

## **Summary of TNI Board Meeting August 8, 2007**

### 1. Roll Call

Alfredo Sotomayor  
Barbara Finazzo  
Brooke Connor  
Dave Mendenhall  
Dave Speis  
George Detsis  
Jack Farrell  
Judy Morgan  
Tom McAninch

Carol Batterton  
Jerry Parr

### 2. Call to order

Judy Duncan called the meeting to order at 12 Noon. Minutes from the July 11, 2007 meeting were reviewed and approved.

Judy Duncan reported she had no news to report from the NELAC Board. Jerry Parr reviewed the Executive Director's Report and the Program Administrator's reports that had been circulated previously. Judy requested that minutes from the previous Board meeting be posted on the website.

Jerry Parr reported that there were currently 375 registrations for the Cambridge meeting. There will also be a dinner on Tuesday night at the aquarium sponsored by Fluid Sampling Systems. A Budget Committee meeting has also been scheduled for Wednesday at 10:30 AM.

### 3. Board Policies

Alfredo Sotomayor presented three policies prepared by the Policy Committee for the Board's consideration. After discussion and clarification, the Board approved the following policies:

- Conflict of Interest
- Ethical Conduct
- Policy on Policies

After further discussion, the Board indicated that they would like to review all committee charters for consistency with organizational mission and the current

strategic plan. Jerry asked Carol Batterton to assemble all charters for the Board's review.

Jerry will send an email to those Directors not present requesting an email confirmation of the Board vote.

#### 4. Sale of TNI Standards

Jerry Parr presented a table previously circulated by email outlining a pricing schedule for TNI standards. There was consensus with the overall approach that was proposed but members decided to delay a vote until the details could be reviewed more closely. At Cambridge Judy will announce that purchase of the standards with the ISO language included will soon be available on the website.

#### 5. Update on NELAP

The Board requested that Carol Batterton provide a summary of the Evaluation Coordinator position that the NELAP board was considering to assist in performing the next round of accreditation body recognitions. Following discussion, it was the consensus of the Board that the position was scoped in a way that made it too expensive. The Board asked Carol to explain their concerns to the NELAP Board at their next conference call. Judy will be available to answer questions.

# **Executive Director's Report**

**August 8, 2007**

## **Activities completed since July 10:**

- Received application from A2LA to be a PT Provider Accreditor; draft contract circulated internally
- Continued work on summer meeting
- Final draft strategic plan prepared
- Received name change approval from the IRS
- Developed proposal for sale of TNI standards

## **Upcoming activities**

- Complete remaining tasks on Asset Migration table
- Hold summer meeting
- Draft Memorandum of Understanding with Office of Water
- Finalize operational plan
- Revise Board governance document
- Develop consultant referral program
- Publish Board minutes
- Participate in Focus Group meeting (8/9)
- Begin work on 2008 meeting

## **Organization update**

July 10: 578 Active members

Today: 606 Active members

## Status of Asset Migration

Asset	Recommended Approach	Date
<b>1. Foundational Organizational Documents</b>		
a) Texas Articles of Incorporation	Change name	Done
b) IRS recognition as a non-profit	Send letter to IRS	Done
c) State of Texas recognition as a non-profit	Send letter to Texas	Done
<b>2. Contracts and Grants</b>		
a) EPA Cooperative Agreement for standards development	Prepare special report	Done
b) EPA Cooperative Agreement for NEMC	Prepare special report	Done
c) Texas grant for training workshops	Send letter	Done
d) Personnel contracts	Modify contracts	Done
e) Agreements with subcontractors	Modify contracts	Done
f) Hotel contracts	Modify contracts	Done
<b>3. Banking</b>		
a) Bank account number	Establish new bank account	Done
b) Checks	Change name when appropriate	Done
c) Merchant account (Visa, etc.)	Change to TNI account	Done
d) ACH (Automated Clearing House: a system the federal government uses for direct deposits)	Change to TNI account	
e) Direct deposits from state governments	Change to TNI account	
<b>4. Other Government Issues</b>		
a) CCR (Central Contractor Registration)	Change to TNI account	
b) State contractor registrations	Change to TNI account	
c) Dun and Bradstreet number	Change to TNI account	
d) Indirect cost rate with the Department of Interior	Jerry notify Elena Chan	
<b>5. Other</b>		
a) ANSI accreditation	Provide information to ANSI	Done
b) Insurance	Need help from NFSTC or others	In progress
c) Vendor agreements	Jerry to make modifications	Done
d) FedEx account number	No change needed	Done
e) Recognition of A2LA as a PTOB	Sign contract with A2LA	Almost done