

The NELAC Institute (TNI)
Board of Directors Meeting
Cambridge, Maryland
November 6-8, 2006

Note: Items 1 and 2 were performed by the predecessor organization to TNI, the Institute for National Environmental Laboratory Accreditation (INELA).

1. Call to order

Chair David Speis called the meeting to order. Present: Dave Speis, Alfredo Sotomayor, Barbara Finazzo, Ken Jackson, Tom McAninch, Brooke Connor, Ilona Taunton, Steve Arms, Sharon Mertens and Eddie Clemons. Ed Hartzog and Robert Pristas were not present. David Speis requested Susan Johns (NFSTC) to act as scribe.

2. Board of Directors Composition

Resignations. Chair David Speis presented the resignations of the following Directors: Barbara Finazzo, Ken Jackson, Ed Hartzog, and Robert Pristas. The INELA Board accepted the resignations. The Chair recognized the contributions of these individuals to the INELA board.

Nominating committee. The Chair appointed a nominating committee: Aurora Shields (Chair), Sharon Mertens, and Steve Arms. The nominating committee presented the following slate for new directors: Richard Sheibley, Wayne Davis, Judy Duncan, Aurora Shields, Kevin Coats, Dave Mendenhall, and Scott Siders. Ken Jackson and John Griggs were nominated as ex-officio directors. The slate of directors was elected unanimously.

There was a recess to seat the new board.

3. Name

A motion to rename the corporation to The NELAC Institute (TNI) and adopt the new logo as presented was unanimously approved.

4. Bylaws

The following motion was unanimously approved.

- Modify the bylaws as proposed by the Partnership Planning Team in its report; and
- Implement the new bylaws immediately

5. Officers

The officers (David Speis, Tom McAninch and Alfredo Sotomayor) tendered their resignations to the Board. A motion to elect Aurora Shields as Chair Pro-tem was unanimously approved. Chair Pro-tem Aurora Shields chaired the election of new officers. The following slate of officers was unanimously approved:

- Co-chairs: Judy Duncan and David Spies
- Secretary: Kevin Coats
- Treasurer: Sharon Mertens

- Past chair: Aurora Shields

Co-chairs Judy Duncan and Dave Speis chaired the remaining agenda items for the meeting

6. Confirmation of the Executive Director

Jerry Parr was unanimously confirmed as the Executive Director of The NELAC Institute (TNI).

7. Recommendations of PPT

Jerry Parr summarized the recommendations in the PPT report requiring immediate action. These items were then discussed and adopted as summarized below.

- Motion: The mission statement as stated in the PPT report was adopted unanimously.
- The vision statement was moved to the parking lot of issues to be considered by TNI at a later meeting.
- Motion: A motion to approve the programs and structure described in attachment C in the PPT report to be the program and services of TNI was adopted unanimously. Jerry Parr will review attachment C of the PPT report to ensure there are no contradictions to the bylaws.
- Motion: A motion to approve the membership proposal as presented in the PPT report was approved unanimously.
- Motion: A motion to approve the formation of a new web site (www.nelac-institute.org) with features similar to those found current on the INELA website was approved unanimously.
- Motion: A motion to approve the timeline of events as distributed (Attachment 1) was approved unanimously.
- Motion: A motion to direct the Executive Director to complete the assignments as listed on the handout, *Summary of PPT Recommendations Requiring Action by the TNI Board*, (Attachment 2) to include one additional assignment to check the bylaws and attachment C of the PPT report for consistency was approved unanimously.
- Motion: A motion for the TNI transition board to sign the MOU with the NELAC board was approved unanimously.
- Motion: A motion to publish and distribute the announcement on the formation of TNI was tabled until Tuesday.

8. American Association of Laboratory Accreditation (A2LA)

Jerry Parr submitted a proposal for TNI to enter into an MOU with the American Association of Laboratory Accreditation (A2LA). Jerry Parr indicated A2LA was amenable to the MOU.

- Motion: A motion to approve the MOU with the American Association of Laboratory Accreditation (A2LA) (Attachment 3) was passed unanimously.

9. Board Orientation

David Epstein, National Forensic Science Technology Center (NFSTC), provided a presentation on responsibilities for board members. Mr. Epstein will make the orientation materials available for the minutes and offered to conduct a web conference for TNI, if requested.

