

# PMPC Executive Committee (EC) Meeting Minutes

**Date:** June 2, 2022

**Time:** 9:00 am-10:00 am

**Location:** Webex Meeting

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**Facilitator:** Tom Pyle

**Attendees:** Tom Pyle, Douglas Mason, Gudmund Setberg, Brandon Milar, Raymond Tritt, Charley Rea, Ian Sun Chee Fore, Jackie Wong in for Keith Hoffman

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1. Call to Order
2. Urgent Issues
  - a. Section 37 and CCPR document needs to be signed. **Action Item:** Ian will check and see how it is being sent, resend again and send a separate email to let members know. In the future, Ian will have each document sent out separately. [Completed](#)
3. SOP Changes
  - a. Decision Document – would be an amendment and added to the SOP, include verbiage of the use of the decision document. Has been included in the revised SOP.
  - b. SOP Changes – **Action Item:** Ian will work on the latest proposed version and clean up the SOP and post on the internet. [In progress](#)
4. Next meeting topics to focus on
  - a. Meeting format
    - i. **Action Item:** Continue with the 1-hour EC meeting, everyone agrees, make it the 1<sup>st</sup> Thursday of the month. This 1-hour meeting will be every other Thursday. [Completed – already been scheduled to the end of the calendar year](#)
    - ii. **Next meeting:** Discuss agenda for the Steering Committee

**Next Meeting scheduled for July 7, 2022 (2 weeks before the Sponsor Steering Committee meeting)**