

TNI Board of Directors Meeting Summary

May 9, 2007

1. Call to Order

Chair Judy Duncan called the meeting to order. In attendance:

Alfredo Sotomayor
Aurora Shields
Brooke Connor
Dave Mendenhall
Jack Farrell
Joe Aiello
Judy Duncan
Judy Morgan
Ken Jackson
Ken Olson
Sharon Mertens
Dave Speis
Steve Arms
Jerry Parr
Bob Wyeth
Susan Johns

2. Approval of Minutes

- Judy asked for changes to the April 2-3, 2007 minutes from the San Antonio meeting. The minutes were approved as discussed. Judy will make the changes to the minutes based on the discussion.
- Judy asked for changes to the April 11, 2007 minutes. The minutes were approved as distributed.

3. NELAC Update

- The PT Board has finished another set of acceptance criteria. They will decide later this month if the approval will be the responsibility of the NELAC PT Board or whether they will be transferred to the TNI PT Board.
- There will be a NELAC Board meeting later this month and will consider whether the NELAC PT Board activities can be transferred to the TNI PT Board.

4. Executive Director Update

- Jerry provided a summary of the Executive Directors report, which was distributed prior to the meeting.
- Meetings with EPA.
 - Met with Office of Solid Waste and provided an informational briefing on TNI.
 - Office of Water
 - Wastewater. Will not move forward until major stakeholders agree to endorse accreditation.

- Drinking water. Desire to make the certification manual comparable to NELAC standard. They will ask the Regions to assist with AA evaluations.
- Forum on Environmental Measurements.
- There is a need to meet with the EPA offices one-on-one. Jerry is looking for Board assistance with these meetings. Jerry and Aurora will put together a list of the offices to target and send to the Board for volunteers. Jerry will attempt to set up some meetings in Cambridge. Jerry will provide a briefing package to the Board.
- Cambridge Update
 - There is now a preliminary agenda.
 - There is no Board meeting scheduled. Jerry is suggesting an evening Board meeting and dinner on Thursday and a Board meeting/committee chairs luncheon on Monday.
- Strategic Plan
 - Everything is on schedule for a June 1 draft.

5. Program Updates

- The Program Administrator reports were distributed prior to the Board meeting.
- NELAP Board Recognitions. The TNI NELAP Board is discussing recognizing the ABs. The first step is to recognize each other on the basis of the past recognitions. The TNI Board supported the recognition process as an initial step, but does not want to see a long delay in implementing the program according to policy and procedure. The TNI Board would encourage the NELAP Board to consider use of the new TNI standard.
- PT Board (TNI) Actions. Based on the recent actions of the TNI PT Board, the TNI Board will recommend to the NELAC Board that TNI take on all functions of the NELAC PT Board.
- Motion: The Board approved fees for PTOBs:
 - There is an application fee of \$5000 plus any travel costs for the on-site visit.
 - There is a \$2500 annual maintenance fee or they may join as an organizational member for the same fee which would include 10 memberships and the maintenance fee.
- Motion: The Board approved a motion relative to A2LA as a PTOB. A2LA will be asked to submit an application as a PTOB with the understanding TNI will waive the initial application fee but they will be required to pay the annual maintenance fee. This waiver is based on the fact that A2LA applied to NELAC and we would recognize that application.
- Actions to be taken:
 - Jerry will contact A2LA about the TNI action
 - Jerry will inform the NELAC Board about our actions and explain there is a fiscal impact for A2LA continuing as the PTOB for TNI.
 - NELAC should act on the NELAP PT Board recommendation to endorse A2LA as a separate action.
 - TNI will recommend the NELAC PT Board dissolve.
 - Jerry will put together a compendium of fees for TNI.
- Approval of 4 TNI standards. Jerry will develop and recommend a process for the annual program review by the TNI Board.
- Dr. Jeff Flowers was recommended by the Consensus Standards Development Program as the new Chair of the Accreditation Body committee. Judy Duncan received the TNI Board endorsement for the appointment. She will confirm the appointment.

6. Status of ANSI Application

- Responses were provided on the comments.
- The TNI responses are expected to be on the agenda of the ANSI Executive Standards Council meeting in May.

7. Composition of the TNI Board

There are 4 federal officials who are in the process of being appointed to the Board in an Ex Officio capacity. Brooke has accepted the position. FEM has been contacted for the EPA liaison. Jerry and Judy will sign the invitation letter to DOD and DOE and send them out as soon as possible.

8. Progress on Stakeholder Focus Group.

The Advocacy Committee has recommended that we form a focus group, inviting three organizations to participate. There will be a July face-to-face meeting. The recommendations from the work group will be presented to TNI. The TNI Board approved the Advocacy Committee to proceed. Jerry will incorporate the comments into the survey.

9. Sale of TNI Standards – Tabled

10. Consultant Referrals – Tabled

11. Governance Document – Tabled

12. Adjournment

- The meeting adjourned at 1:45 PM.
- The next meeting will be June 13 at 12 PM Central time.