During discussion several suggestions were made:

- A suggestion was made that a code of conduct be drafted for both the TNI board and membership.
- A suggestion was made to use an expanded format for future TNI board training, to include summaries of Sarbanes-Oxley and other federal regulations
- A suggestion was made to form an ethics committee

10. Executive Director Report

The following information was provided by Jerry Parr:

- Website. A summary and demonstration of the TNI website was provided.
- Action items. Jerry Parr distributed a list of issues (Attachment 4) with target due dates for completion.
- Relationship with NFSTC. Discussions have been held between INELA, NFSTC and EPA about the NFSTC and INELA cooperative agreements. The cooperative agreements will be used to support the self-sufficiency efforts of TNI.
- Budgets. Jerry Parr provided summaries of the 2006 and 2007 budgets for TNI.
- Workshops. Workshops for the State of Texas are being presented next week. David Epstein offered to share NFSTC models on training.
- Meetings. Future TNI meetings will be discussed in a separate agenda item.
- Tax exempt status. The preliminary recognition of INELA as a 501(c) 3 organization by the IRS requires INELA to provide a report to the IRS in the first quarter of 2007. Jerry Parr will be working with the accountant to provide the additional information needed to maintain that status.
- Board priorities. TNI board priorities will be separate agenda item.
- Operating principles. Jerry shared his management philosophy with the TNI board.
- Future board calls.
 - Jerry will send out an email to schedule regular teleconference meetings.
 - The next teleconference for TNI will be held at 2:00 pm (central), on Tuesday, November 21, 2006.

11. Committee Assignments

Jerry Parr provided information to the board about program and committee assignments.

- Each committee or program will be assigned a chair. The chair will set the agenda and provide leadership for the committee or program.
- Where needed, a program administrator will be assigned to a committee or program to provide staff assistance. Due to the expense, not all program administrators will be paid staff; some may be volunteers.
- The appointments are being made by the transition board to establish the committees or programs. The committee or program will be empowered to make changes to chairs and members, as appropriate. Jerry Parr will issue an invitation to all members to volunteer/self-nominate for committees and programs.
- It will be checked that the individuals named meet the membership requirements.

- Jerry Parr will check to see if the individuals proposed for the committees/programs are TNI members.
- The Chairs will contact potential committee members once Jerry has confirmed membership.
- Jerry Parr will check the proposed committees to ensure the make up of the committee is in accordance with what has been proposed in the PPT report.
- Jerry Parr will also check to see if there is at least one board member on the committee, if appropriate (not a requirement), to help with communication to the TNI board.
- The chair will work with the Program Administrator to put together a committee based on the individuals proposed and within the parameters outlined for the committee (to include balance). The board will review the committees to ensure balance and other issues have been addressed. Co-Chairs Judy Duncan and David Speis will contact any committee chairs (if needed) about accepting the positions.

The TNI Board discussed committee assignments.

Administration

- Executive Director: Jerry Parr
- Website Committee
 - Chair: Art Clark
 - Committee:
 - Silky Labie,
 - Brooke Connor,
 - Bob Di Rienzo,
 - Dan Hickman,
 - Keith Ward,
 - Maria Friedman,
 - Rip Starr,
 - Josie Longoria,
 - Pam Varner.
 - Jerry Parr and the webmaster will customarily attend the committee meetings.
- Conference Planning Committee
 - Existing conference planning committee will continue to plan for the Denver meeting.
 - Laura Autry, Judy Duncan, Dave Speis, Carol Batterton, Robert Benz, Brooke Connor, Kay Parr

Policy Committee

- Chair: Alfredo Sotomayor
- Program Administrator: None recommended
- Committee: one member at large, one from board, one from each committee

Standards Development Program

- Chair (of coordination committee): Ken Jackson
- Program Administrator: Jane Wilson (contractor)
- Committee:
 - Expert committee chairs
 - One NELAP AA: Ken Jackson
 - At large member: Jo Ann Boyd
 - Will add members as needed

- Charge:
 - Policy on standards development and adoption for Expert Committees needs to be rewritten
 - The current INELA chairs and committees will remain in place on an interim basis until January. TNI may want to add 1-2 NELAC people to the committees.
 - Onsite: Alfredo Sotomayor
 - Accreditation: Sharon Mertens
 - Quality Systems: Bob Di Rienzo
 - Proficiency Testing: Anand Mudambi
 - Field Activities: Martin Tait

NELAP

- Chair: TBD
 - The group will elect its own chair.
 - The current chair of the AAC is Texas (Steve Arms). Jerry Parr request Steve to act as chair pro tem.
- Program Administrator: Carol Batterton (contractor)
- Committee:
 - The members will be appointed by the NELAP states.
 - The current AAC members who agree to TNI and whose agencies will allow them to participate will be invited to form the initial committee until the appointments by the states are made.
- Charge:
 - This group needs to determine what sub-committees are needed.
 - This groups needs to propose a monitoring group, the Laboratory Accreditation Committee (e.g., an AARB-like committee).
 - The priority is to prepare to assume the NELAP activities.

