

# TNI Board of Directors Meeting Summary

## September 12, 2007

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### 1. Roll call

Judy Duncan called the meeting to order at 12 Noon on Wednesday, September 12, 2007. The following members were present:

- Steve Arms
- Aurora Shields
- Jack Farrell
- Judy Morgan
- Alfredo Sotomayor
- David Speis
- Sharon Mertens
- Ken Jackson
- Tom McAninch
- Bob Wyeth
- Barbara Finazzo
- George Detsis
- Judy Duncan
- Brooke Connor

The following staff members were present:

- Jerry Parr
- Carol Batterton
- Jane Wilson
- Susan Johns

Minutes from the 8-8-07 and 8-23-7 meetings were reviewed and approved with minor changes.

### 2. NELAC Update

Judy Duncan reported that at the 9-5-07 meeting of the NELAC PT Board, all functions were transferred to the TNI PT Board. The NELAC PT Board has ceased operations as of 9-5-07. The only remaining function to be transferred is the AARB.

### 3. ED Report

Jerry Parr reported that EPA cooperative agreement renewal had not yet been awarded. He is still working with the grants office, but thinks we will have the award within two weeks.

Jerry noted that he is working with Lara Autry on plans for the next NEMC and that they are developing a management structure for the conference. The management structure will be an unincorporated Board of Trustees to make key decisions.

In response to a question, Jerry indicated that membership renewals are current except for renewals that came in as part of the Cambridge registrations. These have not been entered into the system yet.

TNI has secured additional contractor support for website design and Jerry is conferring with NSFTC on more appropriate insurance coverage for TNI.

#### 4. ANSI Appeal

In response to a question about the status of the ANSI appeal, Jerry indicated that the major issue how to handle the final membership vote. ANSI is concerned that special interests that are not balanced in the general membership and could overturn the vote at the end. The CSDB will consider this issue tomorrow. Ken Jackson indicated that he would like to retain the final membership vote, but only count the consensus vote at the committee level which is where the balanced stakeholder vote occurs. Some members may not be happy about eliminating the final general membership vote.

Some TNI board members expressed concern that the voting process may not be well understood by the membership and many may not be aware of the key times for providing input. Also, there was concern expressed about committee members and the process for recruiting new members. There was also a suggestion that the implementation of the voting policy needs some tweaking.

The Board agreed that Ken should pursue these ideas with the CSDB and that a general outreach plan for the voting process should be developed.

#### 5. Program Updates

Carol Batterton reported on the NELAP Board's progress on finalizing the Evaluation SOP and the evaluation coordinator position. She indicated and Barbara Finazzo confirmed that the EPA Regional evaluators would not necessarily be the lead evaluators on this round of AB evaluations.

Jane Wilson reported that the CSDB would meet tomorrow and finalize the response to ANSI. Also they will develop milestones for the Quality Systems and PT Expert committees on their Response to Comments. They are continuing to work on finalizing the 4 modules that are final standards.

Susan Johns reported that the TAC had met earlier this week and they are considering a proposal for one on one mentoring.

Aurora Shields reported that the Advocacy Committee was writing a letter to the EPA Science Policy Council introducing TNI and indicating that we would like to have stronger support from the EPA programs. The advocacy committee is proposing to split out outreach to the trade organizations to address drinking water and wastewater separately. They are also planning additional meetings with EPA program offices and want to market the FMSO standard.

Alfredo Sotomayor reported that the SOP on SOP's is almost final along with the general policy on operation of TNI Boards and Committees. Soon they will work on a policy for use of logos.

#### 6. Next Meeting

The next regularly scheduled Board meeting is October 10, 2007. The pricing of TNI standards will be discussed that that meeting.

# **Executive Director's Report**

**September 12, 2007**

## **Activities completed since August 8:**

- Discussed contract with A2LA to be a PT Provider Accreditor; agreement on basic terms; A2LA to have legal review performed
- Participated in Cambridge meeting
- Prepared initial draft for Newport meeting; Hotel site visit in Newport on 9/5
- Developed pricing sheet for sale of TNI standards
- Vacation: 8/29 to 9/7!
- Working with EPA grant official to finalize year 3 of standards assistance package; package should be mailed this week.
- Prepared organizational bylaws for NEMC
- Secured additional contractor support for TNI and NEMC websites (BFC Designs)
- Discussed insurance with David Epstein

## **Upcoming activities**

- Complete remaining tasks on Asset Migration table; goal for completion is September 30
- Finalize operational plan
- Revise Board governance document
- Develop consultant referral program
- Publish Board minutes
- Begin work on Newport meeting
- Begin work on NEMC 2008; work with Lara to form Board of Trustees
- Work with John and Brooke to revise NEMC and TNI websites
- Finalize NEMC 2007 (posting of papers)

## **Organization update**

August 8: 606 Active members

Today: 575 Active members (way behind on membership updates)

## Status of Asset Migration

| Asset   | Recommended Approach           | Date        |
|---|--------------------------------|-------------|
| <b>1. Foundational Organizational Documents</b>   |                                |             |
| a) Texas Articles of Incorporation  | Change name                    | Done        |
| b) IRS recognition as a non-profit  | Send letter to IRS             | Done        |
| c) State of Texas recognition as a non-profit   | Send letter to Texas           | Done        |
| <b>2. Contracts and Grants</b>  |                                |             |
| a) EPA Cooperative Agreement for standards development                                      | Prepare special report         | Done        |
| b) EPA Cooperative Agreement for NEMC   | Prepare special report         | Done        |
| 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        |
| <b>3. Banking</b>   |                                |             |
| 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          | Done        |
| d) ACH (Automated Clearing House: a system the federal government uses for direct deposits) | Change to TNI account          | In progress |
| e) Direct deposits from state governments   | Change to TNI account          | In progress |
| <b>4. Other Government Issues</b>   |                                |             |
| a) CCR (Central Contractor Registration)  | Change to TNI account          | In progress |
| b) State contractor registrations   | Change to TNI account          | In progress |
| c) Dun and Bradstreet number  | Change to TNI account          | In progress |
| d) Indirect cost rate with the Department of Interior                                       | Jerry notify Elena Chan        | In progress |
| <b>5. Other</b>   |                                |             |
| 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 contract with A2LA        | Done        |