Executive Director's Report

May 9, 2007

Activities completed since April 2:

- Prepared briefing package for meeting with stakeholders
- Provided briefing to EPA OW, OSW, and FEM
- Presented information (with Lara Autry) about TNI at the Texas Trade fair
- Put on Texas quality systems workshop May 3 and 4
- Initiated new process for organizational memberships
- Developed and published newsletter (significant help from Aurora Shields)
- Finalized preliminary agenda for Cambridge meeting (attached)
- Prepared materials to launch on-line registration for Cambridge on May 9
- Participated in BOD strategic planning session
- Obtained advice from parliamentarian on board composition
- Met with senior staff from WEF and NACWA
- Responded to comments on ANSI application

Upcoming activities

- Revise Program descriptions and post on website
- Complete tasks on Asset Migration table
- Continue work on summer meeting
 - Prepare and mail brochure
 - Finalize space arrangements
- Finalize new approach for organizational memberships
- Merge NEMC and TNI databases
- Finalize strategic plan
- Additional changes to website
- FSEA May 24-26

Organization update

Last month: 533 Active members
This month: 545 Active members

Status of Asset Migration

Asset	Recommended Approach	Date
1. Foundational Organizational Documents		
a) Texas Articles of Incorporation	Change name	Done
b) IRS recognition as a non-profit	Send letter to IRS	In progress
c) State of Texas recognition as a non-profit	Send letter to Texas	Done
2. Contracts and Grants		
a) EPA Cooperative Agreement for standards development	Prepare special report	Done
b) EPA Cooperative Agreement for NEMC	Prepare special report	In progress
c) Texas grant for training workshops	Send letter	Done
d) Personnel contracts	Modify contracts	Done
e) Agreements with subcontractors	Modify contracts	Done
f) Hotel contracts	Modify contracts	Done
3. Banking		
a) Bank account number	Establish new bank account	Done
b) Checks	Change name when appropriate	Done
c) Merchant account (Visa, etc.)	Change to TNI account	
d) ACH (Automated Clearing House: a system the federal government uses for direct deposits)	Change to TNI account	
e) Direct deposits from state governments	Change to TNI account	
4. Other Government Issues		
a) CCR (Central Contractor Registration)	Change to TNI account	
b) State contractor registrations	Change to TNI account	
c) Dun and Bradstreet number	Change to TNI account	
d) Indirect cost rate with the Department of Interior	Jerry notify Elena Chan	
5. Other		
a) ANSI accreditation	Provide information to ANSI	Done
b) Insurance	Need help from NFSTC or others	In progress
c) Vendor agreements	Jerry to make modifications	Done
d) FedEx account number	No change needed	Done
e) Recognition of A2LA as a PTOB	Sign MOU with A2LA	In progress

Program Administrator's Report May 8, 2007

NELAP Board

- Approved the voting procedure which describes the voting process to be used by the NELAP Board for making decisions on general business and matters affecting accreditation.
- Presented the SOP for NELAP Board Operations for approval. Ten members present voted to approve. Voting will be left open for two weeks to allow those members not present to vote.
- Discussed recognizing the NELAC Accrediting Authorities as TNI Accreditation Bodies. Dan and Carol will design a certificate and prepare a proposal for voting.
- Began reviewing the EPA evaluators draft documents for use in the next evaluation of TNI accreditation bodies.

Laboratory Accreditation Committee

- Prepared a draft policy for standards interpretation which will be presented for approval on May 11.

National Database Committee

- Held face to face meeting on April 5-6 to develop implementation plan and completed draft implementation plan.

PT Board

- Approved charter and operational SOPs.
- Recommended A2LA as TNI PTOB. Forwarded recommendation to NELAP Board.
- Recommended NELAC PT acceptance criteria to NELAP Board.

Consensus Standards Development

- Work with ANSI and ASTM on name change on licensing agreements.
- Develop proposal for pricing of TNI standards and finalize ANSI sales agreement.
- Set up meeting with ASTM to discuss copyright issues related to state regulations.
- PT and QS expert committees continue to work thru comments since Denver - targeted for 5/15 completion
- Ballot for Final Standards closed May 1 - all 4 modules passed and tally was posted. May 19 closes out the 15 day tally consideration period. Unlikely to change final results.
- Uniformity of Standards Committee formed to work on consistency issues and glossary - Carl Kircher is chair
- ANSI comments response development
- Need to make sure EC Chairs have documented votes of their members to move modules to DIS status. Will also remind EC committee members that they do need to vote during upcoming balloting process (this was an issue for previous DIS ballot)

- Uniformity committee will review completed DIS modules for consistency and start work on glossary
- Voting/comments on DIS modules set for posting on June 15 - I will work with John to make sure voting system ready. Jan will do any needed formatting of documents for posting. Most will be posted with "tracked changes" so reviewers can focus on changes.
- All ECs are working on agendas for Cambridge.

Technical Assistance

- Charter finalized after San Antonio Strategic Planning Meeting guidance.
- Only Assessment Forum is a current subcommittee. Lab support was moved to LAS, but Brooke Connor is currently still a TAC member.
- Jack Ferrell will be developing a policy for giving annual assessor training credit for attendance at the assessment forum;
- Mentoring Session at Cambridge is being finalized. Discussions will be: What is an acceptable corrective action to audit findings? Repeat findings (what they mean, how are they handled by AAs) and handling disagreements. Fee structure for NELAC accrediting authorities.
- Guidance Documents:
 - SOP Templates: Betsy Kent is currently working on the Administrative SOP template, working off of the Technical SOP written up by John Gumper. James Broderick is working on a fee structure survey of NELAC accrediting bodies.
 - List of Accrediting Bodies (NELAP and Non-NELAP) with contact and general fees and general scope of accreditation will be worked on by Barbara Escobar with requested help from Judy Morgan on this document which is still in the planning stages.
- Of the possible training proposed for Cambridge, the following is currently being worked on:
 - **Manual Integration** for half the day on Friday afternoon. AEX will provide the training.
 - **Best Practices in Instrument Calibration** as a NEMC discussion (possible panel), for Friday morning, chaired by Charlie Carter. Barbara Escobar will participate in the planning as well.
- Agenda item for May meeting is the discussion on what questions/answers to post on a FAQs section for the website.
- One-on-One Mentoring Plan to be worked on by James Broderick, Kristen Russell and Ray Frederici, targeted to an Accrediting Authority for now, but would like to plan for labs as well. The plan (identification of the target accrediting authority) would be discussed further at the May meeting.