PT Board

- Chair: Carl Kircher. (Steve Arms will contact him to see if he is available to serve)
- Program Administrator: Carol Batterton (contractor)
- Committee
 - RaeAnn Haynes
 - Matt Sica,
 - Michella Karapondo,
 - Bill Ingersol,
 - Eric Smith,
 - Kirsten McCracken,
 - Curtis Wood,
 - Richard Sheibley,
 - Gary Dechant.
- There are several individuals listed on the PT Board who are from the expert committee. We don't want to totally transfer the expert committee membership in total. Some individuals may need to choose either the PT Board or the PT Expert Committee.
- The NELAP PT Board still exists
- The group needs to plan to assume the NELAC PT Board functions

Advocacy

- Chair – Aurora Shields (not the vice chair of TNI as recommended)

- Program Administrator – Executive Director Jerry Parr
- Committee
 - Judy Duncan,
 - Bob Wyeth,
 - Ken Jackson,
 - Susan Wyatt,
 - Marlene Moore,
 - Kevin Coats,
 - Mark Carter,
 - Barbara Finazzo,
 - Jim Pletl,
 - Michael Perry,
 - Michael Wichman,
 - Zonetta English.
- It is important that these individuals are fully behind the goals and objectives of the group
- Speakers bureau – the main committee will determine if a subcommittee is needed.

Technical Assistance

- Chair: Barbara Escobar
- Program Administrator: Susan Johns (NFSTC contractor)
- Committee:
 - Brooke Connor
 - Jack Farrell
 - Richard Burrows
 - Ilona Taunton
 - David Caldwell
 - Helen McMinn
 - Betsy Rich
 - James Broderick
 - Bill Hall

Assessor Forum

- Chair: Jack Farrell
- Committee
 - Carl Kircher,
 - Dane Wren,
 - Barbara Escobar,
 - Larry Jackson,
 - Aurora Shields,
 - Fred McLean,
 - Silky Labie,
- This committee needs a core group on the committee with additional people who have expertise in topics they would like to present to assessors

Laboratory Support

- Chair: Brooke Connor
- Committee:
 - Carol Schrenkel

- Steve Arms
- Scott Cocanour
- Bennett Osborne
- John Gumper
- Mike Bader
- Malcom Hovell
- Len Shantz
- Ilona T Gaunton
- Linda Tibensky
- Leslie Wentland
- Charge: mentor laboratories
- Note: The EPA Cooperative Agreement for Standards Development and Technical Assistance can be used to support the activities of this committee.

Laboratory Accreditation Committee

- Chair: June Flowers
- Program Administrator: Carol Batterton
- Committee:
 - Leyla Perez
 - JoAnn Boyd
 - Terri Grimes
 - Roger Kenton
 - Dan Dickinson
 - Jack McKenzie
 - Ilona Taunton
 - Ray Frederici
 - Chair of the non NELAP subcommittee (Ann Marie Allen)
 - Jenny Scifres
 - Stacy Freeburg
 - Possible additional members:
 - Greg Carroll will take this to the regional evaluators to find someone
 - Barbara Finazzo will help find a regional person (Marvelyn Humphreys)
 - A2LA. Randy will check
 - George Detsis
 - Some of these people might be good for expert committees
 - Subcommittees:

National Database Committee

- Chair: Dan Hickman
- Committee
 - David Caldwell
 - Gary Dechant
 - John Kuhn
 - Judy Morgan
 - Keith Ward
 - Rachel Gehrett
 - Tim Fitzpatrick
- Non-NELAP States

- Chair: Ann Marie Allen (Judy will contact her)
 - Committee
 - Any non-NELAP state
 - Charge: Obtain input from non NELAP states for the LAS program
- Motion: The following motion was unanimously approved:
 - The board will extend an invitation to each of the chairs as identified to become chairs of these committees;
 - Further, the chairs (if they accept) will contact prospective members to see if they would be willing to serve on the committee; and
 - If the people accept the invitation, no further board approval of these individuals is needed.
- The board authorized the Executive Director to appoint the Program Administrators.

12. Meetings

Jerry provided a handout with a draft outline of the proposed meetings.

- Denver (January 2007)
 - Jerry Parr will revise the schedule as needed based on the board discussion.
 - The board should also give a separate invitation to specific groups (e.g., AWWA, ACIL, WEF, APHL) to meet with the board. The focus would be to have them tell us what we need to do to gain their support, cooperation, business, etc.
 - Invite EPA Office of Water to present what is needed to meet their needs.
 - Invite some of the organizations that made comments. There are some underlying concerns that need to be addressed.
 - We are open to adapting the program to meet the needs of different members of the community.
- Cambridge, Massachusetts (August 2007)
 - Suggestions:
 - Distribute the TNI meetings throughout the week to make the agenda more attractive to TNI attendees.
 - The advocacy committee meeting may want to include a special invitation to those organizations to come participate and provide comments/presentation.
 - Schedule a new members orientation program

13. Establishing Committees

- Jerry Parr will provide a form for documenting the committee/program charter (Attachment 4). He will send the forms (with an example) to the committee chairs. Each committee will be asked to develop a committee charter and committee procedures.
- Each committee will be sent expectations from the TNI board – i.e., what the board thinks is most important for them to accomplish.
- The committee will be charged with responding to the board with information on how they will accomplish the expectations.
- The board reviewed and modified the process for establishing committees:
 - The committee chair and/or program administrator will issue an inquiry to the individuals on the list of identified potential committee members by November 13, 2006.

