

# TNI Board of Directors Meeting Summary July 9, 2008

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## 1. Roll Call and Approval of June Minutes

Directors	Present
Joe Aiello	Yes
Steve Arms	Yes
Judith Duncan	Yes
Jack Farrell	Yes
Ken Jackson	Yes
Tom McAninch	Yes
Sharon Mertens	Yes
Judy Morgan	Yes
Ken Olson	No
Aurora Shields	No
Matt Sica	Yes
Alfredo Sotomayor	Yes
Dave Speis	Yes
Curtis Wood	No
Bob Wyeth	Yes
Ex-Officio Directors	
Brooke Connor	Yes
Barbara Finazzo	Yes
George Detsis	No
Edward Hartzog	Yes
Staff	
Carol Batterton	Yes
Jerry Parr	Yes
Jane Wilson	No
Janice Wlodarski	Yes

Approval of June 2008 meeting minutes:

Motion to Approve: Bob Wyeth  
Second: Sharon Mertens  
All in Favor: Approved

## 2. Changes to Bylaws

No changes were made to the Bylaws since the last meeting. Motion for adoption of Bylaws as they currently stand:

Motion to Approve: Jack Farrell  
Second: Tom McAninch  
All in Favor: Approved

Next Steps: Jerry will clean up and post to the website. There may be a mention of the revised Bylaws in the next newsletter but not a significant announcement.

### **3. Finance Committee**

With the new Bylaws now approved, the charter for the Finance Committee was reviewed (Attachment 1). The Finance Committee will consist of three subcommittees: the Budget Subcommittee, the Financial Review Subcommittee, and the Funding Subcommittee. Change to the Charter: The Budget Subcommittee will be chaired by the Vice Chair of the TNI Board. Note: The Financial Review Subcommittee is currently in the process of a financial review of TNI activities for 2006 and 2007. Motion to accept the Finance Committee Charter as revised today:

Motion to Approve: Alfredo Sotomayer  
Second: Dave Speis  
All in Favor: Approved

### **4. Special Session on New TNI Standards**

Wednesday afternoon is a good time for TNI to get together and talk through how to get the 2007 Environmental Sector standards implemented – a joint meeting of the Board and several committees – open to everyone. There are two NEMC general sessions Wednesday afternoon: EPA Panel on Analytical Capability Needs of the Future and Panel on Future Trends and Monitoring. Presentations for these two sessions will be on the NEMC website about a month after the meeting. If there is a particular paper that people want to hear, they can slip in and out of the TNI meeting as needed. Focus for the TNI meeting is to understand the issues as a group, to be able to make decisions, recommendations, and action items and to move forward.

Concern expressed about the number of people possibly coming to the meeting – Jerry indicated that the maximum number would be about 45 people but will probably only get about three or four reps from each committee. Do we send the invitation to everyone -- we want to make sure that no one feels left out and want to maintain the openness and transparency of the organization. Suggestion was made to place an announcement about the meeting on a bulletin board – that will make it “open”.

Also need to set up the room so the discussion is manageable (U-shaped table with open seating in front) and also need to have a facilitator – a member of the TNI staff – but not Judy or Jerry.

Carol and Jerry will continue to work on the plan for the meeting.

### **5. Staffing for EPA Assistance**

Options for covering the workload were discussed if additional tasks are funded by EPA. Jerry suggested TNI hire another part-time contractor to help with the additional workload. If the funding does not come through, then there is no position. Level of effort: approximately 200 -400 hours per year. This individual may also assist with the technical program for NEMC. Motion to accept recommendation of staff to look for a part-time contractor assuming funds are available:

Motion to Approve: Sharon Mertens  
Second: Dave Speis  
All in Favor: Approved

### **6. Action Item 6(d): New Standards**

Discussion surrounded whether the Standard is good but hasn't been explained well. Some of the requirements may be burdensome but maybe they are necessary. Options could be rewriting or retraining. The purpose of the Advocacy Committee is not just to pass issues along to the appropriate

committee, but to shepherd them through the end to resolution. Motion to approve change in Goal 2.4:

Motion to Approve: Bob Wyeth  
Second: Ken Jackson  
All in Favor: Approved

The revised goal is in Attachment 2.

