

**NEFAP Executive Committee**  
**Meeting Summary**  
**December 9, 2016**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on December 9, 2016 by teleconference at 11:10 am Eastern. Attendance is included in Attachment A - there were 9 committee members present. Associates present: Mike Miller and Marlene Moore.

The minutes from the November meeting were reviewed. A motion was made by Carl to approve the November 18, 2016 minutes as written. The motion was seconded by Paul and was unanimously approved.

2. Strategic Planning Subcommittee Report

The committee has been on hold, but Marlene will begin setting up meetings. She would like to meet before the holidays. (*Addition: The Subcommittee met on 12/16/16.*)

3. SOPs

Kim would like everyone to review the SOPs, but she did make assignments to specific people that have some expertise with a particular SOP. These people are responsible for submitting a Draft update for the assigned SOP:

Marlene – Evaluation

Cheryl – Nomination

Kim – Dispute SOP (Ilona will forward the dispute comments from the Policy Committee's review on a PT SOP. These should be available early January.)

Kim thinks the General SOP is very helpful and should be kept and reviewed.

Ilona still needs to put a team together from PT and NEFAP to discuss evaluations next year. This will impact the Evaluation SOP.

4. Nomination Committee

Tracy will be chairing this committee. There is no report this month.

Ilona will send Troy a message to confirm he would like to serve a second term and to ask for an updated resume. Kim will stay on as an associate.

#### 5. Mobile Lab Subcommittee

The committee met on 11/29/16. They have requested more information on what the TNI Board is looking for. Ilona will be sending Paul and Kim an advance copy of the portion of the TNI Board Minutes that discusses Mobile Labs.

The subcommittee plans to prepare something for the TNI Board before their next meeting on January 11, 2016.

Kim noted that it is still a huge problem for Cascade mobile labs to get all their state accreditations. They have to gain primary in every state they enter with the exception of some states like FL and TX.

#### 6. Budget

Jerry sent Kim a copy of the committee's budget. Kim will forward the information on to the rest of the committee members for future discussion.

#### 7. Houston

The following committee members expect to be there: Nilda, Kim, Carl, Marlene and Troy are trying to work it out.

The format for Monday's presentation in Houston has been sent out by Jerry. There will be one more meeting in January before Houston where Kim will share the Draft presentation for comment.

#### 8. Action Items

Action items can be viewed in Attachment B.

#### 9. New Business

- Ilona updated the committee on progress on the "Why NEFAP?" videos. One is ready to go and Kim and Justin will be redoing theirs.
- Kim commented that the ANAB link on the TNI website is broken. Zaneta will check on this and send the correct link to Ilona for William to update.

## 10. Next Meeting

The next meeting of the NEFAP Executive Committee will be January 13, 2016 by teleconference. The meeting in Houston will be on Wednesday from 8am-12pm. This will be a joint meeting with FAC.

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

The meeting was adjourned at 11:40 AM Eastern. (Motion: Carl Second: Troy Unanimously approved.)

**Attachment A**

**Participants  
TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Kim Watson (2017) (Chair) <b>Present</b>	Stone Environmental, Inc	FSMO	(802)229-2196	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Zaneta Popovska (AB) <b>Present</b>	ANAB	AB	(260)637-2705 c: 260-446-4807	<a href="mailto:zpopovska@l-a-b.com">zpopovska@l-a-b.com</a>
Doug Berg (AB) <b>Absent</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.com</a>
Paul Bergeron (2016*) <b>Present</b>	LELAP	AB	225-219-3185	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Justin Brown (2018) <b>Vice-Chair</b> <b>Absent</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Troy Burrows (2017*) <b>Present</b>		AB	(281) 984-7021	<a href="mailto:tburrows@yahoo.com">tburrows@yahoo.com</a>
Nilda Cox (2016*) <b>Present – Andora</b>	Eurofins Eaton Analytical Inc	FSMO/Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Calista Daigle (2016) <b>Absent</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>
Seb Gillette (2018) <b>Present</b>	DOD	Other	(210) 395-8434	<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>
Carl Kircher (2016*) <b>Present</b>	Florida DOH	AB	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Cheryl Morton (2018) <b>Present</b>	AIHA	AB	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Harry O'Neill (2018*) <b>Absent</b>	Beacon Environmental Service, Inc.	FSMO	410-688-4762	<a href="mailto:Harry.ONeill@beacon-usa.com">Harry.ONeill@beacon-usa.com</a>
Richard Rago (2018*) <b>Absent</b>	Haley & Aldrich, Inc.	FSMO	617-719-6128	<a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>
Michelle Bradac (AB) <b>Absent</b>	A2LA	AB	301-644-3227	<a href="mailto:mbradac@A2LA.org">mbradac@A2LA.org</a>
Janis Villarreal (2018*) <b>Present – 11:30am</b>	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	<a href="mailto:janis.villarreal@handpimg.com">janis.villarreal@handpimg.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	<del>3/5/15</del> 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.
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	To be completed by the January Board Meeting (1/11/17)
198	Confirm Troy is interested in second committee term.	Ilona	12/31/16	
199	Prepare DRAFT Houston presentation for review at next meeting.	Kim	1/11/17	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	