- The inquiry will include a summary of the committee's duties and a list of the committee's short term objectives along with a due date for response (November 20, 2006). The program administrator will contact the non-responders.
- The committee chair and program administrator will evaluate the responses in light of that particular committee's requirements for composition and balance (by November 27, 2006).
- The chair will then identify members that meet the specified requirements (by November 27, 2006).
- The names of selected committee members will be forwarded to the Executive Director for review (e.g., balance, TNI membership) by November 27, 2006.
- The Executive Director will notify all committee members of their assignment.
- Note: This process will be used for expert committees with an accelerated timeline. The first 5 bullets will be completed by November 13, 2006.

Motion: A motion to authorize the Executive Director to take these actions to establish the committees/programs was unanimously approved.

14. Other issues

- Newsletter. This will be assigned to a committee in the future. It will be added to the parking lot of issues
- ANSI. Jerry Parr will forward the ANSI appeal and response to the board.
- PT Board. The PT Board review of the appropriateness of PT tests and samples will be added to the parking lot of issues
- Database committee. This will be added to the parking lot of issues for TNI
- Jerry Parr will provide copies of information distributed at this meeting to board members not present.

15. Expert committees

The board reviewed the balance of each expert committee.

- Accreditation Body
 - Jeff Flowers will be added in the future
 - Note: People displaced from program policy and structure can be considered for this committee
 - Charlie Carter
 - Andy Eaton
 - Lynn Bradley
 - Steve Gibson will be substituted for Steve Stubbs
- Field Activities
 - This committee is not in balance. We will have to add labs or accreditors or both or remove some people currently on the committee
 - Dan Hickman might have some individuals to suggest
 - Could redefine balance for this committee since only LA and CA accredit field activities
 - Bob will suggest some individuals for this committee.
 - The goal will be to achieve balance by Jan 29, 2007. The chair of the expert committee will be charged to accomplish balance. TNI will issue a call for volunteers. Because of voting, there may need to be balance by the time of the vote in mid-December 2006.
 - Mike Miller volunteered
 - Mike Wichman volunteered to help find someone.

- Jo Ann Boyd volunteered
- Eddie Clemons volunteered to find someone from an accredited lab.
- On-site Assessment
 - Balanced but needs more people
 - Betsy Ziomek
 - John Gumper to replace Marlene Moore
- PT
 - Balanced
- Quality Systems
 - Balanced

16. Committee Contacts

- All chairs of all committees from both NELAC and INELA will be contacted, thanked, and invited to join a committee. It is a courtesy to inform anyone whose committee is being eliminated.
- Individuals who may be available:
 - Rosemary Gaffney
 - George Kristian. Steve will contact to see if he wants to self nominate
 - Ed Hartzog
 - Kevin Kubik. Steve will contact to see if he wants to self nominate
 - Make sure the SRC members and the non- NELAP states are invited to join another committee.
- Carol will draft a script for these contacts.

17. ANSI recognition

There was an appeal of the ANSI recognition for INELA. The program policy and structure committee reviewed the complainant's issues and made some proposed changes to the *Policy Governing Standards Development*. Those changes have not been provided to the appellant nor implemented due to the impending organizational changes of this fall. Dave Speis asked the board for authorization to meet with the complainant to resolve the issues. Dave will give him the policy committee information and the proposed changes. If the negotiation with the appellant is not successful, there will be a hearing with ANSI in February 2007.

Motion: The motion to authorize Dave Speis to enter into good faith negotiations on this issue without compromising our position was unanimously approved.

18. PPT

Motion: The motion to disband the Partnership Planning Committee (PPT) was unanimously approved.

A note of thanks will be sent to all PPT members not serving on the TNI Board (Marcia Davies).

19. Next steps/actions

- Nominating committee. Aurora Shields will start working on forming a committee for future TNI meetings.
- Business planning meeting. This will be organized for the next TNI board meeting.
- Approve 2007 budget. This will be included in a conference call later this fall

- Form an audit committee. This will be a task for the future.
- Vision. A discussion of the vision will be added to the agenda. It was suggested the board also establish values for the organization. They are in the PPT report but there are no specific recommendations in the report on adopting them.
- FAQs. Aurora and Jerry Parr will develop FAQs for the website.
- Press release. Jerry Parr read draft of the press release to the board. The announcement will be posted on the websites (INELA and NELAC). Thursday (late) is the target (or Friday am). The postings on the two websites will be made as close together as possible. Jerry Parr will send the email notice out on Friday.

