

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
OCTOBER 14, 2010**

The Executive Committee held a meeting on Thursday October 14, 2010, at 1:00 pm ET. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Bob Wyeth, Chairman, At Large Member	present
John Gumper, On-Site Assessment	absent
Silky Labie, Quality Systems	present
Ken Jackson, At Large Member	present
JoAnn Boyd, At Large Member	absent
Joe Aiello, Accreditation Body	absent
Maria Friedman, Stationary Source Audit Sample	present
Marlene Moore, Field Activities	absent
Kirstin McCracken, Proficiency Testing	absent
Jane Wilson, TNI Staff	present

NOTE – Sufficient attendance to establish a quorum to conduct business was not present.

There was a brief update on the discussion item from the October 13, 2010 Board of Directors meeting regarding PT requirements in the new TNI standard. Potential resolutions are still being considered.

Agenda Item 2 – Review and approval of September meeting minutes

August meeting minutes were approved by email. Due to failure to achieve quorum for another meeting, Bob will poll the group as to whether a different meeting time is needed. Silky also noted that Chairs are supposed to arrange for a proxy to attend the CSD EC meeting. Bob will also note that in the email to the committee members. Jane will also send out the teleconference announcement earlier so that members get the arrangements earlier. Bob will also seek to reschedule the call for October due to business needing attention.

Agenda Item 3 - Environmental Measurement Methods Expert Committee

Ken Jackson will be managing the creation of a new Expert Committee for Environmental Measurement Methods. His ability to maintain his current role as an At-Large member of the CSD Executive Committee will be assessed. Jane will provide Ken with information about the formation of new Expert Committees.

Agenda Item 4 - Quality Management Plan- CSDP QA Officer

Not discussed due to lack of quorum.

Agenda Item 5 – Expert Committee Reports

Not discussed due to lack of quorum.

- Proficiency Testing
- Quality Systems
- On-Site Assessment
- Stationary Source Audit Sample
- Field Activities
- Accreditation Body

2010 Meeting Schedule

1:00 pm ET to 2:30 pm ET

January 14	July 8
January 28 – Chicago forum	August 12
February 11	Washington DC forum
March 19	September 9
April 8	October 14
May 13	November 11
June 10	December 9

LIST OF ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
1	3/12/09	Determine sector and volume information for SSAS standards	Jane	Volume info complete – need TNI Board decision on sector
2	9/9/10	Email to EC members for approval of August minutes	Bob	10/14/10
3	9/9/10	Ensure new versions of SOPs 2-100 and 2-101 are posted	Jane	10/14/10
4	9/9/10	Communicate to Expert Committee chairs regarding several issues covered in Sept 9 meeting	Bob	10/14/10

Consensus Standard Development Executive Committee
Conference Call
October 14, 2010; 1:00 PM EDT
1-212-936-4700; code 822174#
AGENDA

1. Roll Call
2. Review and approval of September minutes
3. Environmental Monitoring Methods Expert Committee-Ken Jackson
4. Quality Management Plan- CSDP QA Officer
5. Expert Committee Reports
 - a. Proficiency Testing
 - b. On-Site Assessment
 - c. Quality Systems
 - d. Accreditation Body
 - e. Field Activities
 - f. Stationary Source Audit Sample
6. Old Business
7. New Business