



The NELAC Institute (TNI) Quality Systems Committee

Meeting Minutes November 10th, 2008

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday November 10th, 2008 at 11:00 AM MST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

First Agenda Item: New Members

Bob will contact Jerry Parr on process of adding members. After discussion with Jerry, Paul is contacting each new member to discuss selection and scheduling for 2009. The new members are Brian Boling, Pat Conlon, Tamara Demorest, Michelle Henderson, Dorothy Love, and Robert Martino. Oommen Kappil was not selected due to the fact that he and Robert Martino are from the same organization.

Second Agenda Item: Miami Mentoring Session

The committee discussed the draft presentation prepared by Bob Di Rienzo. Changes were suggested and Bob will distribute a second draft by weeks end. The presentation will be finalized in the next conference call. Betsy can use this second draft for discussion with the TAC and to meet timelines. Betsy Kent, Kathleen Roach and Carl Kircher joined this call and helped the committee discuss the changes to the presentation.

Third Agenda Item: LASC Comments

Paul worked on the committee response to the list of thirteen concerns from LASC. Paul will complete an official response to the LASC for distribution to committee members and the LASC by weeks end.

Next Meeting is December 8th, 2008.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	11/10/08	Bob will discuss new membership process with Jerry Parr and add to meeting minutes.	11/14/08	11/14/08
2	11/10/08	Bob will forward a second draft on Mentoring Presentation to the committee and Betsy Kent.	11/14/08	11/11/08
3	11/10/08	Paul will complete LASC review with the QS official response.	11/14/08	11/12/08

APPENDIX B - PARTICIPANTS

Name	Present/ Absent	Name	Present/ Absent
Ms. Laurie Carhart NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 T : (518) 486-2538 E : ljc09@health.state.ny.us	Present	Mr. Fred S. McLean NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 T: (843) 764-7266 E: fred.mclean@navy.mil	Absent
Ms. Robin Cook City of Daytona Beach 3651 LPGA Blvd Daytona Beach FL 32124T T: (386) 671-8856 E : cookr@codb.us	Present	Ms. Michele Potter NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 T : (609) 984-3870 E : Michele.Potter@dep.state.nj.us	Absent
Mr. Robert P. Di Rienzo DataChem Laboratories, Inc. 960 West LeVoy Drive Salt Lake City, UT 84123 T: (801) 266-7700 E: dirienzo@datachem.com	Present	Mr. Randall Query A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 T: (301) 644-3221 E: rquery@a2la.org	Absent
Dr. J. Wilson Hershey Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 T: (717) 656-2300 E: jwhershey@lancasterlabs.com	Present	Ms. Aaren Alger DEP-Bureau of Laboratories Laboratory Accreditation Program 2575 Interstate Drive Harrisburg, PA 17110 P: (717) 346-8212 E: aaalger@state.pa.us	Absent
Mr. Paul Junio Test America 602 Commerce Drive Watertown, WI 53094 T: (920) 261-1660 x127 E: Paul.Junio@testamericainc.com	Present	Jane M. Wilson, M.P.H. Director of Standards NSF International T: 734.827.6835 E: Wilson@nsf.org	Absent
Ms. Silky S. Labie FL Dept. of Environmental Protection 2600 Blair Stone Road, MS 6511 Tallahassee, FL 32399-2400 T: (850) 245-8065 E: silky.labie@dep.state.fl.us	Absent		

Associate Members

Betsy Kent

Carl Kircher

Kathleen Roach