20. Review of Programs

Jerry Parr provided a handout with the changes to the programs discussed by the board. These were reviewed. The board agreed to add the following:

- Advocacy:
 - FAQs will be added to the web site
- Policy Committee
 - The committee will review the Standards Development policy by the January 2007, meeting

The Board then discussed short-term (before Denver) and long term tasks for each program. The changes to the programs and the summary of tasks are in Attachment 5.

21. Committee contacts

- A scripted email will be sent to former INELA and NELAC committee members. Jerry Parr read a draft of the email. Jerry will provide to all INELA and NELAC committee chairs today if possible.
- Committee invitations.
 - Jerry Parr will send a script committee chairs will use for inviting individuals to participate on Committees. The contact will be an inquiry of interest not an invitation.
 - Jerry will try to get the self-nominating form on the website by Monday. The new committee members will not be required to fill out the form in advance since they are being invited to join. A response (email) is required indicating an interest in serving. The forms will be filled out later.
- Policy for committees.
 - An ethics policy was suggested.
 - A staggered policy for committee terms will be developed at a later time. The committees will be formed immediately.
 - The chairs of the committees can deal with the staggered terms.
 - We will suggest they encourage new participation and rotating “old” members off.

22. Staff

Jerry will provide direction to staff. Susan, Jan, Carol, and Jerry will have a conference call next Wednesday. The board is invited to attend. The job descriptions for the program administrators are in the PPT report.

23. Committee chairs

There were 5 chairs not present: Steve Stubbs, Barbara Escobar, June Flowers, and Carl Kircher. Carol will contact Carl, Ann Marie and June. Aurora and Susan will contact Barbara. Judy will contact Ann Marie.

24. Website Committee

The website committee technically should report to the board. It has been delegated to the Executive Director.

25. NFSTC funding for travel

Dave Epstein will send information to those who are eligible for reimbursement. It needs to be printed and signed. The original with an air itinerary should be sent to NFSTC with a home address indicated. Meals that were provided should not be included.

26. Outreach

- EPA. There should be three different letters sent from TNI to FEM, ELAB and to most of the EPA Programs.
 - All appropriate EPA programs – water, air, toxic waste, etc – will be contacted.
 - The Forum on Environmental Measurement has been tasked to watch environmental accreditation. They are a central conduit within EPA that works across the board within the agency.
 - Also contact ELAB. They have a charter to provide environmental sector advice to EPA. The letter would be sent to provide an FYI.
 - EPA
 - It was suggested that they be asked in writing to promote the concept of accreditation. They should be able to do that without specifically endorsing TNI or a specific program.
 - It is important to let them know about our willingness to be responsive to the needs.
 - As a courtesy, we need to inform the regions. Lara has the list.
 - An email would be OK to send but a hard copy should follow. Jerry Parr will obtain new stationary with the letterhead .
 - Timing. These letters should be sent out quickly. Aurora and Jerry will send a draft to the board. The target is two weeks. It is important to accomplish this by the end of the month to allow them time to arrange to send someone to the Denver meeting. The next FEM meeting is in January, the week before the Denver meeting.
- States.
 - We need to individually contact each state, i.e., target each individual within each state whether they are NELAP or not.
 - One of the first tasks for Jerry and Aurora is to compile an accurate list of contacts.
 - Jerry Parr asked the board to send him suggestions for associations for him to contact.
 - Jerry will send a copy of the TNI announcement to everyone in attendance at the Chesapeake summit and everyone should distribute via their list servers.
- Public
 - The information about TNI should be included in presentations and articles.

- There is a canned presentation available and should be requested from Jerry.
- Jerry may also draft a flyer to distribute.
- It was suggested that the information be distributed at Pitt Con. Bob will include information about TNI at his presentation there.
- Other presentations/contacts were suggested
 - Data users, consulting and engineering firms. Jerry will contact Joan for that information.
 - Regional science directors. They will have a meeting the first full week in December. Barbara Finazzo and Lara Autry will give an update there. The RS&T directors should get their TNI announcement before that meeting.
 - State Laboratories. All state AAs should send a message out to their labs. The intent of the announcement is to inform labs what is happening and that it does not affect their accreditation.
 - There are about 20 states with references to NELAC/NELAP in their regulations. Many will have to go through a rule change and may need assistance. That assignment may be given to the Technical Assistance committee and/or the sub-committee chaired by Ann Marie Allen. This may also be addressed with FAQs.
 - State assessors. Early in December the state assessors are having another call. Barbara will have them include TNI on the agenda. Aurora will ask who in the organization should be contacted.

27. Next meeting

The next TNI board meeting will be Tuesday, November 21 at 2 pm (central). All conference call will be scheduled using Free Conference (not toll-free).

NFSTC number will be used to support the portions of NELAC/NELAP that are still in operation.

Judy and Dave thanked all attending for their hard work.

28. Adjournment

The meeting adjourned at 10:52 am.

