

## TNI Board of Directors Meeting Summary September 11, 2013

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### 1. Roll Call

Directors	Present
Joe Aiello	
Aaren Alger	X
Steve Arms	X
Judith Duncan	X
Zonetta English	---
Jack Farrell	X
Keith Greenaway	---
Sharon Mertens	X
Judy Morgan	X
Patsy Root	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	X
Susan Wyatt	X
Ex-Officio Directors	
Brenda Bettencourt	X
Brooke Connor	X
George Detsis	X
Jordan Adelson	X
Staff	
Lynn Bradley	X
Carol Batterton	X
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X

### 2. Approval of July and August Minutes

**Motion to Approve July Minutes:** Elizabeth Turner

**Second:** Judy Duncan

**Approved:** Unanimous

**Motion to Approve August Minutes:** Jack Farrell

Changes: Louisville for Advocacy would need a morning, no speakerphone needed. Change question marks to TBD, or Jerry can fill them in. Policy – TBD. Conf Plan TBD (both probably lunch meetings).

**Second:** Elizabeth Turner

**Abstentions:** Patsy Root, Dave Speis

**Approved:** Unanimous

### 3. **Second Quarter Financial Report**

Second Quarter Financial Reports were reviewed. Discussion about drafting an annual report, of sorts – a document talking about TNI accomplishments, priorities, long range plan, etc. Jerry will work on draft for 2012.

### 4. **Code of Conduct (Attachment 1)**

Based on a couple of issues that developed in 2013, the Policy committee developed a Code of Conduct. This document is guidance only but provides guidance for TNI members, committee chairs and staff. The document was based on a similar document from the National Fire Protection Association. The document was presented in San Antonio and is being provided to the Board for review and comment. This document is contained as Attachment 1.

#### *NEXT STEPS:*

We will be putting together a webcast in the near future (before the end of the year possible). We are requesting the Board endorse this document so we can use it as an official document.

**Motion to Endorse the Code of Conduct with amendment to the last bullet (remove the word “meeting”):** Scott Siders

**Second:** Judy Duncan

**Approved:** Unanimous

We will announce this new document on the website and in the next newsletter.

### 5. **Presentation of 2012 Financial Data**

During the June call, the Board discussed the need for annual financial information to be provided in graphical form. Examples were developed and discussed/reviewed during this meeting.

### 6. **Program Reports (Attachment 2)**

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**Attachment 1**  
**GUIDE FOR THE CONDUCT OF PARTICIPANTS IN TNI COMMITTEES**  
**July 26, 2013**

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### **Introduction and Purpose**

The mission of TNI is to foster the generation of environmental data of known and documented quality through an open, inclusive, and transparent process that is responsive to the needs of the community. TNI's committees are fundamental to fulfilling TNI's mission.

The guide includes general principles that should be the basis for all conduct, followed by guidelines offering more specific guidance for committee participants and TNI staff.

### **General Principles**

The Bylaws, policies, and standard operating procedures (SOP) endorsed by the TNI Board of Directors specify the basic structure and operation of TNI committees. In fulfilling the roles and obligations described in those documents, participants should adhere to the following general principles:

- Promote and support TNI's mission.
- Maintain processes that are open, honest, and fair to all.
- Strive to develop consensus through broad and balanced participation of a variety of interests and full airing and discussion of all points of view.
- Adhere, both in letter and in spirit, to all procedures and policies governing TNI committees.

### **Conduct Guidelines for Participants**

Although all participants serve the same overall TNI mission and are expected to promote the purposes and goals stated in this guide and its General Principles, different roles may carry differing responsibilities and obligations. Because no single set of guidelines can address every possible situation, participants should attempt, even when the guidelines do not specifically address a situation, to act in a manner which is consistent with the spirit of this guide. Questions on the interpretation or the intent of any of the provisions contained in this guide should be referred to the TNI Policy Committee.

