

**NEFAP Executive Committee
Meeting Summary
January 13, 2017**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on January 13, 2017 by teleconference at 11:05 am Eastern. Attendance is included in Attachment A - there were 5 committee members present. Associates present: William Batschelet.

The minutes from the December meeting were reviewed. A motion was made by Carl to approve the December 9, 2016 minutes as written. The motion was seconded by Janis and unanimously approved.

Kim commented that she has heard from people that Friday's is a hard day to have meetings. This will be discussed at the February meeting. Wednesday's would be better for Kim.

2. Houston Meeting

Kim is working on the Monday morning presentation to send Jerry. She will be updating the number of FSMOs in the presentation. She is checking with Marlene for information from the Strategic Planning Subcommittee. Ilona suggested adding that a PTP/NEFAP Evaluation Workgroup has been formed to work on combining these two program evaluations. (Tracy noted that PJLA has a full APLAC evaluation coming sometime in June. She is hoping that a TNI person can attend to avoid any additional visits.)

The agenda will include looking at SOPs and finalizing the Task Force Scope.

The committee Charter format may be available by Houston. The Charter is why the committee exists and the winter presentations will include the plans for the next year.

The FAC meeting will be 8-10am on Wednesday in Houston and the NEFAP EC will be meeting 10:30-12. Kevin and Kim will be coordinating agenda items for the meeting.

People planning to attend include: Tracy, Kim, Justin, Nilda, Carl, Marlene
Not planning to attend: Janis

There is no phone planned for the meeting.

3. Strategic Planning Subcommittee Report

The committee met on 12/16/17 and started looking at objectives and goals. The committee decided to add one objective based on the action item given to it by the NEFAP EC. The addition is: Evaluate and provide input to the NEFAP EC on the expansion of TNI NEFAP standard to non-traditional environmental areas. (e.g.; cannabis, food, etc.).

The subcommittee is looking at how to expand the use of the Standard in general. This will be further discussed at the subcommittee's February meeting.

4. SOPs

Kim reviewed the SOPs being reviewed. Nilda's review of the NEFAP Voting SOP is complete. This review has been distributed to the committee and is ready for committee comment. Nilda based her changes on a review of the LAB Expert committee voting SOP. Ilona noted that this Voting SOP will be referred to in our new Charter format. This SOP will be formally reviewed at an upcoming meeting.

Kim reviewed the General Operation SOP and did not find a need for any changes.

Kim would like to set an agenda item to discuss all SOP reviews and formally note which SOPs do not need updating.

5. Nomination Committee

Tracy is in contact with Ilona to get this committee started. The goal is to have the nominations ready for vote in March. Tracy will be reviewing the Nomination SOP, SOP 5-103.

Ilona is working with William to get a posting on the TNI website. Kim has some suggested nominees that she is working with.

Kim's term is expiring and Troy will not be renewing his membership. He will continue work with the FAC. Kim is an FSMO and Troy is an Other.

Kim will check with Harry to confirm he would like to continue with the committee since he has missed a number of meetings.

6. Mobile Lab Subcommittee

Kim sent the Draft Scope Justin prepared to the committee before the meeting. She is asking everyone to review it and send comments to Justin. This Draft Scope will be sent to the TNI Board with the recommendation to develop a Task Force to continue work on mobile lab issues.

The goal is to complete the review of the Scope in Houston and send it to the Board in time for their February meeting.

7. Action Items

Action items can be viewed in Attachment B.

8. New Business

- None

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be January 25, 2016 in Houston, TX.

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

The meeting was adjourned at 11:45 AM Eastern. (Motion: Carl Second: Nilda 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) Absent	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*) Absent	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*) 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	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*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
Janis La Roux (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmsg.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.
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	

	Action Item	Who	Expected Completion	Actual Completion
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	
200	Contact Harry about committee membership.	Kim	2/9/17	

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	