

Technical Assistance Committee (TAC)
Conference Call Meeting Minutes
Tuesday 7/10/07 at 1 PM ET

1. **Roll call**

Those in attendance included: Chair Barbara Escobar, Jack Farrell, David Caldwell, James Broderick, & David Caldwell.

2. **TNI/NEMC Cambridge Forum Plans**

- * The Forum flyer sent out still had the Abs Fees structure with the Mentoring Session, but was moved to the TAC Meeting in the afternoon. We'll make sure to announce the change at the beginning of the Mentoring Session. During the TAC meeting a half hour at the beginning of the meeting will be dedicated to the Fee structure presentation.
- * Jim was going to share the Mentoring Plan presentation with the TAC members as well.
- * Barbara will contact Betsy to see if she was going to share the Repeat Finding/Corrective Action presentation with the group.
- * For the Assessment Forum, Barbara will be presenting LCS/MS auditing issues. She asked if anyone has any issue that they would like to discuss to let her know so that she may be able to incorporate in the presentation. Jack asked that she discuss the Second Source requirement for LCS/MS.

2. **FAQs on Website:**

- * SOP to be finalized (a final draft will be sent to the members by Barbara) and provided to Board for review.
- * All TAC committee members will have to vote electronically to approve to send to the Board.
- * The webmaster stated that a search option for the FAQs is doable.
- * Jack suggested looking over the FAQs webpage for the Army Corp. The link is <http://www.usace.army.mil/howdoi/faq.htm>

3. **LASC draft SOP regarding Technical Questions to be forwarded to the TAC**

- * Jack asked if this was going to require our committee to work on a follow-up to their procedure. Jim stated that the FAQs SOP should be sufficient. The shorter and minimal amount of SOPs to be written by the committee is preferred by Barbara. No need to change the FAQ SOP format to match the LASC SOP.
- * During the Assessment Forum, it will be brought up that the FAQs, are or will be available, depending on the speed that the NELAP board approves. During the TAC meeting it will be discussed in further detail.

4. **SOP draft Templates Update**

- * Betsy will be contacted to see what the status of the Admin SOP template is. She did receive some suggestions on what to use as the example for the template.
- * It was decided that, since the Template was not on the agenda for any of the sessions, meetings or forum, that it will be worked on as much as possible, but that the goal be that both the Admin and Technical Templates be presented (hopefully finalized by then) at the Winter TNI meeting.

The meeting ended at 1:25 pm.

The next meeting was confirmed to be on Monday, August 13, 2007.

Monday 8/13/07 at 12 ET
Call in #: 1-605-475-4150 (South Dakota)
Participant Access Code: 369751

BAE 7/10/07