### **Guidelines Applicable to All Participants**

- All participants should read, become familiar with, and adhere to the policies and procedures related to the TNI committees in which they participate. These include:
  - POL-1-102 Ethical Conduct of TNI Members
  - POL-1-104 Management of Records
  - POL-1-107 Membership Code of Ethics
  - POL-1-108 TNI Complaints
  - POL-1-109 Whistleblower Protection
  - POL-1-110 Open Meetings
  - SOP-1-100 Format Guidelines for Standard Operating Procedures (SOPS) of TNI
  - SOP-1-101 Operations of TNI Committees
  - SOP-1-102 Decision-Making Rules for TNI Committees and Board
  - SOP-1-104 Control of TNI Documents

- SOP-1-106 General Complaint Resolution Process
  - SOP-1-108 Nominations to TNI Board
  - SOP-1-112 Content and Format of Program Reports
  - SOP-2-100 Procedures Governing Standards Development
  - SOP-2-101 Procedures for Expert Committee Operations
  - SOP-3-100 NELAP Accreditation Council General Operation Procedures
  - SOP-3-101 NELAP Voting Procedure
  - SOP-4-103 PT Executive Committee Operation
  - SOP-4-105 PT Executive Committee Voting Process
  - SOP-5-101 NEFAP General Operating Procedures
  - SOP-5-102 NEFAP Voting Procedure
  - SOP-5-103 NEFAP Nominating Committee Procedure
  - SOP-5-104 NEFAP Dispute Resolution Procedure
- Participants should act honestly and in good faith with a view to TNI's best interest. Although TNI recognizes that legitimate differences of opinion can exist on individual issues, participants should support and promote the defined broad objectives of TNI. Unless a participant addresses or makes reference to another participant by name, participants should consider comments made to be non-personal.
  - Participants should stay current with all committee activities in which they are directly or indirectly involved. Participants should encourage and facilitate the full and open dissemination of all information necessary to enable complete and fair consideration of all points of view.
  - No participant should ever attempt to withhold or prohibit information or points of view from being disseminated, particularly when a participant is in disagreement with the information or points of view. Disagreements should be addressed and resolved through full presentation and discussion of all information and points of view, not through suppressing information or preventing expression.
  - To allow participants to accurately evaluate the points of view and information others contribute, participants should always endeavor to make known their business, commercial, organizational, or other affiliations that might affect their interests or points of view.
  - In all discussion, debate, and deliberation, participants should confine their comments to the merits of the scientific, technical, and procedural issues under review. Although participants may strongly advocate for their views or positions, they should be candid and forthcoming about any weaknesses in their views or positions and refrain from forcefully imposing their opinions on others.
  - Participants should explain the rationale for their views, and should not engage in debate and discussion which is disrespectful or unprofessional in tone, or which is unduly personalized or damaging to the overall goal of achieving consensus.
  - Participants should take appropriate steps to ensure that any public statements, either written or oral, which are not official statements of TNI, are properly portrayed as the opinion or position of the person making the statement. Care should be taken to ensure that the public is not misled by such statements.

In circumstances where policies and procedures permit deliberations to take place in executive session, participants should respect and observe the confidentiality of those sessions.

**Additional Guidelines Applicable to Participation in TNI Forums and Symposiums**

Participants should conduct themselves at all times in a professional and respectful manner, and shall respect all rulings of the chair. They should express their views through the making of appropriate motions and through participation in the formal debate on motions.

**Additional Guidelines Applicable to Committee Members**

For TNI committees to operate fairly and effectively, it is necessary that committees represent a variety of interests and that those interests be balanced within the committees. To ensure the necessary balance of interest, members have an affirmative and continuing obligation to provide TNI with timely, accurate, and complete information concerning their qualifications and interest classification.

- Members should maintain a high level of knowledge and competency in the areas of interest or expertise related to their activities within TNI.
- Members should actively and diligently perform all duties required of them by their committee work. This includes fully preparing for and consistently attending all meetings, and reading and becoming familiar with all issues relating to public comments on which their committees will act.

TNI recognizes that those who are willing and competent to participate in committee activities often have outside business, commercial, or other interests. It is for this reason that committees are required to be balanced by including in their membership persons of varying interests. Although members are categorized according to their interest classification for the purpose of achieving balance, members are not appointed to committees for the purpose of furthering their business, commercial, or other outside interests. Members are expected to and should base all advocacy, voting, and other standards development activities on sound technical and scientific bases and should act in the interest of TNI's goals.

Members frequently receive funding from their employers, organizations, or other sources for their participation in TNI. Apart from those sources of funding, members should not solicit or accept gifts, hospitality, or transfers of economic benefit, other than incidental gifts or other benefits of nominal value, from persons, groups, or organizations having dealings with their committee or under any circumstances in which the benefit would be or would appear to be bestowed or accepted for the purposes of influencing the members' activities.

