

Summary of Advocacy Committee Meeting  
January 15, 2015

1. Call to order

Steve Arms called the meeting to order at 12 Noon CDT, January 15, 2015. Attendance is recorded in Attachment 1.

2. Approval of minutes

Minutes of the December 4, 2014, meeting were reviewed. There was not a quorum, so the minutes were not approved.

3. PT position statement

Members reviewed the PT position statement with the revisions made by Lara and Steve. Key point in the discussion included:

- The paper needs to have a “recommendation” rather just a statement of benefits. Move the benefits listing under Background and add “TNI needs to promote the use of PT program in all environmental testing organizations” or similar wording under Recommendations.
- Delete reference to SSAS in this paper. Develop a separate paper for that program.
- Add a citation to all relevant standards at the end.

Steve and Carol will revise and try for approval at the Crystal City meeting.

4. Crystal City meeting – February 2015

Members reviewed plans for the Crystal City 20<sup>th</sup> anniversary celebration on Monday morning, February 2, and agreed on the following agenda:

**9:30- 10:15** Brunch with a rotating slide presentation

**10:15 – 11:15** Panel with speakers. Steve Arms, Moderator and facilitator. Panelists: Lara Phelps, Tom McAninch, Ken Jackson, Jack Farrell

- Consider allowing each panelist opportunity for 5 minutes of opening remarks
- Follow with scripted questions for each to answer, consider tailoring questions to each one’s background or perspective
- Record this session and offer as a webcast or play over the slide show at future meetings
- Carol will set up a conference call to organize the panel

**11:15-12:00** Recognition. Jerry will present the slide show. Suggestions on the draft powerpoint included:

- Include a disclaimer that all individuals may not be recognized due to missing information
- It's OK to recognize staff
- Show the House of Delegates in the NELAC organization, include seating chart
- Incorporate NELAC, INELA memorabilia as prizes or displays
- Include reference to the PPT
- OK to include In Memoriam pictures

The brunch menu was discussed and members preferred a snack type menu with a mixture of sweet and non-sweet items. Jerry reported 80-90 people may be attending the Super bowl party.

#### 5. Agenda for regular Advocacy Committee meeting

There was not time to work on this item. Carol and Steve will develop the agenda prior to the meeting.

#### 6. Next meeting

The next meeting will be in Crystal City, VA, on Thursday, February 5, 2015 at 8:00 am.

### Attachment 1

	Name	Stakeholder Group	Present/Absent
1.	Lara Phelps	EPA (Other)	Present
2.	Steve Arms	AB	Present
3.	Lynn Bradley	Other	Present
4.	Stephanie Drier	Lab	Absent
5.	Martina McGarvey	AB	Absent
6.	Stacie Metzler	Lab	Present
7.	Zonetta English	Lab	Present
8.	Marlene Moore	Other and NEFAP	Absent
9..	Elizabeth Turner	Small Lab Advocate	Absent
10.	Gary Ward	AB	Absent
11.	Michael Wichman	Lab	Absent
12.	Janice Willey	Federal	Absent
	<b>Associate Members</b>		
	Kirstin Daigle	Lab	Absent
	Judy Morgan	Lab	Absent
	Aurora Shields	Lab	Absent
	JoAnn Boyd	Lab and FAC	Absent

	Judy Duncan	Other	Absent
	Kenneth Jackson	Other	Absent
	Keith Chapman	Other	Absent
	Sharon Mertens	TNI Board Chair	Present
	<b>Staff</b>		
	Jerry Parr	TNI ED	Present
	Carol Batterton	TNI PA	Present