

Meeting Date: 11/09/06
(Mo/Day/Yr)

MEETING MINUTES COVER SHEET

Team Name: TNI Field Activities Committee

Meeting Date: 11/09/2006
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	P
David Speis	Full	A
Andrew Tittle	Full	A
Jan Wilson	Full	P
Dane Wren	Full	P
Pat Conlon	Full	P
Jo Ann Boyd	Full	P/EO
Eddie Clemons	Full	P
Michael Miller	Full	P
Jane Wilson	Program Admin	P
Trevor Brenner	Associate	A
James Broderick	Associate	A
Jennifer Powell-Campbell	Associate	A
Robert Darley	Associate	A
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 Secrest	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
Myra Zabec	Associate	A

Key: P=Present; A=Absent; L=Late; EO=Early Out

INELA Field Activities Committee
Action Items

Meeting Date: 11/09/06
(Mo/Day/Yr)

Teleconference 1:00 PM EDT, November 9, 2006

In this meeting, the committee worked on:

1. Reviewed and approved the minutes for October 26, 2006, teleconference meeting.
2. Welcomed 4 new members to the FAC Committee. They are Eddie Clemons, Mike Miller Jo Ann Boyd and Jane Wilson. Jane will be the Program Administrator for the committee.
3. As of November 6th INELA and NELAC have rejoined and will become The NELAC Institute (TNI). Everyone was invited to continue on the FAC committee and will need to resubmit an application soon and a new rotation schedule set.
4. All full and members present indicated their continued participation as Full members of The NELAC Institute Field Activities Committee as follows:
 - Martin Tait (Chair) Yes
 - Jim Eychaner Yes
 - Ed Hartman Yes
 - Glenn MacGraw Yes
 - David Speis Absent but Dave Speis affirmed on 11/10/06 as Yes
 - Andrew Tintle Absent
 - Jan Wilson Yes
 - Dane Wren Yes
 - Pat Conlon Yes
 - Jo Ann Boyd Yes
 - Eddie Clemons Yes
 - Michael Miller Yes
 - Jane Wilson Yes as non voting program administrator
5. TNI has changed the definition of balance on the committees and they need to contain representation from the following: AA's, Accredited Labs, All Others.
6. The committee addressed the two comments #21 and 29 for Volume 1. Comment 21 was voted persuasive with changes. Comment 29 was voted non-persuasive. There are no changes. It was felt comment 29 issues were addressed in other areas of the volume.
7. Discussion on Quality Systems with Jim Eychaner and Pat Conlon's changes. The changes were deemed persuasive and passed. The changes will be incorporated and Martin will finalize necessary documents for Volume 1.
8. The committee then started addressing the comments for Volume 2. We were not able to address all of them at this meeting and will try to finish them at the Nov. 22nd meeting.

Meeting ended 3:30 PM

Next Meeting Date/Time: November 22, 2006 1:00 pm EST Teleconference

Minute Taker Name : Jan Wilson **Date:** 11/13/2006
Mo/Day/Yr

ACTION ITEMS

INELA Field Activities Committee
Action Items

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WHAT NEEDS TO BE DONE?	WHO WILL DO IT?	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Finalize necessary documents for Volume 1	Martin Tait	11/22/06	11/10/06
Review Volume 2 for consistency with the "shall", "may" and "must" language	Ed Hartman	11/15/06	11/15/06
Check the Introduction and Scope to be sure they do not contain requirements	Ed Hartman and Jane Wilson	11/22/06	11/15/06
Review definitions in Volume 2 for consistency	Jim Eychanyer, Jan Wilson	Dec FAC Meeting	11/29/06
Make changes and send out ISO Document. Parse out assignments	Martin Tait	11/15/06	11/14/06

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