- Members should treat all persons having dealings with their committee with respect and fairness and should not offer or appear to offer preferential treatment to any person or group.
- Members should refrain from disseminating false or misleading information or from withholding information necessary to a full, fair, and complete consideration of the issues before their committee.

### **Additional Guidelines Applicable to Committee Chairs**

Chairs should:

- Act in an impartial manner in the performance of their duties.
- Disclose to all members of their committee all known or potential conflicts of interest or other circumstances that could influence their impartiality on a particular matter and must not preside during the committee's consideration of that matter.
- Advise the TNI Executive Director and seek direction as to whether a member may continue to serve in a specific role, if the Chair discovers that a conflict of interest arises for a member and the matter is likely to involve a major activity of the committee or to continue over a considerable period of time.
- Avoid potential conflicts of interest in the appointment of all Subcommittee Chairs. If, in the opinion of the Chair, an individual has a known or potential conflict of interest, or other circumstances that could influence the individual's impartiality, that individual should not be appointed to Chair a subcommittee.
- Exercise care and diligence in the appointment of subcommittees. Although subcommittees need not be fully balanced, Chairs should attempt to include, to the extent practicable, any interested committee member or others who could usefully contribute to the work of the subcommittee. Chairs should avoid constituting a subcommittee in such a way as to unfairly exclude participation of any interest desiring and qualified to participate.
- Identify participating subcommittee members when presenting subcommittee reports to the committee for review and action. Chairs should ensure that the work of subcommittees is thoroughly reviewed and considered by the parent committee.
- Be consistent in the conduct of meetings and in particular should be consistent with respect to participation by non-members.
- Endeavor to stimulate participation from all committee members.

### **Additional Guidelines for TNI Staff**

TNI staff participate in committees primarily as facilitators. Their role is vital to the fair, open, and efficient operation of TNI committees. In fulfilling their roles and obligations, all TNI staff should also observe the following guidelines:

- Promptly and diligently perform all of the advisory, organizational, clerical, and other duties assigned by the Executive Director and by all other policies and procedures related to the TNI committees they facilitate.
- Encourage and facilitate full and effective participation in committee work by all members presenting all relevant information and viewpoints accurately.
- Strive to ensure that the work of their assigned committees is carried out in accordance with TNI policies and procedures.
- Counsel and advise the committee concerning established policies and procedures related to operations. Staff should also provide timely and accurate information concerning the scheduling of meetings, committee reports, and other necessary information.

- Conduct themselves in a manner that preserves and enhances the trust and confidence of participants as well as the public in the integrity and efficacy of TNI.
- Present themselves in a manner that reflects their facilitative and advisory role, taking care that they neither act nor could be perceived to be acting on behalf of or in order to further the interests of any group or individual.
- Provide any technical information, standards development history, feedback from users, and other material that may assist a committee in the course of its work.
- Share their technical expertise with their committees and, if appropriate, express an expert opinion. In expressing opinions, however, staff should clearly identify their opinions as personal ones and not necessarily that of TNI or any committee. Staff should also express those opinions with brevity, dispassion, and fairness to the opinions of others, and avoid adopting an argumentative or adversarial posture.
- Refrain from both, voting on any matter before a committee or acting as chair of a committee meeting, while serving as committee facilitators.

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## Attachment 2

### PROGRAM REPORTS

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#### CONSENSUS STANDARDS DEVELOPMENT

