

TNI FAC MEETING MINUTES COVER SHEET

Team Name: The NELAC Institute Field Activities Committee

Meeting Date: 1/11/07

Mo/Day/Yr

Member Name	Member Status	Status (see Key)
Martin Tait (Chair)*	Full	P
Jim Eychaner*	Full	P
Ed Hartman	Full	P
Glenn MacGraw*	Full	A
David Speis*	Full	P
Andrew Tintle*	Full	P
Jan Wilson*	Full	P
Dane Wren*	Full	P
Pat Conlon*	Full	L
Jo Ann Boyd*	Full	P
Eddie Clemons*	Full	L
Elaine Sorbet*	Full	P
Michael Miller	Full	A
Jane Wilson*	Program Admin	P
Trevor Brenner	Associate	A
James Broderick	Associate	A
Jennifer Powell-Campbell	Associate	A
Robert Darley	Associate	P
Jim Davies	Associate	A
Jerry Diamond	Associate	A
Scott Evans	Associate	A
RaeAnn Haynes	Associate	A
Kris Heinbaugh	Associate	A
Erwin Holman	Associate	A
Sergio Huerta	Associate	A
Delia Ivanoff	Associate	A
Carl Kircher	Associate	A
Marlene Moore	Associate	A
Fred Ordway	Associate	A
Donna Ringel	Associate	A
Ann Rosecrance	Associate	A
Daniel Schultz	Associate	A
Cary Secret	Associate	A
Brian Shade	Associate	A
Max Stephens	Associate	A
Don Stock	Associate	A
Linda Tibensky	Associate	A
Mark Tracy	Associate	A
Leslie Wentland	Associate	A
Franceska Wilde	Associate	A
Brynn Iwanowski	Associate	A
Myra Zabec	Associate	A
Tim Fitzpatrick	Associate	New for Feb mtg

Key: P=Present; A=Absent; L=Late; EO=Early Out * Will be Attending Conf.

Teleconference Time: 1:00 PM EDT

Date: 1/11/07

In this meeting, the committee worked on:

Meeting Minutes and Action Items

Created on 2/7/2007 11:14 a2/p2

- 1) Reviewed and approved the minutes for the 12/14/06 meeting.
- 2) Reviewed and updated Action Items with actual completion dates (See Below)
- 3) Dave Speis provided INELA Board updates
 - a. 204 people have registered to date for the conference
 - b. Preparing slate of nominees for the Board
 - c. Working ANSI Appeal
- 4) Conducted head count of personnel planning on attending the conference (See List above).
- 5) Discussed meeting format – round table with podium and additional chair set up in the back of the room.
- 6) Discussed draft agenda – see action items.
- 7) Assigned Time Keeper duties at Conference to Jan Wilson.
- 8) Assigned Scribe duties at Conference to Jo Ann Boyd and Jane Wilson

Meeting ended 2:35 PM

Next Meeting Date: 2/8/07

Time: 1:00 PM EDT

Minute Taker Name : Dane C. Wren **Date:** 1/11/07
Mo/Day/Yr

ACTION ITEMS 1/11/07

WHAT NEEDS TO BE DONE?	WHO WILL DO IT?	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Prepare discussion questions for FSMO Assessment and Granting of Accreditation. Item #1	Dave Speis	1/24/07	1/23/07
Prepare discussion questions for Pilot Testing of audit. Item #2	Jim Eychaner	1/24/07	1/23/07
Prepare discussion questions for Proficiency Testing. Item #3	Andy Tintle	1/24/07	1/25/07
Prepare discussion questions for Matrix Specific Requirements. Item #4	Ed Hartman and Martin Tait	1/24/07	1/19/07
Prepare discussion questions for Developing Standard Synopses	Jim Eychaner	1/24/07	1/11/07
Revise agenda and outline for Denver discussions	Martin Tait	1/24/07	1/25/07

Inform Board of the value of preparing synopses of the Standards	Dave Speis	Prior to next Board Meeting	1/28/07
Update Action Items List from previous meeting	Jim Eychaner	1/11/07	1/11/07
Organize a committee dinner in Denver (Tuesday?)	Glen MacGraw (D Wren sub)	1/24/07	1/26/07

Updated Action Items from previous Meeting:

ACTION ITEMS 12/14/06

WHAT NEEDS TO BE DONE?	WHO WILL DO IT?	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Updates to minutes from the 11/22/2006 teleconference and post to web site.	Martin Tait and Andy Tittle	12/21/2006	12/14/06
Full members to submit TNI committee membership applications to Martin ASAP	Pat Conlon, Michael Miller, Eddie Clemons	12/21/2006	1/2/07
Update the committee charter to reflect TNI structures.	Glenn McGraw	12/29/2006	12/28/06
Request travel assistance funds to attend the Denver meeting (contact Jane Wilson)	All full members who are not Federal employees	1/26/2007	1/11/07
Draft a synopsis of volumes 1 and 2 for discussion in Denver and possible free distribution.	Jim Eychaner	1/11/2007	12/18/06
Draft an agenda and outline for Denver discussions	Dave Speis and Martin Tait	1/11/2007	12/19/07
Organize a committee dinner in Denver (Tuesday?)	Glen MacGraw	1/26/2007	Glen was not available