

TNI Board of Directors Meeting Summary

April 9, 2008

1. Roll Call

Chair Judy Duncan called the meeting to order at 12:00 pm on Wednesday, April 9, 2008. She welcomed all participants and in particular, Matt Sica, a new member of the Board. Jane Wilson acted as scribe.

Directors	Present
Joe Aiello	Yes
Steve Arms	Yes
Judith Duncan	Yes
Jack Farrell	Yes
Ken Jackson	Yes
Tom McAninch	Yes
Sharon Mertens	Yes
Judy Morgan	Yes
Ken Olson	Yes
Aurora Shields	Yes
Matt Sica	Yes
Alfredo Sotomayor	Yes
Dave Speis	Yes
Bob Wyeth	No
Ex-Officio Directors	
Brooke Connor	Yes
Barbara Finazzo	Yes
George Detsis	No
Edward Hartzog	No
Staff	
Carol Batterton	Yes
Jerry Parr	Yes
Susan Johns	Yes
Jane Wilson	Yes

The March 12 meeting minutes were approved unanimously (motion by Shields, second by Speis).

The March 27 special meeting minutes were approved unanimously (motion by Mertens, second by Morgan).

2. Election of Board Officers

As Chair of the Nominating Committee, Aurora Shields administered the following election of Officers for 2008:

Position	Nominee	Nominated by	Second	Vote
Board Chair	Judy Duncan	Farrell	Speis	All in favor
Board Vice Chair	David Speis	Mertens	Farrell	All in favor
Secretary	Steve Arms	Speis	Jackson	All in favor
Treasurer	Sharon Mertens	Speis	Morgan	All in favor
Advocacy Chair	Aurora Shields	Jackson	Morgan	All in favor

3. Appointment to Fill Vacant Board Position

An elected Board Director for 2008 resigned his position on the Board due to a change in employment. In accordance with the By-laws, the Board can appoint a replacement to serve until the next Board election cycle. Curtis Wood has been nominated by the Nominating Committee. The Board unanimously approved this appointment (Farrell motion, Shields second). Judy Duncan and Jerry Parr will contact Curtis about the appointment. A brief synopsis of what has occurred will be included in the next TNI newsletter to update the membership.

4. ED and PA Reports

PA reports circulated by Jerry were reviewed by the Board. Ken Jackson noted that review of the final editorial changes to the standards by the Expert Committees was taking a little longer than expected. The final standards will be posted for a 30-day appeals period, but LASC can start reviewing the finished standards at the time of posting.

ED report was reviewed by Jerry. He noted that he will start compiling a more formal action items list. Jack Farrell added that a co-chair is needed for a session regarding accreditation bodies being planned for the Assessor forum at the summer TNI meeting. Steve Arms will help Paul Bergeron chair the session. The brochure for the summer meeting will be published in the next couple weeks. Jerry is also working on some final updates to the operational plan.

5. Budget/Finance Committee Report

The committee has tweaked a rough budget provided by Jerry and expects to have a proposed budget for the next Board meeting in May. Sharon has contacted an audit firm with expertise in non-profits to audit the close of the INELA books and will have a recommendation for the Board soon. The fundraising committee is expected to be launched after the approval of the 2008 budget.

6. Small Lab Advocate Position

The proposed position description developed by Alfredo and Aurora was discussed in detail. Several suggestions were made by the Board, such as establishing guidance on what is considered a "small" lab – considerations such as number of personnel, scope of operation, lack of designated full-time QA manager, etc. The input of the Technical Assistance Committee and Advocacy Committee is also needed. Jerry will work on reorganizing the second part of the document and the Board will revisit at its next meeting.

7. By-Law Changes Announcement

Jerry reviewed proposed changes in several areas of the By-laws, including the appointment process to fill Board vacancies, references to the transition Board that should be deleted, and several other areas that need tweaking. He will circulate the formal proposal prior to the May meeting for voting/adoption in June.

8. Expanded Role of Policy Committee

Substantive discussion on this topic was postponed until the May meeting. The concept is to potentially expand the role of the Policy committee to act as a starting point to address organizational concerns or complaints. Similar processes in other TNI programs and committees need to be respected so that those processes are not usurped, but this role could function to refer inquiries to the appropriate process, similar to an ombudsman role.

The Board also discussed the role of the Policy committee with respect to products or tools that TNI committees may develop that can be provided to others for a fee. The Board needs a process or

structure for how to consider these situations and how to set pricing. The developing committee also needs to consider budget and the sustainability of the product. Jerry will summarize and get some volunteers to help refine a proposal.

The Board would like to designate a state or non-EPA federal representative to serve on ELAB.

9. ANSI/ACLASS inquiry

Jerry has been contacted by a representative of ACLASS to discuss laboratory accreditation issues. The Board recommended doing some research before having the conference call and reporting back on the issue in May. Jerry will coordinate the call with Carl Kircher, Carol Batterton and Matt Sica.