## **7. Action Item 21: Small Laboratory Advocate**

After last meeting, subcommittee formed to review applications. Quickly narrowed down to two candidates. In Executive session, the Board recommended one candidate, Len Schanz from the City of Rochester. Once selected, the group will help the new candidate with their first steps into the position, introduce them to the groups he will be working with, as well as encouraging candidates that were not selected to participate in the TNI groups.

## **8. Program Administrator for Advocacy Committee**

Those committees that have a dedicated program administrator are more successful in achieving their goals. There are lots of good ideas in the Advocacy Committee but the follow-through is poor and need a dedicated program administrator. The effort would approximately 8 – 10 hours of someone's time per month. Face to face communication is happening, but the pre-work to get the meeting set-up and then writing up the outcome is not happening. Carol Batterton offered to act in the capacity and pursue funding from the EPA agreement. If that funding is not available, Jerry will see if funds cannot be allocated from the existing budget.

## **9. TNI August Board Meeting**

A meeting of the TNI Board and Committee chairs has tentatively been scheduled for Friday, August 15, from 12:00 to 1:30. This meeting would occur after all committees had met and would thus allow the Board to hear a report from each committee.

## **10. Board Action Items**

#4 – Guide for movement and use of standards with confidentiality agreement. Need a document to give to LASC and NELAP Board to address documents with ISO language that are being given out. Ken has been doing this already. Suggestion: write an SOP to cover this issue. Ken will write it.

#8 and #9 – Alfredo (Policy Committee) already has these on his list. Policy should draft a style guide for the Board to review, that could be used by other committees. Target completion: August 9.

#10 – Suggestion: Checklist/SOP to be developed to ensure Committees have implemented new policies. Alfredo will cover this.

#11 – Operational Plan needs to be completed (on Jerry's list) before the business plan can be developed. Suggestion: Use the next Board Strategic Meeting to work on or finalize the business plan (2009).

#14 – Jerry has been sending a spreadsheet to committees about once a month. There has been some progress on this outreach but effort to get new members involved could be better. Assignment for the staff person for advocacy? Suggestion: welcome packet including possible areas of interest for participation. Assigning to Advocacy Committee to come up with a plan to implement.

**11. Executive Director and Program Administrator Reports**

See Attachments 6 and 7.

**12. Meeting Adjourned 2:26pm**

Attachment 1

FINANCE COMMITTEE CHARTER

<b>1. Committee Name:</b> Finance Committee	<b>2. Version:</b> Draft	<b>3. Date:</b> 7/1/08
<b>4. Mission Statement:</b> The purpose of this committee is to manage the fiduciary responsibilities of TNI. The Treasurer is the committee chair. The committee performs an annual review of TNI's financial records, prepares an annual budget for adoption by the TNI Board, develops fundraising plans, and makes financial information available to the TNI Board and the public. The TNI Executive Director shall be an <i>ex officio</i> member of this committee and actively participate in the committee's efforts. Activities of the committee will be made available to the TNI Board and the public by regular financial reports. Members of the committee are appointed by the TNI Chair, on advice of the Treasurer, based on the members' experience in managing financial matters. Members of this committee must have experience in serving on the TNI Board of Directors.		
<b>5. Program Administrator:</b> Jerry Parr		
<b>6. Committee Members:</b> Sharon Mertens, Chair TBD TBD TBD Jerry Parr		<b>7. Stakeholder Group:</b> Not Applicable Not Applicable Not Applicable Not Applicable Ex Officio
<b>8. Objectives:</b>  <b>Budget Subcommittee</b> <ul style="list-style-type: none"> <li>Develop a strategic financial plan.</li> <li>Develop an annual operational budget.</li> <li>Provide oversight and advise the Executive Director on financial matters.</li> <li>Develop policies and procedures.</li> </ul> <b>Financial Review Subcommittee</b> <ul style="list-style-type: none"> <li>Ensure an annual financial review is performed.</li> <li>Agree on format and content of annual public financial report.</li> <li>Review and approve various financial reports that are required of TNI</li> </ul> <b>Funding Subcommittee</b> <ul style="list-style-type: none"> <li>Identify and solicit sources of revenue.</li> <li>Establish fees for TNI services and products.</li> </ul> <p>Note: Subcommittees will be formed to assist with the three main objectives listed above. Members of the subcommittees shall be approved by the committee chair. Subcommittee members will be chosen for their expertise and do not have to have experience sitting on the TNI Board of Directors.</p>		
<b>9. Success Measures:</b> <ul style="list-style-type: none"> <li>TNI builds a six month cash reserve.</li> <li>TNI has adequate resources to support programs.</li> </ul>		

**10. Key Activities:**

- Review and approve annual reports prepared by subcommittees, the Executive Director and accounting firms:
  - i. Tax return (Form 990)
  - ii. Financial statement
  - iii. Indirect Cost Proposal
  - iv. SF 254
  - v. Review of TNI financial records
- Develop an annual budget and present to the TNI Board for adoption.
- Perform a quarterly review of financial progress and provide a report to the TNI Board.
- Establish policies and procedures to ensure fiscally appropriate practices.
- Produce annual financial reports:
  - i. for the board
  - ii. for the public.

