

NEFAP Executive Committee
Meeting Summary
December 21, 2012

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on December 21, 2012 at 11 am EST. Attendance is included in Attachment A. There were 10 committee members present. Associate members Paul Bergeron and William Batschelet were also on the call.

The minutes from November were reviewed and contact information was updated. Jack moved to approve the November meeting minutes. The motion was seconded by John. There was no discussion and they were unanimously approved.

2. Charter

Kim will continue to follow-up on this action item and send something out next week by e-mail.

2. Recognition Subcommittee

They have had 2 meetings. The subcommittee had some initial start-up issues determining which documents were needed. This has been taken care of.

After review of the documentation, the subcommittee does have some questions and a call will be scheduled with the Evaluation Team. Marlene is working on compiling the questions.

The subcommittee will continue to work on the review and vote by e-mail. The goal is to have this complete before the meeting in Denver so that a recommendation can be presented to the EC.

Kim asked about timelines. Kim will be out after the January 7th, so the Evaluation Team meeting will be scheduled for the 7th.

3. Denver Meeting

The meeting will be Monday afternoon on January 14th (1:30-5). A conference line was requested. People should register and get a hotel reservation before 12/28/12.

Kim and Marlene will work on the agenda for the meeting. Marlene will handle the presentation that needs to be given Monday morning.

Suggested Topics:

- Recognition Subcommittee report.
- Review the NEFAP brochure. (Should probably hold on this.)
- Go through Charter
- AB Presentation
- Give Presentation and get comments. (Probably not time if the group does the joint FAC meeting at 3:30).
- NEFAP Structure (Advocacy, Training, etc ...)
- Use 3:30 -5 to meet with FAC to talk about organizational responsibilities and program details.

4. Nomination Committee

One more "Other" candidate is needed. Marlene has received a name from a gentleman from Canada. He does not have hands on experience with regulatory US programs, but he may be interested in becoming involved and coming up to speed. He has lots of experience with ILAC and is more involved in food and electrical. He also has lots of training experience. Tracy felt he would be a good addition. Marlene will look at conflicts of interest and continue to provide him with information so he can decide if this is something of interest.

Names are needed by February 1st in order to have the vote ready the first week of February. The vote will be open for 2 weeks. New committee members would be in place by March 1, 2013.

Iлона will send another NEWS posting request regarding the open positions on the NEFAP EC. The due date for the nomination forms will be included in the request.

5. NEFAP Timeline

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

6. New Business

Iлона commented that FAC is putting together a subcommittee to work on tools for FSMOs. The first tool will be related to the Quality Manual.

John commented that on the last FAC call Justin noted that they need to look at Advocacy and Training. They are also looking at how to get more FSMOs involved?

Marlene noted that Advocacy needs to be looking at municipalities. A lot has been done on the stack testing side.

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

7. Next Meeting

The next meeting of the NEFAP Executive Committee will be in Denver, CO at 1:30pm MT. Contact Ilona if you would like to call in since a conference line will be available.

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

The meeting was adjourned at 12:05pm EST. (Motion: Jack Second: John Unanimously approved.)

Attachment A

Participants TNI NEFAP Executive Committee Paul, William

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Keith Greenaway (Vice-Chair) Geneva - 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	Dade Moeller	FSMO	(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 Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard Absent	LAB	AB		dleonard@l-a-b.com
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present (Tracy too.)	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Kim Watson Present	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmillerenvirom@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 Absent	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	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. 12/21/12: Kim will send it out by e-mail.
106	Mobile Lab Issue – Subcommittee to begin work.	Kim, Scott, Doug Berg and Marlene.	TBD	
108	Send out E-mail vote for new committee chair.	Ilona	11/30/12	Completed
109	Follow-up on new members and send News Flash to William.	Jan Ilona	11/30/12	Completed
110				

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			