- An important change in SOP 2-100 (Procedures Governing Standards Development) will be on Tentative Interim Amendments (TIA). The current SOP allows a TIA to remain in effect for a maximum of 2 years before it is voted in as a permanent item in the standard. The benefit of hindsight now shows such a short time-frame to be unrealistic. Consequently, the appropriate section of the SOP is being changed to read "A Tentative Interim Amendment will remain in effect until the next modification of the standard. Within this time period, the section or subsection of the standard that incorporates the Tentative Interim Amendment will be re-introduced as an Interim Standard which will proceed through steps 5.4.2 through 5.4.5 before being accepted as a TNI standard."
- The Chemistry Committee has completed its edits to the MDL procedure and the document has been published on the TNI website. Further changes may be made based on any comments received, and it is then planned to offer the document to the EPAOW. The committee is currently modifying its Voting Draft Standard on Calibration in response to persuasive comments received from the voters. The Chemistry Committee recently added 4 Committee Members (2 AB and 2 Lab).
- The Stationary Source Audit Sample Committee is reviewing the SSAS standard for providers and anticipates having a Working Draft Standard for presentation at the Louisville meeting. Some audit sample ordering problems had been reported, and the committee planned to invite laboratories to a conference call to hear the problems.
- The Laboratory Proficiency Testing Committee is now working on Volume 3 (Proficiency Test Providers). It plans to have all 4 PT Modules and Volumes of the standard ready for voting in 1 year.
- The Laboratory Quality Systems Committee is working on a Standards Interpretation Request for clarification on the use of second source standards. Over the past few years there have been disagreements and misunderstanding of this topic, and it is now important for it to be settled so that the Chemistry Committee can make appropriate changes to the standard.
- The Laboratory Accreditation Committee reviewed and approved a streamlined Compliance Checklist used for AB Evaluations (the "Technical Review Checklist"). The Checklist will be presented to the NELAP AC along with the Evaluation SOP, when that review by LAS EC is completed. Jeff Flowers, LAB Chair, has worked with the IT Committee and believes that good progress has been made towards addressing issues about FoAs, so that web development work on the Generic Application can begin. A draft Data Development Plan is undergoing review in the IT Committee and once that is complete, will be reviewed by LAB, LAS EC and the AC. LAB awaits creation of the web page listing individuals and companies available for Third Party Assessor contracts. Once this is completed, a notice will be sent to all known interested parties and also published in "The Institute Review," if timing works.
- The Radiochemistry Committee met late August and is continuing to edit the standard. They are still working through the final sections and will then be able to review it as a committee towards preparing it as a Working DRAFT Standard. The committee chair helped address some questions for a Standards Interpretation Request.
- The Microbiology Committee has not met since San Antonio, but will be meeting this week. The committee finished their review of the Small Lab Handbook and have passed comments back to the Quality Systems Expert Committee. The committee is beginning their review of the standard to begin developing a Working DRAFT standard.



**NEFAP**

- The NEFAP EC has not met since San Antonio, but will be meeting later in the month.
- The final evaluation report was received for the second AB completing the accreditation process. The Recognition Committee received all supporting documents and met last Friday to begin review and discussion. The next meeting will be this Friday to begin discussions towards taking a vote.
- The Evaluation SOP update is still being worked on.
- Continued follow-up on training needs for Recognition Subcommittee. One member still needs to complete the quiz for the webcast, but all subcommittee members have reviewed the webcast or participated in the original Webinar. This item will be discussed at the next meeting.
- The charter still needs to be updated to the new format. A DRAFT will be available at the next committee meeting.

**Field Activities Expert Committee (FAC)**

- The FAC has not met since San Antonio, but should meet later in the month.
- Justin and Ilona will begin reviewing the requirements for ANSI approval and start organizing this effort. People who have been involved in the standard for many years have offered to help pull all documents together.
- The interim standard is now in CSDP review before finalization.
- The committee is continuing to work with the NEFAP EC on mobile lab issues.
- The FSMO tool subcommittee has not met, but the committee is ready to get started again.
- A draft of the NEFAP brochure has been forwarded to the Advocacy committee and Jerry Parr for finalization and printing.

**NELAP**

**Accreditation Council**

- Three AB evaluations are still in process, with the AC considering the team's recommendation for LA DEQ at its first September meeting. MN's site visit will be delayed until its newly legislatively-mandated program changes are in place, and IL has a new team member, which will help with the workload. CA has been notified that its response should be submitted regardless of departmental decisions about organizational relocation, since many of the corrective actions can be put in place without that final determination.
- The AC has resolved most of the outstanding issues about certification of labs to perform Crypto analyses, during a meeting with Carrie Miller and Dan Hautman of EPA's Technical Support Center in the Ground Water and Drinking Water Program at conference. Availability of TNI-approved PT samples remains to be resolved, although that issue is beyond the AC's purview.
- The AC declined to adopt the recommended the "unanimous consent" mechanism, as recommended by Policy Committee to facilitate approval of certain items, particularly SIRs that pertain to Fields of Accreditation offered by only a few ABs. By consensus decision, the AC has held firm to its belief that all NELAP ABs are expected to vote on all matters of accreditation.
- The AC has adopted a new policy, offered by the LAS EC at the AC's request, that will require an AB to notify the AC Chair if any of 6 types of operational changes occur. This policy has been submitted for review and approval by Policy Committee and the Board in the near future.
- As recommended by both the AC and the LAS EC in recent months, modified responses to SIR requests have been posted to the AC's SIR voting site, and expectations are that approvals will be smooth.

