

Summary of the TNI Board Meeting December 13, 2006

1. Roll call.

The NELAC Institute (TNI) Board meeting was called to order on December 13, 2006 at 12:00 p.m. CST. The following were in attendance: Aurora Shields, Judy Duncan, Brooke Connor, David Speis, Tom McAninch, Steve Arms, Alfredo Sotomayor, Ken Jackson, Kevin Coats, Sharon Mertens, Wayne Davis, Jerry Parr, Jane Wilson and Carol Batterton.

2. Minutes.

Minutes from the last board meeting had been circulated and were approved.

3. Vision Statement.

Jerry Parr indicated that comments received at the Chesapeake meeting indicated that the TNI mission statement needs to be re-visited. Some suggested a re-wording to address those who may be opposed to accreditation by the NELAC standard.

Dave Speis made a motion seconded by Sharon Mertens that the vision statement be revised to read "all entities generating environmental data in the United States will be accredited to consensus national standards". The motion was approved.

Brooke Connor asked to go on record as saying that the development of standards is important whether or not labs get accredited. Standards are important in and of themselves.

4. 2007 Budget

Jerry Parr and Sharon Mertens are working on the 2007 TNI budget and presented the following information. The budget will be presented in pie chart format like the presentation in Chesapeake with the following changes: NELAP income and expense have been removed since these funds will continue to be handled through NFSTC. The same approach has been used for the NSF funding.

It will be a break even budget with two new assumptions. First, \$10,000 has been added for administrative support, and an increase in membership revenue of \$5,000 is shown. This increased revenue equates to two new organizational memberships.

The budget is not quite ready to be presented for approval and Jerry asked how the board wanted to handle this process. The board directed Jerry and Sharon to work with the board officers to prepare the detailed budget, and then send out to the entire board for approval by the end of the year.

5. Budget for Denver Meeting

Jerry indicated that ERA will not be providing their usual \$8000 sponsorship of the Laboratory Forum meeting in Denver because they are sponsoring a dinner for all attendees. Therefore, it will be important to get everyone to register to generate the registration income. The ERA dinner will be on Wednesday night.

Travel funding will be provided by the various organizations as follows: NSF will provide funding to assist state officials working on standards development committees, NFSTC will provide funding to support NELAP activities, and TNI will support others as needed.

6. Articles of Incorporation

Jerry reported that the INELA Articles of Incorporation have officially been amended and that the organization is now legally The NELAC Institute. He reported that we will consider having two bank accounts in the short term, so that we can cash checks under either name.

7. Migration of Website

Lara Autry has made a CD of the NELAC website for John Applewhite to incorporate into the TNI website. The soil PT tables did not get completed in time to post on the NELAC website, so the NELAC Board will consider the issue and recommend a solution at their Board meeting tomorrow. The NELAC Board will likely request that the soil PT tables be published on the TNI website.

8. ANSI Appeal

Jerry reported that he and Dave Speis had a very productive conversation with Scott Evans regarding his appeal of INELA's ANSI accreditation. Jerry presented what he believes is a very simple solution to Scott's concerns. ANSI has a rule that CSDO's cannot compete on standards development. Since ASTM has developed a standard for stack testers, then TNI cannot under the ANSI rule.

Ken Jackson will work with the standards coordination committee to incorporate language into the Policy on Standard's Development which mirrors ANSI's rule but is modified to be specific to TNI. Dave Speis will notify Scott Evans.

Jerry also mentioned that the ANSI accreditation fee of \$4,650 is due and will be paid from cooperative agreement funds.

9. Balance on PT Board

Steve Arms brought to the Board's attention that the TNI PT board had too many members and had too many accreditation body members. The Board suggested that Carl Kircher, Chair, of the PT Board, should ask if someone would like to get off the committee and if not; solicit another person to represent a lab or "other" entity.

Solicitation of committee members should also be added to the announcements at the Monday morning plenary session in Denver.

10. Program Administrator Updates

Jane Wilson, PA for Standards Development, reported that the expert committees were focused on posting documents before the Denver meeting. Field Activities, Accreditation Bodies, and On-site Assessment will be posting a Draft Interim Standard along with a response to comments document. Proficiency Testing and Quality Systems will be posting a Working Draft Standard.

Jerry Parr reported that the Advocacy Committee had met once. Lara Autry will be handling the Speakers' Bureau. The website committee has been meeting bi-weekly. As of this Friday, there will be only one website, the TNI website.

Jerry reported for Susan Johns that the Technical Assistance Committee had met. An Assessor's Forum is planned for Denver along with mentoring sessions for labs and accrediting authorities.

Carol Batterton reported that the NELAP Board has met and has completed a draft charter and is working on identifying tasks that need to be transitioned from the EPA NELAP to the TNI NELAP Board. The Laboratory Accreditation committee will meet on Thursday. The PT Board has not met yet.

11. Executive Director's Report

Jerry Parr reviewed the items on the Executive Director's report (see attached).

12. Next Meeting

Jerry will survey the group to determine the best time for the Board's regular meeting. He will also set up a meeting in Denver.

Executive Director's Report

November 21-December 12, 2006

Activities completed:

- Set up on-line registration system for Denver meeting
- Revised budget for Denver meeting (Board Discussion topic)
- Completed and mailed brochure for Denver meeting
- One additional training workshop in Texas
- Presented TNI at the Midwest Environmental Laboratory Summit in Chicago
- Received amended Articles of Incorporation from state of Texas
- Continued work for migration of website
- Negotiation of ANSI appeal
- Prepare draft of 2007 budget

Upcoming activities (12/12-12/30):

- Revised Program descriptions and post on website
- Send membership announcement to INELA and NELAC members
- Complete migration of TNI website into ClubExpress; shut down the INELA site (12/14)
- Complete formation of all TNI committees
- Contact ANSI about name change
- Develop (with Sharon Mertens) a proposed 2007 budget
- Prepare special report for modification of EPA cooperative agreements (Carol Batterton)
- Amend TCEQ grant
- Banking & Merchant Accounts: how to handle the transition

Upcoming activities (12/30-1/28):

- Finalize all details for Denver meeting
- Submit paperwork to IRS on name change
- Modify contracts for all contractors and vendors
- Notify Department of Interior of name change
- Complete other tasks on Asset Migration table

Respectfully submitted,

Jerry Parr