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**COMMITTEE ON PROFESSIONAL MATTERS**  
**MEETING MINUTES**

**MEETING DATE:** December 1, 2017      **3:00 PM - 4:00 PM**  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Ming-Bao Yue	P	Unhee Lim, Vice Chair	P			None	
Hyoung-June Park	E	Jeff Goodwin	P				
Amelia Jenkins	A						
Jason Higa, Secretary	P						
Scott Robertson, Chair	P	John Casken, liaison	P	John Kinder, Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Chair Robertson at 3:04 pm
<b>REVIEW OF MINUTES</b>	1. The minutes of the October 6, 2017 Committee on Professional Matters (CPM) had been circulated electronically.	Motion by M.B. Yue to approve the October 6, 2017 minutes; seconded by U. Lim. Approved unanimously.
<b>CHAIRS REPORT</b>	1. None	1. No action.
<b>UNFINISHED BUSINESS</b>	1. AP12.304 from OVPRI re: Financial Conflict of Interest (FCOI)	1. Members reviewed edits and suggestions by R. Harada from ORS and suggested further edits to the policy. Chair Robertson to forward suggestions to



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		SEC to communicate with OVPRI.
<b>BUSINESS</b>	1. Draft Executive Policy EP X.XXX - Safety and Protection of Minors Policy.	1. CPM members reviewed draft of EP. CPM to continue discussion at next CPM meeting.
<b>ADJOURNMENT</b>		Motion to adjourn by M.B. Yue; seconded by J. Higa. Passed unanimously. Meeting adjourned at 3:53 pm.

Respectfully submitted by Jason Higa, Secretary.

Approved on December X, 2017 with X votes in favor of approval and X against.