

**NEFAP Executive Committee
Meeting Summary
November 18, 2016**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on November 18, 2016 by teleconference at 11:40 am Eastern. Attendance is included in Attachment A - there were 8 committee members present. Associates present: Mike Miller, William Batschelet, and Marlene Moore.

The minutes from the October meeting were reviewed. A motion was made by Paul to approve the October 14, 2016 minutes as written and with Attachment D. The motion was seconded by Tracy and was unanimously approved.

Nilda noted she was classified as an FSMO on the Charter and Other in the minutes. This will be discussed when the Charter is reviewed.

2. Strategic Planning Subcommittee Report

Kim noted that the subcommittee has not met for quite some time. She asked Marlene if she would be willing to take on the subcommittee chair role again. Marlene is willing to do this and Ilona will meet with Marlene via phone and bring her up to speed.

Kim sent Justin an email about his involvement on the website changes and this will be further discussed next month.

Ilona let everyone know that the first video is ready for review. She will check with William for the best way to post it for everyone to review before these videos go live. Only one video was useable and Justin and Kim were asked to redo their videos and send them to Ilona. Other FSMOs like Kevin Holbrooks should also be asked to do a video.

3. Charter

Ilona described TNI's new process for Charters and the Winter meeting presentations. The Charter process will be simplified and most of the information will not need constant updating anymore. Part of what is now on our Charter will be included in the Winter meeting update presentation done on the first day. Things like goals and resources needed will be included in this presentation. The presentations will be reviewed and approved by the BoD.

Kim displayed the previous charter on WEbex and reviewed the information.

The committee reviewed the Mission. Kim noted that there was previous discussion about changing the title of the Program and eliminating the emphasis on Environmental so that things like food and cannabis could be added.

Mike noted he was at a meeting and asked about cannabis analysis and accreditation. He was told that labs are pursuing ISO 17025 accreditation to do cannabis analysis.

Marlene commented that there is another standard called Inspection – ISO 17020. Some confusion exists as to whether people are inspecting the cannabis in the fields or whether people are doing sampling. The food programs use various standards and there are interesting handling problems with food. She does not think food or cannabis should be specifically noted. Tracy agrees that it should be more generalized.

Paul doesn't think we need to replace the word "environmental". We offer accreditation for multiple matrices. Changing our name would cause confusion. We need to emphasize the ability to work with multiple matrices.

Tracy suggested changing "environmental community" to "sampling organizations". This keeps it more open to more matrices.

Marlene thinks the word "environmental" needs to stay – it is consistent with the name of the committee and program. You would have to change the program name if you leave it out. The committee will leave it as is.

Ilona does not think 9 and 10 should be left under this category. These are specific activities. #4 sets the stage for 9 and 10, so 9 and 10 can be moved out of this category.

Kim has asked that everyone send her comments and thoughts on the remainder of the Charter that will be part of the Houston presentation.

4. Committee Membership

Kim reviewed membership. She and Troy are up for consideration this year and she cannot serve an additional term.

A Nominating Committee needs to be put together. Tracy will chair the Nominating Committee this year.

A motion was made by Nilda to have Tracy chair the Nominating Committee for the 2017 election. Paul seconded the motion and the vote will be completed by email.

(Addition: The vote was completed by email:

Rich - 11/7/16 For

Kim - 11/7/16 For

Calista - 11/7/16 For

Troy - 11/7/16 For
Zaneta - 11/6/16 For
Janis - 11/7/16 For
Cheryl - 11/7/14 For
Carl - 11/7/14 For
Paul - 11/8/16 For
Justin - 12/7/16 For
Nilda - 12/7/16 - For
Michelle - 12/7/16 - For
Seb - 12/12/16 – For

The motion passed and Tracy will serve as Chair of the Nominating Committee for the 2017 election.)

5. Mobile Lab Subcommittee

Ilona provided an update from the TNI Board. They are requesting more specific information about the recommended Task Force – Scope, membership, etc.

