

NEFAP Executive Committee
Meeting Summary
May 20, 2016

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on May 20, 2016 by teleconference at 12:30 pm Eastern. Attendance is included in Attachment A - there were 8 committee members present. Associates present: William Batschelet. Phone numbers on the attendance list were updated.

The minutes from the April 29, 2016 minutes were reviewed. A motion was made by Calista to approve the April 29, 2016 minutes with the addition of the URL and editorial changes. The motion was seconded by Michelle and unanimously approved.

2. Nomination Committee

Cheryl will be chairing this committee this year. She has formed the Nomination Committee and is looking for applicants. Tracy will send a message to John Philips about sending in an application.

3. Budget Review

The budget was reviewed as distributed by Kim on 5-19-16. Kim will forward the budget to the Strategic Planning Subcommittee so they can consider income ideas and expenses for marketing NEFAP.

4. Strategic/Marketing Subcommittee

The webinar for June 13, 2016 is now up on the TNI site for registration. There will be a \$25/\$35 fee for the course.

There will also be an FSMO workshop in Orange County headed by Kim Watson and Justin Brown.

Janis asked for more specifics on the training. The workshop will talk more about getting accredited.

5. Action Items

See Attachment B. Action items were reviewed and Ilona will send out some reminders.

6. New Business

- None.

7. Next Meeting

The next meeting of the NEFAP Executive Committee will be on June 10, 2016.

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

The meeting was adjourned at 1:21 am Eastern. (Motion: Tracy 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) Present.	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@l-a-b.com
Doug Berg (AB) Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Absent	LELAP	AB	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	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	TBurrows@goldenspecialty.com
Nilda Cox (2016*) Present	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2016) Present	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Seb Gillette (2018) Present	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Carl Kircher (2016*) Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Cheryl Morton (2018) Absent	AIHA	AB	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) Present	A2LA	AB	301-644-3227	mbradac@A2LA.org
Janis Villarreal (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.villarreal@handpmg.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
106	Mobile Lab Issue – Subcommittee to begin work. From Backburner: Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs. (Originally brought up 8-6-12 meeting.)	Kim, Scott, Doug Berg, John, Mike, Paul and Marlene.	Ongoing	3/28/13: Subcommittee will begin work in April. Questionnaire will go out first. 6/12/13: Survey will go out this week. 10/10/13: Survey will be sent to 2 more lists of people.
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.

	Action Item	Who	Expected Completion	Actual Completion
				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.
179	Send Standard update documents to ABs (Tracy and Doug Leonard asked for them, but should probably send to all.)	Justin	12/10/15	Justin still needs to send. COMPLETE
185	Contact Cheryl regarding Nomination Committee. Membership formation.	Kim	5/12/16	COMPLETE
186	Send budget information to the committee for next meeting discussion.	Ilona	5/12/16	COMPLETE
187	Invite John Philips to send in an application for committee membership.	Tracy	6/9/16	
188	Send budget info to Strategy Subcommittee.	Kim	6/9/16	
189				

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2016	
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	