Attachment 2 Timeline

MEMBERSHIP

- By January 2007: the Executive Director will establish and maintain a membership list for the new organization.
- By January 2007: the Executive Director will notify NELAC members (who are not INELA members) they are invited to join TNI.

CORPORATE STRUCTURE

- By November 7, 2006: the Executive Director will provide a summary of actions needed on assets needed protection to the Transition Board, seeking Board authorization/approval where necessary.
- By November, 2006: the Transition Board will approve an implementation/transition plan and authorize the Executive Director to begin implementation.
- By December 2006: the Executive Director will file the appropriate paperwork to maintain the integrity of these business items for the new organization.

COMMITTEES

- By November 8, 2006: the Transition Board will establish all committees for the new organization
- By November 8, 2006: the Board Chair will make committee appointments based on the PPT recommendations.

WEBSITE

- On November 7, 2006: the new website will be operational, but with very limited information.
- By November 8, 2006: the Transition Board will establish a website committee for the new organization.
- By December 1, 2006: the INELA website content will be moved to the new website.
- By January 1, 2007: the relevant NELAC information will be copied to the new website.
- By January 28, 2007: (the Denver Forum), the new website will be fully operational.

PROGRAMS

- By November 8, 2006: the Transition Board will appoint Program Administrators.
- On November 8, 2006: the Program Administrators will begin work.

Attachment 2
Summary of PPT Recommendations Requiring Action by the TNI Board

Item	Recommendation	Motion
Monday, November 6		
1: Mission Statement 2: Vision Statement	The purpose of the organization is to foster the generation of environmental data of known and documented quality through an open, inclusive, and transparent process that is responsive to the needs of the community. All entities generating environmental data in the United States will be accredited to a national standard.	Approve Mission and Vision
3: Program Structure	The programs and structure described in Attachment C are the programs and services of TNI.	Approve programs as described in Attachment C of the PPT report
7: Membership	Approve the membership proposal.	Approve membership proposal.
21: Website	Approve the formation of a new website, www.nelac-institute.org, with features similar to the INELA website	Approve formation of website.
24: Timeline	Approve timeline.	Approve timeline.
8: Administrative Issues 13: Executive Director 17: Office	Direct the Executive Director to: - send a notice to all members welcoming them to the new organization. - amend the INELA Articles of Incorporation to that affect. - implement all administrative changes needed to ensure the migration of all INELA and NELAC assets into the combined organization. - immediately begin the process of carrying out all assigned tasks. - migrate the current INELA personnel services contracts until it has an opportunity to examine the needs of the organization. - obtain a new mailing address, telephone number, and email address. - provide a report to the Board on November 7 towards progress on these goals.	Assign ED tasks
5: MOU	The NELAC Board and the Transition Board will sign an MOU, to delineate the limits of NELAC's operation prior to TNI assuming any NELAC program.	Agree to sign MOU with NELAC
23: Publicity	Publish and send to their constituencies a notice of the events that have occurred.	Publish and email announcement
Tuesday, November 7		
19: Budget	Adopt a modification to the INELA 2006 annual budget.	Approve 2006 budget.
4: Program Staff	The combined organization will appoint Program Administrators and Committee/Board Chairs to begin operation of all programs by November 8, 2006.	Appoint chairs and PAs
11: Committees	Establish all such committees, as are needed, to continue uninterrupted operations no later than November 8, 2006.	Establish committees
21: Website	Direct the Website Committee to develop a plan for migrating key information from both the NELAC and INELA websites	Assign Website Committee tasks.

	into this new website.	
22: Outreach	Direct the Advocacy Committee to develop an outreach and publicity campaign to inform the stakeholders of The NELAC Institute.	Assign Advocacy Committee tasks.
Fall 2006		
12: Election of New Board	Form a Nominating Committee in 2006, present the plan for election of the New Board to the membership at the Denver meeting, and then conduct an election as soon thereafter as practical.	Form Nominating committee
15: Business Planning	Begin business planning to prioritize tasks and the personnel resources needed to perform them.	Organize business planning meeting
19: Budget	The 2007 TNI annual budget will be adopted before January 1, 2007.	Approve 2007 budget.
20: Financial Review	The Financial Audit Committee of TNI, which would be formed as a standing committee under the proposed structure, will review the 2005 INELA Form 990 and Accountants Compilation Report, review any available financial information for 2006, and provide a report to the Transition Board on the financial health of the organization no later than January 15, 2007.	Form FA committee and assign task.