Marlene does not understand why this is limited to mobile labs. When this was first discussed it also included concerns about overlap between NELAP and NEFAP. People are getting accredited to NELAP that are doing field activities. NELAP is accrediting field work. Marlene will work with the subcommittee to help develop the information for the TNI Board of Directors. Paul will set-up a subcommittee call to work on this.

6. SOPs

Kim will send an email out to make some assignments to review specific SOPs. These assignments will come back for committee review. There will be more discussion on SOPs in the coming meetings.

7. Action Items

Action items can be viewed in Attachment B.

8. New Business

- Ilona noted that the committee will be receiving a DRAFT internal audit checklist in the next couple of weeks that needs to be reviewed for accuracy and content. The internal audits are part of the TNI's new Quality Plan that will be rolled out in Houston.

- Kim encouraged people to consider submitting abstracts for a field session being planned for NEMC.

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be December 9, 2016 by teleconference.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 12:48 pm Eastern. (Motion: Paul Second: Michelle Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental, Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Zaneta Popovska (AB) Present	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@l-a-b.com
Doug Berg (AB) Present - Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron (2016*) Present	LELAP	AB	225-219-3185	Paul.bergeron@la.gov
Justin Brown (2018) Vice-Chair Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Troy Burrows (2017*) Absent		AB	(281) 984-7021	tburrows@yahoo.com
Nilda Cox (2016*) Present	Eurofins Eaton Analytical Inc	FSMO/Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2016) Absent	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Seb Gillette (2018) Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Carl Kircher (2016*) Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Cheryl Morton (2018) Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Michelle Bradac (AB) Present	A2LA	AB	301-644-3227	mbradac@A2LA.org
Janis Villarreal (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.villarreal@handpimg.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	John	10/15/13	4/10/15: Kim will follow-up on this. 12/11/15: Sent last week.
158	Review new FSMO Tool documents for issues with “should”, “shall”, confirm that additional requirements are not being imposed and look for possible AB conflicts.	Doug Leonard	3/5/15 Tulsa Meeting	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	May 2016	Ilona will put the actual dates for AB renewals on the back burner.
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	Marlene All	2/19/15	4/10/15: May meeting. 12/11/15: Kim will talk to Marlene and find out when this can be expected. REMINDER SENT
164	Review White Paper.	Kim Justin	4/30/15	12/11/15: Justin will review it and send it to Kim for finalization in the next month.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
187	Invite John Philips to send in an application for committee membership.	Tracy	6/9/16	Complete

	Action Item	Who	Expected Completion	Actual Completion
188	Send budget info to Strategy Subcommittee.	Kim	6/9/16	Complete
189	Update Mobile Laboratory Scope	Kim, Paul	7/7/16	CANCEL A recommendation was sent to the TNI Board to form a new committee.
190	Prepare request to TNI Board to form some sort of a Task Force committee to complete the work started by the Mobile Laboratory Subcommittee.	Kim, Paul	9/2/16	Complete
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	
192	Complete vote by email for Chair and Vice-Chair and request members for a new subcommittee working on the website.	Ilona/Kim	11/17/16	
193	Topic of the Standard being used for more than Environmental was passed on to the Strategic Subcommittee to be reported on at the November NEFAP EC meeting.	Justin	11/17/16	
194	Provide information about using the Field Standard beyond what is typically thought of as environmental (e.g., Food).	Tracy	Before next Strategic Subcommittee Meeting.	
195	Re-do "Why NEFAP?" videos.	Kim, Justin	As soon as possible.	
196	Review the Charter Kim distributed and send her comments.	All	TBD	
197	Respond to the TNI Board request for more information about the recommended Task Force.	Paul, Kim	12/12/16 or TBD	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2016	This is placed on hold until TNI establishes a new format.
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	
10	Complete DRAFT Training SOP for EC review.	n/a	