

TNI Board of Directors Meeting Summary February 12, 2020

1. Roll Call

Directors	Present
Jordan Adelson	X
Aaren Alger	
Steve Arms	X
Justin Brown	X
Stacie Crandall	
Bob Di Rienzo	X
Jack Farrell	X
Maria Friedman	X
Chris Gunning	X
Myron Gunsalus	
Paul Junio	X
Judy Morgan	X
Cheryl Nolan	X
Patsy Root	X
Debbie Rosano	X
Scott Siders	
Alfredo Sotomayor	X
Dave Speis	
Lem Walker	
Curtis Wood	X
Past Chair	
Sharon Mertens	X
Staff	
Lynn Bradley	X
Carol Batterton	X
Jerry Parr	X
Suzanne Rachmaninoff	X
Ilona Taunton	X
Janice Wlodarski	X
Bob Wyeth	X

2. Strategic Plan Review

The current draft of the strategic plan, including changes made in the December Board call, was provided separately. In December, the Board got to Goal 2.2. In addition, the following key action items in the plan assigned to the Board should be discussed and initiated as appropriate:

- Establish a standing committee to develop, support and expand a comprehensive training program for the environmental measurement community.
- Establish a task force to explore and make recommendations regarding programs to document competencies for Quality Managers, Technical Managers, Assessors, Samplers, and others as appropriate.
- Establish a task force to explore and make recommendations on developing implementation guidance for laboratory consumables.

- Explore and make recommendations on developing a mentoring program which considers various approaches such as one on one, conference calls, webinars and electronic bulletin boards.

3. Strategic Plan Review cont.

Strategy 2, 2.3: Provide conferences that are beneficial to the environmental community, enhance TNI's mission and contribute resources to support TNI's programs.

No changes. There was a discussion about not having funds from EPA after this year. There will still a cooperative agreement or MOU so we can continue to use EPA's name on materials for advertising conferences, etc.

Strategy 2, 2.4: Establish TNI as the premier organization for training in areas related to environmental measurements.

This is a new goal and will require a Board action to form a committee. The Board is encouraged to take actions on all these items.

Potential committee members:

Dorothy Love (to Chair)
EPA Drinking Water
Consensus Standards Development Committee
Ilona Taunton
Curtis Wood
Jack Farrell
Maria Friedman
Paul Junio
Jerry Parr

After staffing is set, we should put a call out to members to join the committee. *Question: Should this be a balanced committee?*

A comprehensive training plan or mission for the committee, in the future, would be good. We lack strategy right now in terms of growing what we have. We need an overall curriculum and a more formal training program.

Add bullet to Strategic Plan: Develop a comprehensive plan for training.

Motion to create Training Committee: Jack Farrell

Second: Maria Friedman

Approved: Unanimous

Further discussion: We don't want to have EPA on the committee, but we do want them to be a reviewer.

Regarding the last item in this goal: The Finance Committee has completed this task. Suzanne, Jerry, and William met in Newport to clean it up a little more. Group rates will now be only 5+. Categories for purchase will only be TNI member and non-member. A larger difference between member and non-member pricing has been established to try to encourage membership. Some of the fees for older programs that are still being used pricing will be increased as well.

Add "*certificates*" to the second subgoal: ...*certificates* and digital badges."

Committee reports will be provided to the Board until the Charter is complete and another option is revealed.

Strategy 3, 3.1: Create a succession plan for sustainability

We need to look at a historian mechanism (not necessarily a person), but a way to record everything that has been done/we are going through, to make sure some of the things we have done in the past can be brought forward fairly easily and used as we work on new programs.

Knowledge management system focuses on company management decisions vs program decisions...

Add a bullet to: **Develop an historical knowledge positions**... Place it under Strategy 3.1.3.

3.1.2 – Succession plan. It describes what Jerry and Suzanne are doing right now, and documenting what successors will need to know. Succession planning includes grooming people to take over certain positions – staff, officers, committee chairs, others. Jerry has something that he written to add for this.

Strategy 3, 3.2: Develop and maintain an effective management system.

Last item: Change High to Ongoing (internal audits).

Strategy 3, 3.3: Increase the operational and management efficiency and effectiveness of TNI.

First item: add Finance Committee to ED

Add Simplify Annual Report... make it more interesting (graphics and charts, etc.) for people to look at. Give this to Advocacy.

Strategy 3, 3.4: Acquire stable, long-term financial resources to support TNI programs and their growth.

Reword the first objective. Everything was reviewed for new pricing. Annually review income... change priority to ongoing.

Strategy 4, 4.1: Explore the feasibility of developing programs to document individual competency (knowledge?).

This is tied to some of our goals under Strategy 2. Also, this one should be a task force and was discussed at the staff meeting in Newport. Task Force assigned to Jerry, Lynn, Bob Wyeth, Curtis, and Alfredo. Jerry will lead.

Priority should be high. First step is to develop a Charter.

Motion to develop Task Force: Curtis Wood
Second Judy Morgan
Approved Unanimous

The Training Committee and the Competency Task Force may need to work closely together.

Strategy 4.2: Explore the feasibility of developing implementation guidance, and ultimately, a standard for laboratory consumables

Task Force will consist of Judy, Jerry, Patsy, William Lipps, and Bob. Based on feedback in Newport, a lot of people think this is important.

Motion to form a Task Force to address 4.2: Jack Farrell

Second: Patsy Root

Approved: Unanimous

This Task Force reports to the Board. Guidance will be developed first; later we may form a committee to develop a standard. The Task Force is charged with exploring the feasibility of doing. Something may already exist or we may find we need something different.

Strategy 4.3: Explore the feasibility of establishing a mentoring program for laboratories

Jacob from California offered to chair the effort. Another four (4) people are interested in helping as well. This will be assigned to Advocacy, who will assign a subcommittee or develop a separate committee altogether.

Should it be a task force that coordinates with Advocacy? It would be good to have a few Advocacy members on the Task Force. Robin and Trinity both volunteered. There is a lot of overlap with what Robin is trying to do with Small Labs.

We may mine some of the Ambassadors in Advocacy to help with this process.

4. Meeting Adjourned.

We will finish items 4.4 through 4.6 at the next Board Meeting in March.