

Summary of Advocacy Committee Meeting
March 2, 2017

1. Call to order

Steve Arms called the meeting to order at 12:00 Noon CST, March 2, 2017. Attendance is recorded in Attachment 1. Steve introduced Celeste Crowley from the IL EPA as a new associate member. Steve also asked Carol to contact the list of associate members to see who would like to continue.

2. Approval of minutes

Minutes from January were reviewed. Robin Cook moved approval and Sharon Mertens seconded. All present voted in favor with the exception of Zonetta English who abstained.

3. Updates

Newsletter: Newsletter editor, Trinity O'Neal, reported that she had notified authors about the assigned articles and due dates. Deadline for articles is March 15.

Reorganization of TNI documents: Jerry reported that he had undertaken a project to make retrieval of TNI documents easier. He has moved all archived news items to the appropriate committee program pages. Additionally, he has identified documents that should have been posted, but never were, and he will get those posted. As a follow up to this project, Jerry will draft a TNI SOP for document storage. Jerry also reported that William Daystrom is developing a Content Management System (CMS) for TNI.

Jerry noted that Advocacy has three types of documents: Position statements which are reviewed by Policy and the Board, white papers which are reviewed by Policy, and articles which are peer reviewed. Jerry will propose to Policy how to manage these various types of documents. It was suggested that some documents should have a sunset date. This will be spelled out in the SOP.

California program: Jerry and Steve reported that the Expert Review Panel met in Costa Mesa, CA, in February to hear the program status and review recommendations for deleting portions of the TNI standards from the CA program. The panel made some general recommendations and will issue a report at the end of the month. Jerry provided the panel with a list of items that TNI believes should not be changed, and a list of 3 items that could be changed without much impact. Jerry suggested that we have a session at the summer conference to focus on the California program. Session speakers could include a member of the expert panel, a representative of the CA program, and someone to represent the lab perspective.

4. Charter

Lynn Bradley reviewed the background on the new TNI committee charter template, that was driven by the TNI QMP. Lynn indicated the thought is that committee charters will be standing documents that do not get updated every year. The committee work plan will be the document that is updated annually and will reflect the committee's current projects.

The committee reviewed the rough draft of a new Advocacy charter and made the following substantive suggestions:

- Revise the mission to say that "The Advocacy Committee promotes the efforts of TNI nationally"
- The chair of the Advocacy Committee shall be a member of the TNI board, preferably a past chair.
- Objective 1 should read "implement tasks assigned to the Advocacy in TNI's strategic plan and look for opportunities for TNI to be more proactive"
- Combine objectives 2 and 3
- Combine objectives 4 and 5
- Lynn reviewed and explained the decision making SOP 1-102. Members suggested that in addition to majority vote, we add "The committee chair can designate another decision making option"

Carol will revise the draft charter and she and Steve will attempt to finalize by email.

5. Ambassadors

Steve read Teresa Coin's email regarding her recent contact with the Arkansas program. Steve noted that Teresa's contact was exactly what we had hoped for the ambassadors to do. Teresa reported:

"After the Houston conference, I met with the QA Officer and the Technical Director of ADEQ and gave them the highlights of the conference. Also, before the conference, I asked them if they would be interested in hosting the MUR Webinar that Jerry did. They did host it and had a good turnout. I will continue to build a relationship with them. For political reasons Arkansas may never be a TNI AB but they do recognize that the TNI Standard helps labs to be better."

With respect to the expansion of the ambassador program to other states, Steve noted that some ambassadors may end up working with more than one state.

6. EPA RS&T Directors

A brief discussion of this topic indicated that TNI may have some significant re-building to do with this group. Steve will do an email to begin the process.

7. Next meeting

The next teleconference meeting of the Advocacy Committee will be on Thursday, April 6, 2017, at 12 Noon Central time.

Attachment 1

	Name	Stakeholder Group	Present/Absent
1.	Lara Phelps	EPA (Other)	Present
2.	Steve Arms	Other	Present
3.	Lynn Bradley	Other	Present
4.	Stephanie Drier	Lab	Absent
5.	Martina McGarvey	AB	Present
6.	Stacie Metzler	Lab	Absent
7.	Zonetta English	Lab	Present
8.	Marlene Moore	Other and NEFAP	Present
9.	Elizabeth Turner	Small Lab Advocate	Absent
10.	Janice Willey	Federal	Absent
11.	Trinity O'Neal	Lab	Present
12.	Robin Cook	Lab	Present
13.	Sharon Mertens	Lab	Present
	Associate Members		
	Kirstin Daigle	Lab	Present
	Judy Morgan	Lab	Absent
	Aurora Shields	Lab	Absent
	JoAnn Boyd	Lab and FAC	Absent
	Celeste Crowley	AB	Present
	Kenneth Jackson	Other	Absent
	Keith Chapman	Other	Absent
	Teresa Coins	TNI Ambassador	Absent
	Andrea Teal	TNI Ambassador	Absent
	Devon Morgan	TNI Ambassador	Absent
	Bob Pullano	TNI Ambassador	Absent
	Lee Wolf	TNI Ambassador	Absent
	Paul Junio	TNI Ambassador	Absent
	Staff		
	Jerry Parr	TNI ED	Present
	Carol Batterton	TNI PA	Present