Attachment 3
Memorandum of Understanding
November, 6 2006

The NELAC Institute (TNI)

And American Association for Laboratory
Accreditation (A2LA)

Whereas, The NELAC Institute (TNI) is a 501(c)(3) non-profit organization whose mission is to foster the generation of environmental data of known and documented quality through an open, inclusive and transparent process that is responsive to the needs of the community, and,

Whereas, A2LA is a 501 (c)(3) nonprofit, non-governmental, public service, membership society that among other accreditation programs accredits organizations that manage proficiency test (PT) programs, and,

Whereas, TNI has agreed to assume the functions previously performed by NELAC (to include the PT Board), and,

Whereas, A2LA is recognized by the NELAC PT Board as a Proficiency Test Oversight Body/ Proficiency Test Provider Accreditor (PTOB/PTPA),

Therefore be it resolved

TNI will move as quickly as possible to transition the NELAC PT Board into TNI, and

A2LA will continue to function as a PTOB for the NELAC PT Board, and

After TNI assumes the operation of the NELAC PT Board, TNI and A2LA will enter into good faith negotiations for A2LA to become a PTOB/PTPA for TNI.

Ratified this 6th Day of November by:

The NELAC Institute

Jerry Parr

A2LA

Randall Query

Attachment 4
Status of Asset Migration

Asset	Recommended Approach	Date
1. Foundational Organizational Documents		
a) Texas Articles of Incorporation	Change name	11/6/06
b) IRS recognition as a non-profit	Send letter to IRS	12/1/06
c) State of Texas recognition as a non-profit	Send letter to Texas	12/1/06
2. Contracts and Grants		
a) EPA Cooperative Agreement for standards development	Prepare special report	11/15/06
b) EPA Cooperative Agreement for NEMC	Prepare special report	11/15/06
c) Texas grant for training workshops	Send letter	11/15/06
d) Personnel contracts	Modify contracts	11/15/06
e) Agreements with subcontractors	Modify contracts	11/15/06
f) Hotel contracts	Modify contracts	11/15/06
3. Banking		
a) Bank account number	No change needed	NA
b) Checks	Change name when appropriate	
c) Merchant account (Visa, etc.)	No change needed	NA
d) ACH (Automated Clearing House: a system the federal government uses for direct deposits)	No change needed	NA
e) Direct deposits from state governments	No change needed	NA
4. Other Government Issues		
a) CCR (Central Contractor Registration)	Jerry to make modifications	12/1/06
b) State contractor registrations	Jerry to make modifications	12/1/06
c) Dun and Bradstreet number	Jerry to make modifications	12/1/06
d) Indirect cost rate with the Department of Interior	Jerry notify Elena Chan	12/1/06
5. Other		
a) ANSI accreditation	Jerry talk to ANSI	12/1/06
b) Insurance	Need help from NFSTC or others	1/1/07
c) Vendor agreements	Jerry to make modifications	12/1/06
d) FedEx account number	No change needed	NA
e) Recognition of A2LA as a PTOB	Sign MOU with A2LA	11/6/06

Attachment 6
Revised Duties of Programs Including Tasks

Advocacy Program

Duties of the Advocacy Committee

Here are the broad categories:

- Establish relationships with other organizations (e.g., ACIL, AWWA, WEF) that have an interest in accreditation issues.
- Establish relationships with EPA program offices.
- Develop presentations and papers to promote national accreditation.
- Develop presentations and papers to promote The NELAC Institute.
- Provide outreach at national, regional and local meetings.
- Assist with publication of the member newsletter.

Priorities for the committee for the Denver meeting:

1. Develop a strategic plan for promoting the program – to include short and long term strategies; publicity materials.
 - List of prioritized tasks with milestones and projected timeline
 - Committee charter drafts by Summer 2007
2. Develop materials (publicity) that can be used to describe what has been accomplished and what we are about
3. ID key associations to contact and target for outreach
 - ID TNI members that are also members of these associations
4. The committee chair and the ED will organize a meeting with key associations to occur with the BOD the week of Jan 29, 2007 in Denver

Duties of the Speakers' Bureau

No speakers' Bureau

Technical Assistance Program

Duties of the Technical Assistance Committee

- Develop tools and templates to assist laboratories and accreditation bodies with implementing accreditation programs.
- Ensure that training programs relevant to the needs of the stakeholder community are provided.
- Ensure that laboratory assessors have a forum to discuss common issues.
- Develop a mentoring program to assist both laboratories and accreditation bodies with implementing accreditation programs.

Priorities for the committee for the Denver meeting:

1. Develop a strategic plan for the program – to include short and long term strategies
 - List of prioritized tasks with milestones and projected timeline
 - Committee charter drafts by Summer 2007
2. Hold a formation meeting in Denver (how they will organize, govern)
3. Organize and hold an assessor's forum for Denver
4. Present templates for SOPs and mentoring at the Denver meeting

National Environmental Laboratory Accreditation Program (NELAP)

Duties of the NELAP Board

- The NELAP Board shall have final authority for implementation of the program for the accreditation of environmental laboratories to include the following:
 - Review and approve applications from prospective accreditation bodies to become NELAP-recognized AAs.
 - Periodically review all NELAP-recognized AAs to ensure their conformance to the requirements for AAs established by this organization.
 - Provide a recommendation to the TNI Board of Directors for a contractor to serve as an accreditor of PT Providers.
 - Adopt acceptance limits for proficiency testing developed by the PT Board.
 - Adopt the Laboratory Accreditation System for use in the program.
 - Review recommendations from the LAC to include new standards into the NELAP program and either approve for adoption or remand to the LAC with identification of specific issues that would preclude implementation of the standard as a result of incompatibility with existing statute or regulatory requirements that could not appropriately be changed before an AA implemented the standard.
 - Adopt policies and procedures for the Laboratory Accreditation System that are developed by the LAC.