TNI BOARD ACTION ITEMS 2008

Item No.	Board Minutes of	Assigned to	Action	Status
1.	1/18	Sharon	Financial review of 2006	Contractor in process of being hired
2.	1/18	Sharon	Financial review of 2007	Need report for 2007
3.	1/18	Sharon	Establish routine financial reporting system	Finance committee has developed draft approach. Jerry is working on Q1 report
4.	1/18	Board	Action items from strategic planning session (Attachment 1)	Need to revisit this entire list
5.	2/13	Dave	Follow up with Allan Antley on TNI collaboration for eLRN.	Barbara reported EPA has built a database
6.	2/13	Dave	Follow up with OAR to discuss further actions on Air PT Program	Complete. Air PT committee being formed; Jane Wilson to provide PA support.
7.	2/13	Dave	Follow up with Scott Evans on AB for stack testers	Waiting on Scott.
8.	2/13	Aurora	Develop charter for small laboratory advocate	Complete. SLA announcement has been done.
9.	3/12 and 4/9	Alfredo & Board	Policy committee develop recommendations for review of templates; Board to decide on options for sale of such items.	Jerry needs to form small group from Board to work on sale of items.
10.	3/12 and 4/9	Judy	Identify TNI representative for ELAB.	Complete. Jack Farrell will be TNI's representative.
11.	3/12	Jerry	Finalize Operational Plan	In progress, but much to be done.
12.	3/27	Alfredo	Develop recommendations for revisions to bylaws, especially concerning the issue of Board representation	Draft recommendations will be provided to the Board for the May call.
13.	4/9	Board	Consider expanded role of Policy committee.	Topic deferred to May meeting.

Attachment 1
Board Action Items for Newport Meeting

Critical

1. Guide for movement of standards
 - a. Confidentiality agreement
2. Document control system
3. Board monitor key issues for consistency of approach – Issue Manager
 - a. AAAB
 - b. PT frequency
 - c. Standards Implementation
 - d. Future Standards
4. Establish budget
5. Sale of Standards
6. Resolve copyright issue
 - a. NELAP Board – use of standard
7. Consider appeals on standards

Important

1. Establish process for how Board measures the effectiveness of each program
2. Issue TNI Annual Report (sum of program reports)
3. By May 1, ensure TNI committees have implemented the new policy
4. Generate a business plan
5. Evaluate scale of winter meeting
6. Develop a plan to introduce NEMC to TNI
 - a. Exhibit at NEMC (look for possible lab sponsor)
7. Target outreach to new members and new attendees not on committees

Other Goals

1. Spreadsheet for tasks
2. Discuss and resolve how training will be done
3. Board succession
4. By January 2009, conduct performance evaluation on Executive Director
5. Decide how TAC tools will be presented to members and non-members
6. NEMC – More crossover

Attachment 2
Summary of Call with ACLASS

On May 2, 2008, Aurora Shields, Carl Kircher and Jerry Parr met by teleconference with Roger Muse, Keith Greenaway and Lane Hallenbeck, who "all work within the ANSI/ANAB/ASQ family."

The primary purpose of the call was for Roger to discuss options for ACLASS becoming a PTPA for TNI. Carl and I both pointed out all they needed to do was complete an application and send it in, along with their application fee of \$4,000. We also indicated they would be required to pay an annual accreditation fee of \$2,500.

That was the essence of the call. We did ask a few questions of why they wanted to do this since there are so few PT providers and they are all currently accredited by A2LA. ACLASS believes some PT Providers would like to get recognition from them for the NELAP PT program because these providers are also accredited by ACLASS as a laboratory to ISO 17025 and as a Certified Reference Material producer under Guide 34. We did not question any of this and simply assured them that they could choose to apply if they desired.

They expressed some interest in coming to our meeting and exhibiting and we encouraged them to do so.

There was then a very brief side discussion on a joint laboratory accreditation program. From what I pieced together, ACLASS would work as a team with the NELAP assessors and do their assessments at the same time and then issue some type of joint NELAP/ISO 17025 certificate. We cut this discussion off and said this would be an issue for the NELAP board to consider and invited them to come to our meeting in August and present this idea to the NELAP Board.

There is on action item from this. In 2007, the Board agreed on the \$4000 and \$2500 fees, but I never published this anywhere, incorrectly assuming we would never have another applicant. I will work to get that corrected this week.

Background on ANAB and ACLASS

The ANSI-ASQ National Accreditation Board (ANAB) is the U.S. accreditation body for management systems. ANAB accredits certification bodies (CBs) for:

- ISO 9001 quality management systems (QMS)
- ISO 14001 environmental management systems (EMS)
- ISO 27001 information security management systems (ISMS)
- ISO 22000 food safety management systems (FSMS)
- ANSI/AIHA Z10 occupational health and safety management systems (OHSMS)
- Numerous industry-specific requirements

ANAB is a member of the International Accreditation Forum and a signatory of the IAF multilateral cooperative arrangements (MLAs) for QMS and EMS. Through the IAF MLAs and the Multilateral Cooperative Accreditation Arrangement, ANAB cooperates with other accreditation bodies around the world to provide value to its accredited CBs and their clients, ensuring that accredited certificates are recognized nationally and internationally. The global conformity assessment system ensures confidence and reduces risk for customers engaging in trade worldwide.

