

Summary of Advocacy Committee Meeting
December 7, 2017

1. Call to order

Steve Arms called the meeting to order at 12:00 Noon CST, December 7, 2017. Attendance is recorded in Attachment 1.

2. Approval of minutes

Minutes from November 2, 2017, were reviewed. Lynn moved approval and Zonetta seconded. All present voted in favor.

3. Advocacy Report for Albuquerque meeting

Steve reviewed the content of two slides to be used for Advocacy annual report. He asked for input on Accomplishments and Future Plans. Suggestions included:

Accomplishments

- Presentations at regional and national meetings
- Published 2 newsletters
- Assisted with conference planning
- Revised Advocacy charter
- Reviewed and edited TNI comments on California's draft program rules
- Assisted with reorganization of TNI documents
- Completed tasks from strategic plan

Future Plans

- Continue with presentations
- Continue newsletters
- Support conference planning
- Assist with outreach to CA small labs
- Continue outreach and coordination with EPA program offices as needed
- Monitor progress on Best Practices Handbook training and assist as needed
- Continue to expand ambassador outreach efforts
- Develop new TNI position statements and review existing statements annually
- Conduct internal audit and develop annual workplan
- Follow up with Marketing and Outreach Committee

Steve and Carol will work on updating the slides.

4. Agenda for Albuquerque Meeting 2018

Steve asked for ideas for the agenda for Advocacy's Albuquerque meeting. Based on previous agendas, members suggested:

- Summary of recent and future activities
- Review of conference planning for upcoming 2018 and 2019 meetings
- Review of highlights of Albuquerque meeting and identification of potential action items for Advocacy
- Newsletter topics and planning
- Workplan development

5. Updates

MUR: Steve noted that Jerry had circulated EPA's answers to frequently asked questions on the MUR. This document was provided to members for information.

California program: California is still in the process of updating their regs. They are adopting TNI's revisions to the chemistry module and conducting training sessions with their contractor. Christine Sotelo is back from medical leave.

6. QA Position Statement

Steve and Carol noted that the QA (Management System) position statement is essentially complete, but lacks recommendations and acknowledgements. Members suggested that we follow the format and content of recommendations in previous position statements.

Possible recommendations included:

- TNI's quality management program is an essential element (a proven element?) of an accreditation system which provides the laboratory, testing organization, client, regulator, or accreditation body with confidence in an organization's data.
- TNI should continue to promote the adoption of its quality management system by all environmental testing organizations.

The Acknowledgements section should recognize whoever drafted the first statement (QA committee?) and the Advocacy Committee. The Resources section should note the appropriate section of the TNI standard. Before we finalize the document for Policy Committee review, we should review it carefully to make sure it is still up to date.

Members noted that previously completed position statements had not been posted to the TNI website. After further discussion, it appeared that the documents had never been provided to the TNI Board for approval. The Small Lab position statement was provided to Policy committee on 9-25-13 and the Policy Committee approved the PT position statement on 4-17-15. Lynn and Carol will follow up with Jerry on next steps for getting approval of the previous position statements and determining the appropriate placement of the TNI website.

7. Next meeting

The next meeting of the Advocacy Committee will be face to face on Wednesday, January 24, 2018, at 1:00pm in Albuquerque, New Mexico. There will not be a teleconference meeting on January 4, 2018.

Attachment 1

	Name	Stakeholder Group	Present/Absent
1.	Lara Phelps	EPA (Other)	Present
2.	Steve Arms	Other	Present
3.	Lynn Bradley	Other	Present
4.	Stephanie Drier	Lab	Absent
5.	Martina McGarvey	AB	Present
6.	Stacie Crandall	Lab	Absent
7.	Zonetta English	Lab	Present
8.	Marlene Moore	Other and NEFAP	Present
9.	Elizabeth Turner	Small Lab Advocate	Absent
10.	Janice Willey	Federal	Absent
11.	Trinity O'Neal	Lab	Absent
12.	Robin Cook	Lab	Present
13.	Sharon Mertens	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
	Teresa Coins	TNI Ambassador	Present
	Andrea Teal	TNI Ambassador	Absent
	Devon Morgan	TNI Ambassador	Absent
	Bob Pullano	TNI Ambassador	Absent
	Lee Wolf	TNI Ambassador	Absent
	Paul Junio	TNI Ambassador	Absent
	Lily Sanchez	TNI Ambassador	Absent
	Staff		
	Jerry Parr	TNI ED	Absent
	Carol Batterton	TNI PA	Present