

NEFAP Executive Committee
Meeting Summary
May 18, 2017

1. Roll call:

Justin Brown, Committee Chair, called the NEFAP Executive Committee meeting to order on May 18, 2017 by teleconference at 2pm Eastern. Attendance is included in Attachment A - there were 10 committee members present. Associate Members present: Kim Watson.

The minutes for the April meeting were reviewed. A motion was made by Paul to approve the minutes from April 24, 2017 with the editorial change under the SOPs section. The motion was seconded by Nilda and unanimously approved.

2. SOPs

The committee started with the review of SOP 5-102 as sent by email last Tuesday evening, 5-16-17:

Discussion:

- There were no comments on the changes in Section 1-4 of the SOP.
- Except for Section 5.4, there were no comments on the changes in Section 5. Section 5.4 was updated to: To be adopted, matters of general business require a general business quorum and a majority of “For” votes from the EC members present during a meeting or who vote by email within the voting deadline established by the Chair or Program Administrator.
- Section 6.3.1: There was general agreement to require a general business quorum to initiate a vote on accreditation related matters. There were no additional changes made to Section 6.
- There were no comments on the changes in Section 7-10.
- Minor spelling and editorial issues were corrected throughout the SOP.
- The DRAFT Charter section on voting will need to be updated based on the changes in this SOP. Justin will make these updates before sending the Charter out for email vote.

Ilona will distribute SOP 5-102 by email and start the process for voting.

SOPs 5-101 and 5-104 should continue to be reviewed by committee members for review and vote at the next meeting.

(Addition: The SOP was sent for final review and final changes were made. A final copy of the SOP was sent on 5/19/17 for review and voting was started on 5/31/17. A motion

was made by Paul to accept SOP 5-102 as written on 5/31/17 and the motion was seconded by Calista on 5/31/17. Votes:

Michelle Bradac - For (6/2/17)
Russell Schindler - For (6/1/17)
Janis LaRoux - For (6/1/17)
Zaneta Popovska - For (6/1/17)
Shawn Kassner - For (6/1/17)
Carl Kircher - For (6/1/17)
Doug Berg - For (5/31/17)
Calista Daigle - For (5/31/17)
Kirstin Daigle - For (5/31/17)
Cheryl Morton - For (6/4/17)
Paul Bergeron - For (6/5/17)
Seb Gillette - For (6/5/17)
Nilda Cox - For (6/5/17)
Justin Brown – For (6/1/17)

The motion was passed unanimously and the SOP was finalized and forwarded to the Policy Committee for review and finalization.)

3. Charter

Justin reviewed the Charter. The Charter voting section needs to be updated based on the updates to SOP 5-102. Justin will make the update and send out the Charter with a request for vote.

Kirstin suggested making a motion and second on the call today, but it was decided to start the voting process by email when the document is complete.

(Addition: A motion was made by Paul (6/8/17) to accept the charter as sent by email by Ilona on 6/7/17. The motion was seconded by Janis (6/8/17). Vote:

Cheryl Morton - For (6/8/17)
Calista Daigle - For (6/8/17)
Morgan Greenwald - For (6/8/17)
Nilda Cox - For (6/8/17)
Zaneta Popovska - For (6/8/17)
Janis La Roux - For (6/8/17)
Tracy Szerszen - For (6/8/17)
Rich Rago - For (6/8/17)
Seb Gillette - For (6/8/17)
Harry O'Neill - For (6/8/17)
Justin Brown - For (6/8/17)

Russell Schindler - For (6/8/17)

Doug Berg - For (6/10/17)

Kirstin Daigle - For (6/9/17)

Carl Kircher - For (6/12/17)

Shawn Kassner - For (6/12/17)

Michelle Bradac - For (6/12/17)

The motion was unanimously passed and the Charter was forwarded to the TNI Board for review and acceptance. The TNI Board voted to accept the charter on 6/14/17.)

4. Meeting Day and Time

Justin asked for input on how to determine future meetings. Russell would prefer a set time and others confirmed this comment. Justin will send out an email to set up something more consistent and the next meeting date will be planned by email.

(Addition: Future meeting will be planned for the third Wednesday of every month at 1pm Eastern.)

5. Action Items

Action items can be viewed in Attachment B.

6. New Business

Jerry's NEFAP presentation was sent by Ilona on 5/9/17, but this item was not added to today's agenda. Everyone is asked to review the presentation and be prepared to comment at the next meeting.

7. Next Meeting

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

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

The meeting was adjourned at 3:05 PM Eastern. (Paul - motion, Shawn - second. Unanimous approval.)

Attachment A

Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) Chair Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Kirstin Daigle Vice-Chair Present	Stone Environmental, Inc.	Other	802-778-0423	kdaigle@stone-env.com
Doug Berg (AB) Tracy - Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Present	LELAP	Other	225-219-3247	Paul.bergeron@la.gov
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
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
Morgan Greenwald Absent	Cascade	FSMO	802-229-2197	mgreenwald@cascade-env.com
Shawn Kassner Present	Neptune and Company, Inc.	Other	303-981-2780	skassner@neptuneinc.org
Carl Kircher (2016*) Present	Florida DOH	Other	904-791-1574	Carl_kircher@doh.state.fl.us
Janis La Roux (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmg.com
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
Zaneta Popovska (AB) Present	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@anab.org
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Russell Schindler (2020*) Present	SampleServe.com	FSMO	231-218-7955	schindler@sampleserve.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 Ilona forward by 5/2/17	4/10/15: Kim will follow-up on this. 12/11/15: Sent last week. 4/24/17 – Ilona will forward Jerry’s presentation for review to the committee.
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

	Action Item	Who	Expected Completion	Actual Completion
				and send it to Kim working on for something in 2017. 4/24/17: Kim rewrote it and will send it to Justin for final review before sending to the committee.
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	
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	Deleted
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.	
200	Contact Harry about committee membership.	Kim	2/9/17	
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	Delete – see #210.
204	Review the Internal Audit Checklist and get comments back to Ilona.	All	3/6/17	In Progress – Need final SOPs
205	Review previous minutes and SOPs prior to the April meeting.	All	Prior to April Meeting	Complete
206	Send final charter to committee for comment.	Kim	5/2/17	Complete
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	

	Action Item	Who	Expected Completion	Actual Completion
208	Contact new committee members after voting result is complete.	Justin	5/2/17	
209	Obtain new committee member votes on new committee leadership.	Ilona	5/2/17	
210	Finish SOPs 101, 102 and 104 and send a track changes version to the committee. Kim will send them to Ilona for distribution and tracking.	Kim	4/28/17	Deleted. SOPs are now in review by committee.
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	
212	Update Charter and vote.	Justin	6/1/17	
213	Update SOP 5-102 and vote.	Ilona	6/1/17	
214	Review SOPs 5-101 and 5-104 for discussion in June.	All	6/20/17	
215	Establish set meeting day and time by email.	Justin	6/20/17	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2017	
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	
11			