

Summary of Advocacy Committee Meeting
December 1, 2016

1. Call to order

Steve Arms called the meeting to order at 12:00 Noon CST, December 1, 2016. Attendance is recorded in Attachment 1.

2. Approval of minutes

Minutes from September, October, and November were reviewed. Robin moved approval and Lara seconded. All present voted in favor.

3. Updates

Small lab session in Houston – Jerry was not on the call, but Marlene noted that Jerry had sent an email to potential participants on November 7.

2016 standards- the big stumbling block for the NELAP AC is qualitative criteria for ongoing LOQ. This may require re-opening the standard. It is not an editorial fix.

California program- no new information. The RFP for training has not been released and there is no firm date.

4. Internal audit checklist for Advocacy

Lynn gave background and clarifications on the TNI Quality Management Plan and the requirement for internal audits. Lynn noted that there is a presentation on the QMP planned for the Houston meeting. The document that was sent to the Advocacy Committee is a draft checklist and the committee has been asked to review the checklist and provide comments.

Comments and suggestions for the checklist included:

- General – we need to review SOP 1-101 for rules about committee composition. We also need to review Appendix 1 of the QMP which states that a TNI director chairs the Advocacy Committee. Also, we need to check to make sure that we have addressed all of the charges given to the committee by the TNI Board in the strategic plan.
- Questions specific to the Advocacy Committee
 - The questions should be re-worded as statements.
 - With regard to POL 1-115, we need to put something on the website that says presentations are available. Also, what is our mechanism to know if presentations have been modified?

- Reword the item related to POL 1-115, 3.0 to say “Individuals should be informed to notify the Executive director if any changes are made to the presentation”
- These comments will be listed in the comments section of the draft checklist along with a notation that the questions don’t accurately reflect what the committee actually does. Steve and Carol will transmit the comments to Ilona.

7. Next meeting

The next meeting of the Advocacy Committee will be on Thursday, January 5, at 12 Noon Central time. Carol will be on vacation and Lynn will serve a scribe.

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	Present
7.	Zonetta English	Lab	Absent
8.	Marlene Moore	Other and NEFAP	Present
9.	Elizabeth Turner	Small Lab Advocate	Absent
10.	Gary Ward	AB	Absent
11.	Janice Willey	Federal	Absent
12.	Trinity O'Neal	Lab	Absent
13.	Robin Cook	Lab	Present
14.	Sharon Mertens	Lab	Absent
	Associate Members		
	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	Present
	Teresa Coins	TNI Ambassador	Present
	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	Absent
	Carol Batterton	TNI PA	Present

Attachment 2

Regional Meetings

Event	Date	TNI Speaker
AIHA, Falls Church, Virginia Contact: Cheryl Morton	March 17, 2016	Marlene Moore
Texas Water, Fort Worth, Texas Contact: Elizabeth Turner	April 22, 2016	Jerry Parr and Carol Batterton
Kansas Laboratory Education Association, Manhattan, Kansas Contact:	May 3, 2016	Robin Cook
TCEQ Trade Fair, Austin, Texas Contact:	May 3-4, 2016	Jerry Parr
Oregon Environmental Laboratory Association, Salem, Oregon Contact:	May 11, 2016	Jerry Parr
Michigan WEA Lab Practices Seminar, East Lansing Michigan Contact:	May 18, 2016	Monitor for possible participation next year
Florida Society of Environmental Analysts, Sand Key, Florida Contact: Suzanne R.?	May 25-27, 2016	Steve Arms
NYAAEL/PaAAEL 2015 Environmental Laboratory Convention, State College, PA Contact:	July 17-19, 2016	Martina McGarvey
VA AWWA/VWEA Lab Practices Conference, Charlottesville, VA Contact: Peter DeLisle	July 25-26, 2016	Stacie Metzler
Georgia Association of Water Professionals (WEF MA) Contact: Jeff Fulton	Fall Meeting	Monitor/contact
ASDWA, Milwaukee, WI	October 17-20, 2016	Exhibit
Quality meeting? Athens, GA	October 22, 2016	Jerry Parr
FSEA	October 26-28	Jerry Parr, workshop
Laboratory Section of ORWEF School Contact: Kristin Thomas and Chuck Lytle	March 2017	Monitor/contact