**11. Considerations:** *(assumptions/constraints/obstacles/risks)*

Committee discussions will include business confidential information; this may limit participation by some members who work for government agencies.

The committee will form subcommittees to help on the objectives listed above.

**12. Available Resources:** Costs for independent accounting firms to assist with these activities are included in the budget.

**13. Additional Resources Required:** None anticipated at this time.

**14. Anticipated Meeting Schedule:**

Monthly conference calls at a time and date to be established by the committee chair.

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## Attachment 2 Revised Goal 2.4

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**Goal 2.4: Provide outreach to stakeholder groups to understand their needs and concerns on national accreditation and bring those needs and concerns back to TNI for action.**

Objective 2.4.1: On a continuing basis, the Advocacy Committee will meet with EPA program offices (e.g., Air, Solid Waste, Wastewater), other federal agencies, state agencies, and other data users to understand their needs for reliable environmental data and work to ensure the TNI program meets the needs of all data users.

- ◆ Meet with the EPA Office of Water
- ◆ Set up a schedule to meet with EPA program offices
- ◆ Form a joint taskforce to identify and work together through the issues
- ◆ Improve relationships with EPA program offices.
- ◆ Solicit EPA feedback on the TNI program and standards.
- ◆ Summarize what has been learned and present to appropriate TNI programs
- ◆ Shepherd the issues with the TNI programs

Objective 2.4.2: On a continuing basis, the Advocacy Committee will meet with trade associations representing laboratories to understand their perspectives on laboratory accreditation and work to ensure the TNI program addresses their concerns.

- ◆ Hold focus group meetings with trade associations
- ◆ Share stakeholder feedback with other TNI programs.
- ◆ Shepherd the issues with the TNI programs

**Attachment 3  
TNI BOARD ACTION ITEMS 2008**

Item No.	Minutes of	Assigned to	Action	Status	Date for completion	Priority
1	18-Jan	Sharon	Financial review of 2006	Contractor in process of being hired.	Aug-08	Moderate
2	18-Jan	Sharon	Financial review of 2007	2007 Report and Form 990 complete.	Oct-08	Moderate
3	18-Jan	Sharon	Establish routine financial reporting system	Finance committee has developed draft approach. Jerry is working on six-month report	Jun-08	High
4	18-Jan	Board	Guide for movement and use of standards with confidentiality agreement		Jun-08	High
5	18-Jan	Steve Arms	Document control system	Jerry has developed list of documents. Jan is working on document control spreadsheet.	Jun-08	High
6	18-Jan	Various	Monitor key issues for consistency of approach – Issue Manager a. AAAB – Susan Wyatt b. PT frequency – Judy Morgan c. Standards Implementation – Carol Batterton d. Future Standards – Advocacy Committee	Special session planned for August 13 Issue has been redefined to include other options.		High High High High
7	18-Jan	Dave	Establish 2008 Budget	Complete		
8	18-Jan	Board	Establish process to measure the effectiveness of each program			Moderate
9	18-Jan	Board	Issue TNI Annual Report (sum of program reports)			Moderate
10	18-Jan	Board	Ensure TNI committees have implemented the new policies			Moderate
11	18-Jan	Board	Generate a business plan			Moderate
12	18-Jan	Subcommittee	Evaluate scale of winter meeting	Subcommittee formed: Jerry, Brooke, Joe, Jack, Dave, and Judy.		High
13	18-Jan	Jerry	Develop a plan to introduce NEMC to TNI. Exhibit at NEMC		Jul-08	High

