



DRAFT MINUTES
TC1 EMC Management Meeting
Wednesday 7/27/2016 07:30 – 09:00
Shaw Centre, Room 203



1. Welcome and Introductions (7:40, Braxton)
2. Review of Agenda and Circulation of Attendance Sheet (Braxton,
3. Review of Minutes from the last meeting (minutes approved Staggs/Joffe)
 - a. Pending TC-1 Actions
 - i. Paper Reviews
 - ii. Review from 2015 TAC meeting (TAC requests of TC1 that there be more focus on management and provide tools and guidance to the society)
4. New & Old Business
 - a. Officer selection. **(A Bylaw review for terms of service to officers Kramer volunteered for Sec position)***AI: review terms of officers in TAC Handbook, see below*

From the TAC Handbook 2012 (source, EMC-S TAC Forum Repository to recover):

“The chairman of each Technical Committee is voted by the members of its technical committee with the approval of the TAC chairman and the VP for Technical Services. The term of office is two years and may be extended as indicated in Clause D of the Introduction. ”

- b. **iNARTE review -- follow-up: ((Joffe), introduction of iNARTE staff ; significant changes in process, EMCS BoD to sign MOU with iNARTE; complete remapping of topics; TCs no longer required to review questions and candidates not required to submit questions; see INARTE website for details in the coming months; examine being held in symposium, exam last 8-hr format; continuing professional development effort requirement in the future; website inarte.org, linkenin group, 3rd site in development; Sept release date of most items; question on renewal and continuing education required for renewal process; TC1 requested a written plan of iNARTE on the transition to the new certification model)**
 - i. The BoD and iNARTE have determined that broader changes will be made and that a process to be determined will develop the exam.
 - ii. Anyone interested in working with iNARTE should contact Elya Joffe.
 - c. EMC product specification
 - i. EMC specifications template -- Elya Joffe to investigate. **(scratched from agenda)**
 - d. Standards activities

- i. ISO 17024/17025 – Doug Kramer to reach Pete Unger at A2LA regarding risk assessment. **(Kramer reached out to A2LA, Unger retiring and TC1 is requesting speaker from A2LA on accreditation for 2017)**
- 5. Subcommittee Reporting (with notes from 2014 meeting)
 - a. EMC Risk Management – (Keith Armstrong)
 - i. IET risk management **guide (tutorial on Thursday PJ1088 risk assessment occurring today)**
 - b. Ethics Education – Leadership track and EMC's ethical challenges (Elya Joffe) **(scratched from agenda)**
 - c. Conference Coordination – (Dan Hoolihan)
 - i. 4-year projection – more important as 2 conferences per year are happening. **(Hoolihan absent, item on hold)**
 - d. TC-1 Website
 - i. EMCS website can carry specific tab for TC-1. Ideas to Tom Braxton. **(Braxton asked by TAC to be the contact for updates in order to achieve better navigation and improve content; EMCS social media presence available; coordination between all efforts needed)**
- 6. Planning
 - a. Follow-up on leadership e-tools/CLE (Center for Leadership Excellence) – (Kimball Williams) (scratched from agenda)
- 7. Discussion – future meetings and other topics.
 - a. **(Risk assessment and Certification/Accreditation; conference call as a possible mid meeting actions; soft skills workshops)**
- 8. Review of Action Items and assignments generated at this meeting

ACTION ITEMS:

- 1) Braxton – Coordinate conference call for planning of 2017 symposium activities for DC
- 2) Hoolihan - 4-year projection – more important as 2 conferences per year are happening.
- 3) Joffe – EMC Specifications Template
- 4) Braxton – Website content coordination.

- 9. Adjourn