- The AC's report on the status of implementing the 2009 TNI EL Standard is summarized in the following table:

AB	Standard in Effect Now	Status/Progress
CA	2003 NELAC	Plans to shift to 2009 TNI standard once evaluation is completed
FL	2003 NELAC	Allows either standard. Expects to use statewide "streamlining" of regulations as vehicle to implement 2009 TNI. Uses 2009 TNI ELSS for PT
IL	2003 NELAC	Officially requires 2003 NELAC but accepts 2009 TNI. Is in early stages of rulemaking to transition to TNI ELSS
KS	2003 NELAC	Regulation still requires 2003 NELAC but accepts 2009 TNI except where 2003 NELAC is more stringent. Uses 2009 TNI ELSS for PT
LA DEQ	2003 NELAC	Transitioned to 2009 TNI effective June 10, 2013
LA DHH	2003 NELAC	Transitioned to 2009 TNI in December 2012
MN	2003 NELAC	Accepts either standard.
NH	2003 NELAC	Plan to update the rules to the 2009 TNI Standards was put off in favor of other rule changes deemed more important. If not 2014, the worst case scenario is 2016 when current accreditation rules expire and have to be readopted.
NJ	Assessing to 2009 standard; each non-conformance has a citation for both the TNI and NELAC Standards.	No progress to adopt the TNI Standards by reference. Change of regulations has been shifted to a 2014 activity Senior Management.
NY	2003 NELAC	No plans to transition until PT (V2M2) revisions are adopted. Assessment citations reference deficiencies for both the 2009 and 2003. If a rare citation is only applicable in 2009 - and not to 2003 - it would be cited as a 'comment' - not a true deficiency.
OR	2009 TNI	Transition effective in 2011
PA	2009 TNI	Began assessing labs to new standard in 2011
TX	2009 TNI	Transition effective July 2011
UT	2009 TNI	Completed transition in October 2011
VA	2003 NELAC	Regulations to adopt the 2009 standard were signed by the governor in July 2013 and the required 60-day comment period begins August 26, 2013.

**Laboratory Accreditation System Executive Committee (LAS EC)**

- Revisions to the SIR SOP have been approved and the document forwarded to Policy Committee for its review. A few of the older SIRs will require LAS EC attention due to a majority of "disapprove" votes, and several instances where multiple SIRs address a similar question will be returned as well. For "not SIRs" that warrant some form of additional advice to labs, a set of Frequently Asked Questions will be created in the coming months; these should be ready for discussion in Louisville.
- The committee is presently conducting an email vote on revisions to the NELAP Evaluation SOP.
- As soon as the promised SOP about review of standards (in response to the Corrective Action Review) emerges from the CSD EC, LAS EC stands ready to develop its companion SOP for the LAS's role in reviewing standards to be recommended to the NELAP AC.
- Both the Assessment Forum and the Mentor Session offered at conference were successful. New topics for Louisville are being discussed for decision before early October.

Standards Interpretation Request (SIR) Update:

Total Number	Closed Out	NELAP AC	in Committee	Being Redirected
237	180	44	11	2

- 12 SIRs currently have enough negative votes that it is clear they are not going to be approved. There are also 3 SIRs that are ready for finalization, but they have a vote asking for a discussion. Lynn has been working with the LAS EC, NELAP AC and QS to work through these SIRs and other SIRs that are not moving forward in the voting process.
- Two more SIRs have received 2/3 approval and have been sent out to the NELAP AC for a final opportunity to vote before they are finalized.
- One SIR was finalized and language was forwarded to post it on the website.
- There is one veto vote that needs to be resolved.
- There were 7 new SIRs submitted. None were not considered to be SIRs and the inquirers were notified.

**PROFICIENCY TESTING**

**PT Program Executive Committee (PTP EC)**

- The PTP EC has not met since San Antonio, but will be meeting next week. They will be working on the decision to update the FoPT tables for technology.
- The Chemistry FoPT Subcommittee is continuing to work on the Solid Chemicals and Materials FoPT table.
- Eric Smith was voted in as Vice-Chair and will take on the finalization of the PT Program Evaluation process. He will also be addressing the remaining concerns about a PT database.
- The PTP SOP Subcommittee is continuing work on SOP updates.
- The position paper has been completed and will be submitted to Advocacy.
- The committee is looking for a new AB member.

