

**NEFAP Executive Committee  
Meeting Summary  
November 21, 2012**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on November 21, 2012 at 11 am EST. Attendance is included in Attachment A. There were 6 committee members present. Associate members Paul Bergeron and William Batschelet were also on the call.

The minutes from October were reviewed. Jan moved to approve the October meeting minutes. The motion was seconded by Lauren. There was no discussion and they were unanimously approved.

2. Chair of NEFAP Recognition Committee - Result

Motion: Justin nominated Marlene Moore to be the chair of the NEFAP Recognition Subcommittee. The motion was seconded by Seb.

NEFAP Recognition Subcommittee – Chair Voting Results: Marlene Moore

Kim Watson – For (10/29)  
Marlene Moore – For (11/7)  
Lauren – For (10/29)  
Dane – For (11/7)  
Michael Miller – Traveling – No vote  
Cheryl Morton - For (11/7)  
Jack Farrell – For (11/7)  
Doug Leonard – For (11/5)  
Calista – For (10/29)  
Jan – For (10/29)  
Keith – For (10/29)  
Scott – For (10/29)  
John – For (10/29)  
Seb - For (10/29) – Second  
Justin – For (10/29) - Motion  
Tracy – For (10/29)

The motion passed and Marlene Moore is the new chair of the Recognition Subcommittee.

### 3. Recognition Subcommittee

Subcommittee members have completed confidentiality agreements and have received copies of the final report. Copies of the checklist used in the evaluation have not yet been forwarded to the Coordinator by the evaluation team, so the subcommittee is waiting on these to meet. A call was originally set-up for November 30<sup>th</sup> to discuss the evaluation, but this will be extended to December 7<sup>th</sup> to accommodate the delay. A reminder for a copy of the checklist has gone out.

### 4. Update from FAC

The Draft Working Standard was voted on and passed on November 15<sup>th</sup>. It is now being prepared for posting. The vote will be complete before the Denver meeting so comments will be discussed at this meeting. A subcommittee will be developed to begin working on preparation of tools for the FSMOs. A member from the NEFAP EC would be greatly appreciated as an addition to this subcommittee.

### 5. Advocacy

Marlene will be speaking at the SAS meeting.

Documentation from Justin and JoAnn is still needed to get the website updated with Advocacy information. The preparation of the standard has taken priority, but this will be worked on this next month.

Paul noted that LDEQ is having their water meeting in spring. This may be an opportunity for a talk on NEFAP. Paul will forward the information to Marlene.

John has been asked to give a presentation at the next FSEA meeting in Spring. He will need a copy of most recent PPT and teaching materials. He will contact Justin.

### 6. New NEFAP EC Committee Chair

Kim Watson expressed interest in stepping into this role. Jan nominated Kim as the new chair for the NEFAP EC. The motion was seconded by Jack.

Discussion: Kim is willing to accept the nomination, but cannot attend the Denver meeting. The Vice-chair can run the meeting and Kim can phone in. Ilona will also discuss possible funding issues with Jerry.

Marlene mentioned that people would like a standard meeting date, but this was difficult for her. Kim will look into this possibility.

Kim confirmed that there were no conflicts of interest with her assuming this role as an FSMO.

This will be voted on via e-mail:

NEFAP Chair Voting Results: Kim Watson

Kim Watson – For (12/10)  
Marlene Moore – For (11/28)  
Lauren – For (11/28)  
Dane – For (12/10)  
Michael Miller – For (11/28)  
Cheryl Morton - For (12/10)  
Jack Farrell – For (12/10)  
Doug Leonard – For (11/28)  
Calista – For (11/28)  
Jan – For (11/28)  
Keith – For (12/10)  
Scott – For (12/10)  
John – For (11/28)  
Seb - For (11/28)  
Justin – For (11/28)  
Tracy – For (11/28)

*Addition on 12/10/12: Motion passed unanimously. New NEFAP EC chair will be Kim Watson beginning in January 2013.*

7. Nomination Committee

Paul has turned in an application, but two more applications are needed. Calista is planning to renew her membership on the committee. Ilona will send a note for new members to William to include on the NEWS Flash.

Jan sent a request to the FAC for potential members. Ilona noted that Carl Kircher expressed interest and filled in an application. He and Paul would be “Others”. Jan will follow-up with Paul and Carl.

8. Charter

Marlene commented that the timing for Charter updates should be reviewed for this committee. New membership is not voted in until March. It might make more sense to make updates in March. Ilona will mention this in her monthly report to the TNI Board.

Marlene suggested that the Program Administrator should keep track of the charter form. Marlene will send a copy of the final charter for 2012 to Kim who will help Scott with this.

## 9. Training

Marlene will plan to work on the training SOP with Justin in December.

## 10. NEFAP Timeline

Doug Leonard was not on the call today, so an update will be provided at the next meeting.

## 11. New Business

Kim, Scott, Doug Berg, Marlene and John have not starting meeting yet to discuss the mobile lab issue brought up at the previous meeting.

## 12. Next Meeting

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

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

The meeting was adjourned at 11:57am EST. (Motion: Jack Second: Jan Unanimously approved.)

## Attachment A

### Participants TNI NEFAP Executive Committee

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

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Ilona Taunton <i>(Program Administrator)</i> <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	11-15-12	Still need this information. New date.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
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	11/30/12	Needs update from Justin.
92	Meet to discuss training subcommittee processes.	Marlene Justin	December 15, 2012	
102	Prepare DRAFT updated charter.	Scott	Prior to October meeting.	11/21/12: Kim will help Scott.
105	E-mail vote for chair of Recognition Subcommittee.	Ilona All	11/8/12	Complete
106	Mobile Lab Issue – Subcommittee to begin work.	Kim, Scott, Doug Berg and Marlene.	TBD	
107	Forward information from FAC on this issue and contact Justin for additional subcommittee volunteers.	Ilona	10/31/12	Complete
108	Send out E-mail vote for new committee chair.	Ilona	11/30/12	
109	Follow-up on new members and send News Flash to William.	Jan Ilona	11/30/12	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

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