

NEFAP Executive Committee
Meeting Summary
March 8, 2017

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on March 8, 2017 by teleconference at 11:30am Eastern. Attendance is included in Attachment A - there were 5 committee members present. Associate Members present: Kirstin Daigle.

2. Update

There were not enough members present to hold a regular meeting, so Kim decided to do a status update instead of a regular meeting.

Update:

- Everyone needs to review the previous minutes and SOPs so the SOPs can be finalized during the April meeting.
- The Mobile lab submission needs to be sent to the Board by 4/7/17. The subcommittee is planning to meet on March 13, 2017 at 10:30am Eastern.
- Kim distributed the Charter to the committee. She asked for comments by email. *(Addition: The Policy Committee confirmed that the "Success Measures" need to be listed under the "Objectives". They are not a separate section in the new format.)* The Charter needs to be finalized in April in order to meet the completion deadline.
- The Internal Audit Checklist will be finalized after the SOPs are approved. Once the checklists are complete, they will be entered into a database. The first internal audit will be done late Fall.
- Nominations for committee membership can be turned in through Friday. The vote will be open for two weeks. The committee will meet after the vote is complete to elect a new Chair and Vice-Chair.
- The next meeting will be planned by Doodle. It is critical that there be a full quorum at the next meeting to elect a new chair and vice chair and finalize SOPs.

3. Action Items

Action items can be viewed in Attachment B.

4. New Business

None.

5. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by Doodle.

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

The meeting was adjourned at 11:52 AM Eastern.

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@anab.org
Doug Berg (AB) Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron (2016*) Present	LELAP	Other	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		Other	(281) 984-7021	tburrows@yahoo.com
Nilda Cox (2016*) Absent	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*) Absent	Florida DOH	Other	904-791-1574	Carl_kircher@doh.state.fl.us
Cheryl Morton (2018) Absent	AIHA	Other	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*) Present	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Michelle Bradac (AB) Present	A2LA	AB	301-644-3227	mbradac@A2LA.org
Janis La Roux (2018*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmg.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	On hold until PTP/NEFAP Evaluation Workgroup completes its work.
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 working on for something in 2017.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.

	Action Item	Who	Expected Completion	Actual Completion
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	
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	Complete
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) 2/13: It will go sent to the Board for their April meeting.
200	Contact Harry about committee membership.	Kim	2/9/17	
201	Complete letter /proposal for the TNI Board and have NEFAP EC approve at April meeting.	Paul/Justin/ Kim	4/7/17	
202	Distribute DRAFT Charter to committee.	Kim	3/1/17	Complete
203	Send copies of SOPs 5-101, 102 and 104 with track changes to Ilona to clean-up and distribute to the committee for review.	Kim	2/20/17	
204	Review the Internal Audit Checklist and get comments back to Ilona.	All	3/6/17	
205	Review previous minutes and SOPs prior to the April meeting.	All	Prior to April Meeting	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2016	New format presented in Jan 2017. Will start to set up new EC charter in that format.
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	??? How and what is to be done here?
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	Training for FSMO or assessors?