

Summary of Advocacy Committee Meeting
September 5, 2019

1. Call to order

Steve Arms called the meeting to order at 12:00 Noon CDT, September 5, 2019. Attendance is recorded in Attachment 1.

2. Approval of Minutes

Minutes from August 9, 2019 were reviewed. Stacie moved approval and Martina seconded. All present voted in favor.

3. Newsletter

The committee assigned authors to the articles as indicated below. Article deadlines and publication date were not determined since Jerry had not joined the call at this point. Sharon Mertens is the editor.

| Article & Description | Authors | Email for Authors |
|--|-------------------------------|--|
| Summary of the Jacksonville meeting | Jerry Parr | jerry.parr@nelac-institute.org |
| Newport meeting | Jerry Parr | jerry.parr@nelac-institute.org |
| Call for abstracts NEMC Minneapolis | Lara Phelps Jerry Parr | Phelps.Lara@epa.gov jerry.parr@nelac-institute.org |
| Implementation of 2016 standard | Lynn Bradley | lynn.bradley@nelac-institute.org |
| CA mentor program article | Jacob Oaxaca | jacob.oaxaca@waterboards.ca.gov |
| Small lab article -standing article Robin will name the article | Robin Cook | cookr@codb.us |
| Update on Method 600 series validation project | Jerry Parr Carol Batterton | jerry.parr@nelac-institute.org carbat@beecreek.net |
| New NGAB | Ilona Taunton Judy Morgan | ilona.taunton@nelac-institute.org judy.morgan@pacelabs.com |
| Strategic planning | Jerry Parr Carol Batterton | jerry.parr@nelac-institute.org carbat@beecreek.net |
| SSAS program | Tom Widera | twidera@eraqc.com |
| What to do in Newport | ??? | |
| Recipe | Lara Phelps | Phelps.Lara@epa.gov |
| Musings from the Chair | Alfredo Sotomayor | ASotomayor@mmsd.com |
| Committee openings | Paul Junio | paulj@nslab.com |

4. Newport, CA, winter meeting

Jerry joined the call and reviewed the schedule for the winter meeting in Newport, CA. The meeting will start with a Super Bowl party on Sunday afternoon for those coming in on Sunday. He noted that a speaker from the California Water Board, Joaquin Esquivel, was scheduled for the lunch speaker on Tuesday. On Tuesday afternoon, there will be a panel titled, "How Accreditation Improved my Laboratory". Jerry has identified seven potential speakers for this

session. We anticipate that this session will provide information to help complete the “value of accreditation” project. The newcomer reception will be on Wednesday.

There will be a day-long session on Thursday titled “ Maintaining a TNI Quality Management System”. The plan is to have a panel of experts discussing how to implement key portions of the quality systems management requirements in the standard. Comments and suggestions from members included:

- Is there a moderator? Yes, it will be Steve Arms.
- When do we have question and answer? Is it after each topic or at the end?
- We should have some CA people on this panel to talk about how they implemented the standard. Ron Coss is a possible panelist. We should also have an AB like Kristin Brown on the panel. Jerry will follow up and invite speakers. He will also talk to Christine Sotelo and Mitzi Miller for ideas.
- We should assign each panelist a topic. Encourage attendees to come with questions.
- Jerry will pass out controlled copies of the appropriate sections of the standard at the beginning of the session.

Jerry also noted that the panel will conclude at 4 pm so that the committee reports can begin.

It was also noted that the lunch break on Monday was tight. There is no lunch provided on Monday and only one hour to go outside the hotel for lunch. The nearby Back Bay Bistro is closed that day. Jerry will check with the hotel for other options like a grab and go lunch.

Jerry indicated that the last time we met in Newport, we provided sweatshirts as a conference giveaway item. These were very well received because attendees found the weather unexpectedly cool. However, the cost would be about \$5-6 K, and our budget is already a little tight. He asked for ideas. After discussion, it was decided to wait until after the AV quote comes in to make a final decision.

5. Internal audit checklist

The Advocacy Committee has been asked to review their internal audit checklist with the goal being to make sure these are still the right things to audit. The SOPs, Policies, etc. used to prepare the original checklist are on the checklist. We have been asked to update any references with the current revision and make sure the items on the checklist are still current with the current revision. If there are any new relevant SOPs, we should add them and add any needed items to the checklist. Lynn noted that this only applies to last portion of the checklist which is specific to the Advocacy Committee. Since the committee had run out of time, Steve and Carol will finalize a response and return the checklist by the September 10 due date.

7. Next Meeting

The remainder of the items on the agenda will be addressed at the next meeting which will be October 3, 2019 at 12 Noon Central time.

Attachment 1

| | Name | Stakeholder Group | Present/Absent |
|-----|--------------------------|--------------------------|-----------------------|
| 1. | Lara Phelps | EPA (Other) | Present |
| 2. | Steve Arms | Other | Present |
| 3. | Lynn Bradley | Other | Present |
| 4 | Martina McGarvey | AB | Present |
| 5. | Stacie Crandall | Lab | Present |
| 6. | Zonetta English | Lab | Present |
| 7. | Marlene Moore | Other and NEFAP | Present |
| 8. | Janice Willey | Federal | Absent |
| 9. | Trinity O'Neal | Lab | Absent |
| 10. | Robin Cook | Lab | Absent |
| 11. | Sharon Mertens | Lab | Absent |
| 12. | Teresa Coins | Lab | Absent |
| 13. | Ron Coss | Lab | Absent |
| | | | |
| | Associate Members | | |
| | Kirstin Daigle | Lab | Absent |
| | Judy Morgan | Lab | Absent |
| | JoAnn Boyd | Lab and FAC | Absent |
| | Celeste Crowley | AB | Absent |
| | Keith Chapman | Other | Absent |
| | Andrea Teal | TNI Ambassador | Absent |
| | Devon Morgan | TNI Ambassador | Present |
| | Bob Pullano | TNI Ambassador | Absent |
| | Lee Wolf | TNI Ambassador | Absent |
| | Paul Junio | TNI Ambassador | Present |
| | Lily Sanchez | TNI Ambassador | Absent |
| | Silky Labie | Other | Absent |
| | Elizabeth Turner | Lab | Absent |
| | Stephanie Drier | AB | Absent |
| | Erin Consuego | Lab | Absent |
| | Staff | | |
| | Jerry Parr | TNI ED | Present |
| | Carol Batterton | TNI PA | Present |