The NELAC Institute Website Committee
Denver, CO
February 1, 2007

SUMMARY

The committee met at 8:30AM MST on Thursday, February 1, 2007 at Westin Tabor Center, Denver, CO. Chairperson Art Clark, led the meeting. Members attending included: Brooke Connor, John Applewhite, Dan Hickman, Keith Ward, Rip Starr, Maria Friedman, and Jerry Parr.

The committee was introduced to the floor. Committee members not present were Bob DiRienzo, Pam Varner, and Irene Ronning.

Charter
The Website Committee charter was completed through teleconferences.

Website Demonstration: Jerry Parr
The active NELAC website is gone as of 1/23/07. It currently displays a single page with a TNI link. There is now a link to the archived NELAC website at the top of TNI's website Home page as well as on the Links page.

The following items are active on TNI's website:
Home page, including:
- The Board of Directors web page is active, but still needs to include minutes from TNI Board meetings.
- Bylaws, PPT Report, and Membership web pages are active, but there is some awkwardness regarding organizational memberships. For example, a member must join as an individual first and then add others.
- John Applewhite will turn the committee application document into a form. It was noted that the Committee list on the application is confusing, and therefore all committees and subcommittees should be clearly identified and the full committee/board names should be listed. ELAB is not on the committee list because it is a FACA and not part of TNI. It was suggested that there should be a Link to the ELAB website on

the committee application page, however ELAB advises EPA not TNI, and the ELAB application must go through the federal register process. It was also noted that committees must approve the application for a new committee member.

- It was suggested that "Check appropriate box" be added to the table on the committee page and that a link be added to each committee page for an explanation of committee responsibilities.
- The lower left half of the Home page is a running tally of recent TNI headlines with links to documents or to the News.
- It was suggested that there be a change of color for the links type as the blue on blue is difficult to see.

Membership Benefits
This is the same page as the link from the Home page.

Accreditation Help Center
Found here is a Quality Manual Template with explanations and sample pages. Expect more information on this page in the future.

Member Signup
This is the same page as the link on the Home Page.

TNI Committees
Each committee name has a link to a page with committee members, minutes, and activities. The National Database Committee page needs a link to a QA document that was published (on News at the moment). All information that Committee Chairs want posted goes to John Applewhite.

Events Calendar
- On the Home page, this title should be changed to read Committee and Board Events Calendar. (Post-meeting comment by John Applewhite: The title cannot be changed because this is a module defined by Club Express.)
- All teleconferences should be posted on the calendar accompanied by participation information, routine meeting times, and a link to the Committee page.

- There should also be a link from the TNI Committee page to the Event Calendar page. More than one committee can be posted at the same time on the Event Calendar.

TNI Conference

This page is up and running. It was noted that the capability to list multiple conferences needs to be addressed.

Standards

This page contains working drafts of the Standards. The 2003 NELAC Standards still needs to be added to this page. Aurora Shields recommended publishing the Cleaned-up 2003 NELAC Standard *and* the Handbook that goes with it (listed on the NELAC website under Policies). A Microsoft Word version is also available.

PT Tables

This page needs a NELAP disclaimer at the top.

NELAP Accredited Labs

This page has the appropriate disclaimer at the top of it. Aurora Shields requested a more comprehensive list that includes addresses and email addresses, before the database is complete. Most labs stated that they did not want email addresses listed when it was discussed in the National Database Committee. It was noted that the information could be available but not published.

Links

There are plans to expand this page a great deal.

- Currently there are only 3 links: NELAC, NEMC, and Microbiology Forum. The NELAC link goes to a complete copy of the NELAC website as of 11/07. No changes have been made or will be made to the NELAC website page. It was noted that there needs to be a statement to this effect added to the NELAC website page. David Epstein suggested that the above statement be put on each page or to change the banner so it will show up on each page.
- George Detsis from US DOE suggested adding other inter-governmental links, e.g., Department of Energy Requirements Standards, www.oro.doe.gov/doecap, where general information will be available.

- It was also suggested that NELAP Recognized Accrediting Authorities should have a link, but many of the email addresses are incorrect.
- Brooke Connors suggested that Program Administrators should be listed in one place, perhaps as a link from this page.
- Marlene Moore requested a link to available assessor classes.
- It was noted that all Links will be non-commercial at this time. This may change at a later time.
- It was mentioned that the NEMC Link for the upcoming Boston event offers an excellent example of a form that could be used for the Committee Application. This example can be found on NEMC's website at the marker for a Call for Papers.

Member Log In
- This provides for a membership directory.
- The member visibility default that is set at the time of joining is "do not list," however a member can paste a bio and photo in the appropriate places.
- The directory offers the ability to search on various cross references, e.g., state.
- The Member Forum is not being used very much at this time and will not take document postings. Lack of awareness and other avenues of communication were the two primary reasons suggested for its lack of use.
- It was noted that there should be a forum for each committee and website suggestions.
- At the Profile section of this page individual members can edit information about themselves.
- The Control Panel is basically for John and Jerry who, as administrators, can pull membership reports, etcetera, in 4 different formats. This type of information can be requested by committees. Other website appearances, within certain parameters such as color templates, can be changed at the Control Panel.

