

Summary of Advocacy Committee Meeting
January 3, 2013

1. Call to order

Carol Batterton called the meeting to order at 12 Noon CST January 3, 2013. Attendance is recorded in Attachment 1. Sharon Mertens was also present.

2. Approval of minutes

Minutes of the November 1, 2012, meeting were reviewed. Elizabeth Turner moved that the minutes be approved. Lynn Bradley seconded. All present voted in favor.

3. Agenda for Denver (and other updates)

The suggested agenda for the Denver meeting includes:

- Review of conference highlights
- Planning for future newsletters
- Strategic planning for coming year

In addition, there may be additional outreach needs for the Non-Governmental Accreditation Body (NGAB) program, depending on how discussions go at that meeting. Position statements should also be added to the agenda.

Sharon Mertens reported that she had volunteered to be the TNI representative on the WEF Laboratory Practices Committee. Elizabeth Turner has asked if TNI will commit to providing articles for WE&T since WEF Lab Solutions will no longer be published. Elizabeth has also developed a survey on national laboratory accreditation which is on the WEF website.

Michael Wichman reported that APHL will have a meeting in North Carolina on June 2-5. They will be evaluating what an ideal national accreditation program should look like.

Advocacy members expecting to attend the Denver meeting include: Lynn Bradley, Sharon Mertens, Janice Willey, Martina McGarvey, Lara Autry, and Ken Jackson. Gary Ward will also be present, but will be attending the Assessors Forum.

4. New Newsletter Layout

Members agreed that Jan Wlodarski provided TNI with two excellent options for a new newsletter layout. Comments from members on these examples included:

Layout Option #1

- Members didn't like the green heading. Green on white is hard for some people to read.
- The font on #1 is better than on #2.

Layout Option #2

- Members liked the colors better on this option. It was more inviting and easier to read.
- Like the line separating the articles.

General comments included: the "Stay in Touch" box is a nice feature, if you click on a sidebar topic, it should go to the full article, "About TNI" should link to the mission, and organizational members, there should be a link to the website.

5. Position Statements

The committee reviewed the Small Lab quality systems position paper drafted by the Small Lab Advocacy Committee (SLAG). Comments and suggested revisions included:

- Remove reference to "federal and state officials" on p. 1 and replace with language " all stakeholders in environmental laboratory community" (last paragraph, p. 1 under Background)
- Revise first sentence in Background to reflect that although most WWTP labs not NELAP accredited, there are some WWTP labs following state mandated quality systems, but some are not doing anything
- Move the section about TNI standard implementation made easier (now under Benefits) to the end of the Background section.
- Re-format according to SOP

Members wanted to have this revised and ready to discuss in Denver. Carol will send to Keith Chapman and ask SLAG to revise.

The committee suggested these changes on the draft on Quality Systems: add bullets listing the benefits of a quality system between the two sections, and reformat the last sentence as a "Recommendation". Carol will reformat for the Denver meeting.

6. Next meeting

The next meeting of the Advocacy Committee will be in Denver. Following that, the committee will meet on February 7, 2013, at 12 Noon CST.

Attachment 1

	Name	Stakeholder Group	Present/Absent
1.	Lara Phelps	EPA (Other)	Absent
2.	Steve Arms	AB	Absent
3.	Lynn Bradley	Other	Present
4.	Judy Duncan	Other	Absent
5.	Kenneth Jackson	Other	Absent
6.	Martina McGarvey	AB	Present
7.	Susan Wyatt	AB	Absent
8.	Zonetta English	Lab	Absent
9.	Paula Hogg	Lab	Present
10.	Elizabeth Turner	Lab	Present
11.	Gary Ward	AB	Present
12.	Michael Wichman	Lab	Present
13.	Janice Willey	Federal	Present
14.	Keith Chapman	Small Lab Advocate	Present
	Associate Members		
	Kirstin Daigle	Lab	Absent
	Judy Morgan	Lab	Absent
	Aurora Shields	Lab	Absent
	JoAnn Boyd	Lab and FAC	Absent
	Staff		
	Jerry Parr	TNI ED	Absent
	Carol Batterton	TNI PA	Present