**ADMINISTRATION**

**Advocacy Committee**

- The committee has begun evaluating the EPA response to ELAB and will give the TNI Board comments on the letter along with recommendations about re-prioritizing activities if indicated.
- The next newsletter will be published November 1. Martina McGarvey is the editor.
- The Advocacy Committee is continuing to discuss revisions to the small lab quality management systems position paper.
- Based on comments received in San Antonio, the Advocacy Committee will develop an outline for the handbook on good practices for environmental laboratories.

**Non-Governmental Accreditation Bodies**

- The NGAB working group is continuing to draft the Evaluation SOP for NGABs. The complete draft SOP will be presented in Louisville.

### **Finance Committee**

- The Finance Committee met and reviewed the second quarter financial statement. The committee is planning to meet in December for long-range planning.
- Incremental funding for both EPA assistance agreements for FY 2014 were awarded on August 28.

### **Policy Committee**

- The Policy Committee presented a "beta" version of the planned training for committee chairs, based on the recently approved Committee Operations SOP 1-101, at conference. This training also included guidance about committee member conduct, approved by the Committee at its July 26 meeting.
- At the Board's request, the Policy Committee initiated review of the TNI Bylaws with respect to both changes needed to permit Ex Officio members to vote and also the possible need to expand stakeholder categories, since TNI core programs have expanded beyond our initial concept. The conclusion of this review was that Policy Committee will begin revising the Bylaws to permit Ex-Officio members to vote, while developing a process for ratification of those members by TNI membership, and simultaneously undertake to modify the stakeholder categories, with possibly different stakeholders for each core program as well as examining how both changes might be accommodated such that the Board continues to be a balanced representation all stakeholders with the selection or appointment of all Board members being ratified by the TNI membership. Draft revisions should be available for Board review by the October 2013 Board meeting.

### **Training**

- Upcoming Training Classes:
  - Sept 17 – IC (Jay Gandhi)
  - Oct 4 – Brown Bag (Jack Farrell)
  - Nov 1 – Brown Bag (Jack Farrell)
  - Nov 8 (4 sessions over next 5 weeks) – TNI Standard (Silky)
  - Dec 5 – Brown Bag (Jack Farrell)
- A new training format will be used with the TNI Standard class. The class will take place over 5 weeks and participants will be working on group projects and assignments between classes. There will be one fee for all four half day classes.
- The NEFAP/FOG Webinar held in San Antonio went well. Combining the live and on-line training worked in the informal setting. Training certificates for on-line participants were distributed.
- In Progress: The review of the ethics training has been expanded to add information about a 5 minute portion of the training where the microphone was not working. Language has been agreed on to provide information about using the Ethics training for annual and refresher training. Jack has decided to prepare a 5 minute webcast that will be added to the training. Update: Jack plans to meet with Ilona in the next 6 weeks to finish this up.
- 2013 goals: Progress was made on preparing the documentation for formally distributing CEUs. This was delayed due to NEMC work, but has been restarted.

### **Environmental Measurement Symposium**

- All presentations (reformatted to PDF slides), abstracts and biographies were forwarded to William for posting of the 2013 Technical program. Updates for the website were also forwarded for inclusion when the Technical Program is posted.
- Most all presentations have now been reformatted to two slides per page handouts for the 2013 Conference Proceedings. These will be forwarded to Jan by the end of the week.
- 11 papers have been submitted. They will be reviewed this week and forwarded with the presentations to Jan.

- An NEMC session summary was prepared and presented to the NEMC Steering Committee. Most sessions had good attendance and the quality of the presentations continues to go up. There were lots of compliments about the organization of the conference this year and the changes implemented to make the presentation process smoother worked and were appreciated.
- The calendar for NEMC 2014 has been finalized. Presentations will be due 3 weeks prior to the conference again and the registration for presenters will be bumped up one week to help with the finalization of speakers before the presentations are due and the program is complete.

#### **Forum on Laboratory Accreditation – Louisville, KY**

- The preliminary program has been finalized and posted on the website.
- Registration is now open.

#### **Complaints**

- A complaint was received July 15 and another on September 6<sup>th</sup>. Each has been closed out. The first was an inappropriate use of the process (having trouble with a password to purchase TNI material) and the other should have used the TNI contact process (question about an FoPT).

#### **Membership Report**

- There were 5 new committee applications this month. Requests were for LAB, Quality Systems, LAS EC, Technical Assistance and Conference Planning.
- Active Members: 872