14	18-Jan	Board	Target outreach to new members and new attendees not on committees				Moderate
15	18-Jan	Board	Discuss and resolve how training will be done				Low
16	18-Jan	Board	Board succession				Low
17	18-Jan	Board	Conduct performance evaluation on Executive Director				Low
18	13-Feb	Dave	Follow up with Allan Antley on TNI collaboration for eLRN.	Barbara reported EPA has built a database			Moderate
19	13-Feb	Dave	Follow up with OAR to discuss further actions on Air PT Program	Complete. Air PT committee being formed; Jane Wilson to provide PA support.			
20	13-Feb	Dave	Follow up with Scott Evans on AB for stack testers	Waiting on Scott.			Low
21	13-Feb	Aurora	Develop charter for small laboratory advocate	Complete. SLA announcement has been done. Position has not been filled.	Jun-08		High
22	3/12 and 4/9	Alfredo & Board	Policy committee develop recommendations for review of documents; Board to decide on options for sale of such items.	Recommendation approved; Finance committee will now take lead.	Jun-08		High
23	3/12 and 4/9	Judy	Identify TNI representative for ELAB.	Complete. Jack Farrell will be TNI's representative.			
24	12-Mar	Jerry	Finalize Operational Plan	In progress, but much to be done.			Moderate
25	27-Mar	Alfredo	Develop recommendations for revisions to bylaws, especially concerning the issue of Board representation	Revised bylaws to be considered at July call.	Jul-08		High
26	9-Apr	Board	Consider expanded role of Policy committee.	Done. Board adopted proposal on May 20.			

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**Attachment 4**  
**Executive Director's Report**

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**July 8, 2008**

**Activities completed since June 10:**

- Completed draft quarterly financial report for review by committee
- Provided expanded request for assistance to EPA
- Launched new TNI website
- Completed 2007 Tax Return
- Published newsletter

**Upcoming activities**

- Get website fully operational
  - membership, purchase documents, committee pages
- Finalize operational plan
- Continue work on summer meeting
- Publish remaining Board minutes
- File indirect cost proposal with DOI
- Generate six-month financial report
- Set up meeting on DMRQA program with EPA
- Resolve NEMC Program Chair issue
- Work on assigned action items from Board

**Organization update**

June 10:       657 Active members  
July 8:         670 Active members

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**Attachment 5**  
**Program Administrator's Report**

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**June 10, 2008**

**Consensus Standards Development Program**

- Editing of the TNI Standards for public posting on the TNI website (non-ISO versions) has been completed (yeah!) and has been posted on the TNI site, along with notice of appeals period for Quality Systems and Proficiency Testing modules. Appeals must be filed within 30 days to TNI ED.
- Board reviewed and adopted decision making rules as required by TNI policy.
- Expert Committees have been asked by Jerry to each do an overview presentation on their standards at the DC Forum meetings.
- Conducted first call for the new Air PT committee on July 7 with follow up call scheduled for July 21. Initial call covered background on committee formation and consensus standards development process. CSDB still must make official membership decisions pending several additional applications expected to be submitted.

**NELAP**

- All onsite evaluations for AB renewals will be complete by the end of July. Some lab observations may still need to be scheduled after that time. The first recommendation report will be forwarded to the NELAP Board by next week.
- Dan Hickman and Aaren Alger are reviewing the list of past AAC and NELAP Board decisions to determine which additional decisions need to be posted on the website.
- The NELAP Board will begin a preliminary review of the new standards as soon as final edits and formatting are complete.

**Laboratory Accreditation Committee**

- The LASC will finalize their SOP for standards review and acceptance at their meeting this week and begin the review process.

**National Database Subcommittee**

- Dan Hickman will serve as interim chair of the National Database Committee.

**PT Board**

- Evaluation of A2LA as PTPA is continuing.
- The toxicity subcommittee is moving forward with statistical analysis of data from vendors. The PT Board has requested that the TNI Board set a meeting with EPA to discuss the WET DMRQA program.
- The PT Board will discuss experimental PT's at their next meeting and solicit comments from attendees at the DC meeting on how to proceed in the future.
- Air and Emissions FoPT subcommittee held their first meeting and is scheduled to meet again the week of July 21.

**Technical Assistance Committee**

- The committee is planning the Assessment Forum for the DC meeting.
- Planning is also underway for the Mentor Session at the DC meeting.

**Advocacy**

- Working on white paper on benefits of accreditation.
- Revised goals and objectives

**Website**

- New website operational.
- Started developing SOP for website operation.

**Policy**

- ♦ Initiated review of PT Board SOPS. Significant issues to be resolved.