

Summary of Advocacy Committee Meeting  
September 4, 2014

1. Call to order

Steve Arms called the meeting to order at 12 Noon CDT, Sept. 4, 2014. Attendance is recorded in Attachment 1.

2. Approval of minutes

Minutes of the July 2, 2014, and August 7, 2014, meetings were reviewed. Since there was not a quorum of members present, no vote was taken.

3. Newsletter

Newsletter articles suggested at the last meeting were reviewed. No additional articles were suggested. We may want to add a sidebar for NELAP renewals. Carol will add the email addresses of authors and forward to Janice Willey, editor for this edition.

4. Exploring the Future of National Accreditation

The committee discussed information from the DC workshops that the TNI Board will need for the strategic planning meeting in October. Carol, Jerry, and Steve, as available, will meet with each facilitator and note taker to refine information from each session and make recommendations to the Board. Carol will poll for available times and set up the calls.

5. Laboratory Practices Handbook

The committee discussed target timeframes for completing the handbook and decided to request the first drafts of chapters by the end of the calendar year. Aurora indicated that the QC chapter may need some additional help. Zonetta volunteered to have a staff member prepare the outline for the Reagents, Solvents and Gases chapter.

**Note:** Following the call, the following people volunteered to complete the remaining chapter outlines – Katie Mustonen, Glassware; Mike Michaud and David Riese, Data Handling and Reporting. We still need a volunteer for Laboratory Services.

6. California

At the August meeting, we concluded that TNI should send a letter to the new program manager in California and offer to help them if we can. We could also offer to have a sit down meeting with them when they are ready to pursue recognition as a NELAP AB again. There has been a re-organization and there is new management over the lab accreditation programs. Jerry will draft a letter with Steve's help to send to the appropriate department head.

7. Next meeting

The next meeting is Thursday, October 2, 2014, at 12 Noon CDT.

Attachment 1

	Name	Stakeholder Group	Present/Absent
1.	Lara Phelps	EPA (Other)	Present
2.	Steve Arms	AB	Present
3.	Lynn Bradley	Other	Present
4.	Stephanie Drier	AB	Absent
5.	Judy Duncan	Other	Absent
6.	Kenneth Jackson	Other	Absent
7.	Martina McGarvey	AB	Present
8.	Zonetta English	Lab	Present
9.	Paula Hogg	Lab	Absent
10.	Marlene Moore	Other and NEFAP	Absent
11.	Elizabeth Turner	Small Lab Advocate	Absent
12.	Gary Ward	AB	Absent
13.	Michael Wichman	Lab	Absent
14.	Janice Willey	Federal	Present
	<b>Associate Members</b>		
	Kirstin Daigle	Lab	Absent
	Judy Morgan	Lab	Absent
	Aurora Shields	Lab	Present
	JoAnn Boyd	Lab and FAC	Absent
	Keith Chapman	Other	Present
	Karna Holquist	AB	Absent
	Sharon Mertens	TNI Board Chair	Present
	<b>Staff</b>		
	Jerry Parr	TNI ED	Present
	Carol Batterton	TNI PA	Present

Attachment 2

<b>Item</b>	<b>Status</b>	<b>Assigned to</b>	<b>Due Date</b>
Small Lab Position Paper	Approved by TNI Board	Carol	
Prioritize future position papers	Agenda for next meeting	Committee	
PT position paper	Pending with Advocacy Comm.		
QS position paper	Pending		
FEM/ELAB response letter: Future Planning for National Accreditation	Letters sent to non-NELAP states for input.	Carol, Jerry and Committee	DC summer meeting
Non-NELAP state interviews	Interviews completed.		
Webinar	July 17 -completed		
Workshop	August 8		
Good practices handbook: Assign chapters for review/revision	Chapters assigned 3-6-14 Preliminary reports 5-1-14 Outlines due June 5 Merge outlines	Committee and chapter editors  Carol	  DC meeting
Follow up on Benefits Panel, webinars? Newsletter articles?	Newsletter article assigned	Committee	
Small Lab Handbook revisions	On hold	Carol	
Newsletter assignments	Articles assigned 9-4-14	Janice Willey, editor	October 31