Other duties and responsibilities are:

- Receive complaints and direct to proper body for action.
- Ensure consistency of application of the standard by NELAP AAs.
 - Receive complaints and direct to proper body for action.
 - Ensure consistency of application of the standard by NELAP AAs.

Short term:

1. ID representatives and alternates
2. select chair
3. Develop a strategic plan for the internal structure and functioning of the program – to include short and long term strategies
 - Identify issues to be resolved before the NELAP functions can be transitioned to TNI
 - Develop a transition plan by March 2007 for implementation prior to August 2007 (Cambridge MA)
 - List of prioritized tasks with milestones and projected timeline
 - Committee charter drafts by Summer 2007
4. Review any documents having to do with the recognition of accrediting authorities for transition into TNI. Draft new documents as needed.
5. Establish lines of communications between other core programs.

Policy Committee

Duties of the Policy Committee

- Serve as a resource for the development of policies.
- Review policies from all programs for conformity with respect to style and for consistency with one another and with the overall mission of The NELAC Institute. The Policy Committee may forward a program policy to the TNI Board or may return the program policy to the originating program for additional work.
- Develop general policies for The NELAC Institute (e.g., travel reimbursement, purchasing, conflict of interest, etc.).
- Review and evaluate requests for policies received from the membership and others and provide a recommendation to the Board.

Note: After review for organizational impact (e.g., legal, fiscal or credibility issues), the TNI Board will confirm all policies \ for final adoption and use by the program.

Priorities for the committee for the Denver meeting:

1. Form the committee by December 15, 2006
2. Develop a draft of a policy governing committee operations to present in Denver (Jan 07)
3. Develop a strategic plan for the program – to include short and long term strategies
 - List of prioritized tasks with milestones and projected timeline
 - Committee charter drafts by Summer 2007

Laboratory Accreditation System Program

Duties of Committee

- Working in cooperation with the NELAP Board and the PT Board, develop the Laboratory Accreditation System as defined above.
- Design and provide oversight of the national database of accredited laboratories.

The LAC, working closely with the other committees, will need to establish the specific details for how to accomplish these duties.

1. Form the committee. Schedule a meeting for Denver.
2. Develop a strategic plan for the program – to include short and long term strategies
 - List of prioritized tasks with milestones and projected timeline
 - Committee charter drafts by Summer 2007
3. Review any documents having to do with the laboratory accreditation program for transition into TNI. Draft new documents as needed.
4. Establish lines of communications between other core programs.

Proficiency Test (PT) Program

Duties of the PT Board

- Provide assistance to the Board of Directors on the selection of PTOB/PTPA(s).
- Monitor the PTOB/PTPA(s) to assure that they are following the requirements set forth by the organization.
- Facilitate an annual caucus on proficiency testing.
- Review and evaluate PT data for the purpose of determining the appropriateness of proficiency test study limits.
- Provide recommendations to the NELAP Board as to acceptance limits.
- Form subcommittees as needed to perform these functions.

Priorities for the committee for the Denver meeting:

5. Form the committee
6. Develop a strategic plan for the program – to include short and long term strategies
 - Identify issues to be resolved before the PT Board functions can be transitioned to TNI
 - Develop a transition plan by the Cambridge MA meeting
 - List of prioritized tasks with milestones and projected timeline
 - Committee charter drafts by Summer 2007

Note: to the extent possible the two PT Boards (NELAC and TNI) will work together.

7. Establish lines of communications between other core programs.

Consensus Standards Development Program

Duties of the Standards Development Coordination Committee

- Guide the program in its primary mission for developing and maintaining standards.
- Define roles and responsibilities, as appropriate, for the Expert Committees.
- Provide oversight of the Expert Committees.
- Authorize other task forces and study groups as necessary.
- Annually review the work of all committees.
- Ensure that the process for standards development and adoption conforms to the requirements established by The NELAC Institute.

Priorities for the committee for the Denver meeting:

1. Rewrite the INELA policy governing standards development to be reviewed by the policy committee and confirmed by TNI (all by the Denver meeting).
2. Prepare response to comments document
3. Prepare and publish working draft standards, where appropriate
4. Develop a strategic plan for the program – to include short and long term strategies
 - List of prioritized tasks with milestones and projected timeline
 - Committee charter drafts by Summer 2007
5. Establish lines of communications between other core programs.