

**NEFAP Executive Committee
Meeting Summary
September 19, 2012**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on September 19, 2012 at 2 pm EST. Attendance is included in Attachment A. There were 13 committee members present.

2. FAC Update

An updated summary of presentations is being worked on for posting on the website. The site will allow people to see where presentations have been given, are planned and also make it clear where speakers are needed. Justin is asking everyone to take a look at the list and see if there are presentations they can help with. They are being requested to be at numerous meetings, but we don't always have enough people to cover the meetings.

3. Voting SOP

Iлона e-mailed information regarding a possible editorial change to the voting SOP after doing some research on Robert's Rules of Order with Jerry Parr and Alfredo. The committee was looking for a way to change some wording in DC that would allow an accreditation related vote to be based on number of actual votes. It was determined that this is possible. Is the change in language an editorial change? The group decided it was due to the discussion in DC where Iлона was supposed to follow up on the interpretation.

A motion was made by Kim to make the editorial change as described in the e-mail distributed by Iлона. (Section 6.3.3.5: To be adopted, matters concerning field activities accreditation or accreditation body recognition require a vote of "For" from two-thirds or more of the Executive Committee members casting votes and no votes of "Veto.") The motion was seconded by Mike and unanimously approved.

4. Recognition Subcommittee:

Six people come forward and volunteered to participate on the Recognition Subcommittee. The SOP requires 3-5 candidates.

The candidates are:
Marlene Moore
Paul Bergeron
Mike Miller

John Moorman
William Batschelet
Dane Wren

The resumes and Conflict of Interest forms have been sent out, but they will also be sent collectively with the voting ballot. Each EC members should select 5 people to vote for. Ilona will distribute the information and ballot within the next few days.

There were some criteria considered when inviting candidates to consider being part of the Recognition Subcommittee. The preference was to have a federal, state and/or municipality representative, some FSMOs and Others without conflicts of interest that would be on concern to the ABs.

Marlene asked the EC if it would be acceptable for Recognition Subcommittee members to participate on EC calls as an associate member. No one had an issue with inviting them.

A motion was made by Jan to consider the 6 candidates and vote for 5 to make-up the first Recognition Subcommittee. The motion was seconded by Scott. The vote will occur by e-mail and EC members will be given 2 weeks to vote.

(Final Result: 10/12/12 – Marlene Moore, Paul Bergeron, John Moorman, William Batschelet, Dane Wren.)

5. Nomination Committee

Jan is working with Calista. The election will be in the first quarter of the year and 3 new members will be voted on. Marlene, Jan and Mike will be stepping off and Calista will be staying on. A new chair will need to be voted into place after the new members are added to the NEFAP EC.

6. Charter

Scott Evans will lead the review and update of the EC charter. He will make recommendations and distribute an update prior to the next meeting. Marlene will send him a Word version of the charter this evening.

7. New Business

- None

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be by teleconference and planned for the mid October.

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

The meeting was adjourned at 3:20 pm EST. (Motion: John Second: Jan Unanimously approved.)

Attachment A

Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Keith Greenaway (Vice-Chair) Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Absent	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@gmail.com
Scott Evans Absent	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard Present	LAB	AB		dleonard@l-a-b.com
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present - Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Kim Watson Present	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmillerenviro@juno.com
Lauren Smith Absent	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette Present	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell Present	AEX	Other	(407)331-5040	aex@ix.netcom.com

Members	Affiliation	Balance	Contact Information	
Ilona Taunton <i>(Program Administrator)</i> 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	12/31/11	Still need this information. New date.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	12/31/11 4/5/12	Take a look at inconsistencies in responses in application. Calista will be resending her e-mail request. Calista has now gotten a list of questions from Marlene. 8-6-12: Calista will follow-up.
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Review at next meeting. (Need to understand if we need to adopt this standard. Is the policy we previously wrote essentially an adoption.)	PT Policy was not approved by Policy Committee. FAC needs to determine if it is a TIA or an update in the standard.
81	Prepare NEFAP Timeline	Doug L.	May 2012	
88	Review Attachment B of the May 2012 Meeting Minutes and get comments to JoAnn Boyd and Justin. (Advocacy Update)	All	3-15-12	Needs update from Justin.

	Action Item	Who	Expected Completion	Actual Completion
89	Prepare a form to capture EC member conflicts of interest.	Marlene	3-15-12	Form sent April 5 th . Needs comment and then finalization. Complete
90	Prepare conflicts of interest and forward to Ilona to prepare a summary.	All Ilona	4-4-12	Complete after #89 Complete
91	Form recognition subcommittee June 2012	All	June 2012	In process. Complete
92	Meet to discuss training subcommittee processes.	Marlene Justin	June 2012	
94	Distribute FSMO checklist.	Ilona	September 2012	Complete
99	Forward copy of finalized SOPs to Policy Committee.	Marlene/Ilona	Sept 19, 2012	Complete
100	Form recognition subcommittee. Review resumes.	All	Sept 19, 2012	Complete
101	Reactivate Nomination Subcommittee	Marlene	Sept 19, 2012	Complete
102	Prepare DRAFT updated charter.	Scott	Prior to October meeting.	
103	Distribute resumes, COIs and voting Ballot to EC.	Ilona	Sept 26, 2012	
104	Vote for Recognition Subcommittee membership.	All	Within 2 weeks of vote distribution.	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2012	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	
7	Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs.	8-6-12	
8			