ANAB has acquired Assured Calibration and Laboratory Accreditation Select Services (ACLASS), expanding ANAB's range of conformity assessment services to include accreditation of testing and calibration laboratories.

ACLASS provides accreditation of laboratories to ISO/IEC 17025, inspection bodies to ISO/IEC 17020, and reference material producers using ISO Guide 34.

ACLASS is internationally recognized by ILAC, APLAC, and IAAC through the signing of multilateral recognition arrangements. These arrangements facilitate the acceptance of test and calibration data between ACLASS-accredited laboratories and the international community.

For more information about ANAB, visit www.anab.org.

For more information about ACLASS accreditation, visit www.aiclasscorp.com.

Executive Director's Report

April 9, 2008

Activities completed since March 12:

- Developed draft 2008 budget
- Finalized 2007 financial report
- Revised NEMC website
- Received extension of EPA grant for standards development
- Met with EPA (teleconference) on mercury thermometer issue
- Started work to update operational plan
- Completed efforts surrounding 2008 board election

Upcoming activities

- Develop Board priority list
- Continue work on summer meeting
 - Finalize training courses
 - Publish brochure
 - Draft detailed schedule
- Finalize operational plan
- Publish Board minutes (have been sent to Jan)
- Presentation at TCEQ trade fair on April 29
- Presentation at Oregon Lab Association on May 15
- Meet with EPA Office of Air on PT Program (teleconference)

Organization update

March 12: 610 Active members
April 9: 619 Active members

Program Administrator Report
April 9, 2008

NELAP Board

- All AB applications with the exception of CA and PA are in technical review. All onsite evaluations have been scheduled with the first (LADHH) beginning in two weeks and the last (CA) scheduled for July 28-Aug.1.
- Revised voting SOP to include changes recommended by Policy Committee.
- Approved SOP for standards interpretation forwarded by the LASC.
- Voted to establish an SOP for handling complaints by a lab against an AB.
- Discussed recommendations for changes to Micro PT requirements forwarded by the PT Board. Delayed voting until next meeting.

Laboratory Accreditation System Committee

- Forwarded Standards Interpretation SOP to NELAP Board.
- Preparing to review new TNI standards and forward to NELAP Board.

National Database Subcommittee

- Continuing to work with NFSTC contractor on database development. Beta testing may be possible before summer meeting.

PT Board

- Approved Microbiology FoPT subcommittee report and forwarded to NELAP Board for consideration.
- PT Board FoPT toxicity subcommittee continues to meet.
- Continuing to coordinate with A2LA on next round of PT provider oversight evaluations.
- Preparing for re-evaluation of A2LA as PTOB.
- Soliciting comments on the new draft ISO 17043.

Consensus Standards Development

Last meeting was March 20, 2008:

- Ken Jackson was nominated and approved as Chair for another year.
- Report from Uniformity of Standards Committee (USC) was reviewed by Ken and Jane, and editorial revisions made to the Final Standards modules as needed. The report and modified modules were provided to the Expert Committee Chairs on April 1 to confirm whether changes are editorial in nature and in a few cases, to answer questions from the USC report. A one week review was requested. Chairs were also requested to review those comments deemed non-editorial for consideration during next revision cycle.
- CSD Board discussed distribution of draft meeting summaries (to whom should draft summaries be distributed with respect to full or associate committee membership and meeting participation). Draft summaries will be distributed to full members, and at the discretion of the Chair, to other participating associates. It was concluded this needs to be clarified in the committee operations policies.

- The CSD Board is considering its implementation of the TNI decision making policy. The individual Expert Committees are doing the same.

Next meeting is April 10, 2008. Plan for posting the Final Standards on TNI website for 30 day appeals period will be discussed. The CSD Board will also have further discussion on the proposal regarding a taxonomy standard as raised by the North American Benthological Society (NABS).

Technical Assistance Committee

- Web Based Course Development initiated.
- Regional Training Speakers Bureau initiated.
- Began topic and speaker identification for Assessment Forum and Mentoring Session for DC Forum.
- Technical SOP Template and examples being finalized for presentation to NELAP board and Policy Committee.
- Administrative SOP Template being finalized for TAC review.

Advocacy

- Draft of job description for small laboratory advocate.
- Developed SOP for committee operation.
- Began work on next newsletter.

Website

- Changes made to About Us, TNI Standards.
- Event Calendar updated with all committee meetings.
- Continued major work on new website.

Policy

- Reviewed and endorsed the following policies:
 - NELAP: TNI Accreditation Bodies Standards Review and Acceptance
 - NELAP: Dispute Resolution Process of TNI
- Sent back to committee policy/SOP on accreditation of FSMOs
- Drafted changes to bylaws for presentation at May Board meeting.
- Developed proposal for expanded role of committee for Board consideration.