TNI now owns the NEMC domain name.

Review of the checklist for Website Completion:
Public Side
   Publications and presentations:
   ▪ Where do the Denver presentations go? John Applewhite will put them on the general publications page listed under the Denver conference.
   ▪ Several members of the audience and committee noted that training materials should not be posted because it would not be fair to have just anyone get materials for free from the website when others paid to attend the workshop. It was suggested that a note should be posted stating the necessity to contact Jerry Parr to request training materials. This would allow TNI to track and control how this information is used. George Detsis suggested posting training material on the member's only pages, however it was also noted that TNI could not post vendor's training materials because TNI does not own the material. Another suggestion was that TNI design and offer online training.

   Standards: All references to Accrediting Authorities should be changed to Accreditation Bodies.

   PT Providers: leave as is

   INELA archive: John Applewhite will post them.

   Links: Other State Programs

Member Side
   Member Services will soon offer ISO Standards for purchase. A member may purchase as many copies as they want.

   The Newsletter was slated to be offered only on the member side, however after some discussion it was decided that in an effort to increase public interest the newsletter will be posted on the public side and an email will go out to all current members announcing that the newsletter is now available. This will be similar to the automated notice via email that is sent out prior to membership expiration.

Fixed Demonstration of WebEx (WebOffice)

$5/user/month

Michael Carlson and Josh Dolby from WebEx presented a real time demonstration which included the following information:

- Software intranet with members and administrators with the ability to design the view.
- Log in from anywhere.
- General navigation and default areas are designed by administrators, and include individual user access permission and document storage with various levels of permission ranging from no access to read to manage.
- Web folders have drag and drop capabilities to document section.
- This will work with a variety of operating systems.
- Discussion Forum tool allows for permissions as well.
- Database tool is a customizable relational table tool with 6 levels of permission; contacts; tasks; the polling tool can be applied to specific users (this does not allow for comments, but a database can be built to do this.)
- Management of members can include importing the data from spreadsheets.
- Guest access allows a certain portion of the site to be available to the general public as determined by the site administrator.
- All information is recorded and stored off site for data loss protection. Storage limit on documents is scaled (based on 200 users=5 GB storage). There is no band width limit; consequently there is no limit to the number of people who can upload at one time.
- The access rate is consistent with cable internet.
- An online demonstration can be done through the Meeting tool for members or non-members, which is especially useful for document collaboration in real time. This is an additional subscription service. The 30 day trial period for the meeting tool, which is accessed through WebOffice, allows for only 5 users and a user is defined as an individual with no regards to hardware. The meeting service could run $250-$375 per month. It is a named host meeting tool.

Rachel Garrett from Minnesota uses WebOffice and recommends it as reliable.

The website committee will investigate the usefulness of this product by editing a document during the free trial period. Scott Hoatson and Rachel Garrett would like to participate in the practice sessions.

The main objective for this is to be able to edit documents in real time.

Scott Hoatson suggested investigating a product called Spider Phone.

Surveys will be used to vote for the BOD. Caspio is to be used for Standards voting.

Future Changes
- Migration of the NELAC website to TNI website–A draft of destinations for NELAC website content will be created and the committee will review each item to determine exactly where each document will be posted in TNI website This should be completed by the Boston meeting. Some items will need to be listed in multiple places and Scott Hoatson (of TestAmerica) requested that an updated map accompany the Accrediting Authority documents. Dan Hickman advised that Interpretation/Decision/ Clarifications documents need to be reviewed and cleaned up before moving them.
- Electronic Newsletters–Aurora Shields stated that the Advocacy Committee will collect information from various committees and turn it over to Jerry Parr for any formatting and distribution of a quarterly newsletter. The website committee's responsibility regarding a newsletter will be restricted to formatting and distribution. Jerry suggests that no emails be sent broadly or unsolicited so as not to be perceived as spam. The NEMC webpage needs a button to sign up to receive newsletter or information via email. A similar button should be used for TNI newsletter.

The following notes cover a variety items and suggestions:

- Aurora Shields suggested a review of the non-member database for a membership drive.
- Each version of Word documents should be checked prior to posting on the website to verify that the document changes are not posted with it.
- John Applewhite will change INELA to TNI in the automated renewal emails and will clean up the letters based on input from the committee members. This will be done on the WebEx practice session in the next 2 weeks.
- Website hits are tracked and reported under reports: website.
- Scott Hoatson requested that the agenda also be able to be dumped into Outlook during forum registration.
- Dan Hickman suggested a value added for organizational members by offering job listings. Jerry will take it to TNI Board of Directors.

Committee Membership

Chairperson Art Clark invited anyone on the floor to speak to either him or Jerry Parr regarding Website Committee membership.

Adjournment

Chairperson Art Clark adjourned the meeting at 11:56AM MST on Thursday, February 1, 2007.