
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| Pre-meeting Assignments | * Review work paper identifying proposed modifications to ACA Process.
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| Draft Agenda | 1. Administrative – Welcome, antitrust guidance, introduction of committee members and attendees, adoption of agenda, adoption of notes
2. Review and Potentially Vote on Proposed Modifications to the Authorized Certification Authority Process
3. Next Steps/Other Business
4. Adjourn
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| Meeting & Background Reference Materials | * **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>
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| Schedule of Upcoming Conference Calls | * To be determined
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