

The NELAC Institute (TNI)
Board of Directors Meeting
November 21, 2006

1. Roll call/Call to Order

Chair David Speis called the meeting to order. Present: David Speis, Judy Duncan, Sharon Mertens, Brooke Connor, Tom McAnnich, Aurora Shields, Steve Arms, John Griggs, Richard Sheibley, Ilona Taunton, Kevin Coats, Alfredo Sotomayor, Scott Siders, Wayne Davis, Eddie Clemons, Jerry Parr, Carol Batterton, Susan Johns, Jane Wilson. Not present: Ken Jackson, David Mendenhall, Karen Varnado.

Jane Wilson acted as scribe for this meeting.

2. Approval of Minutes

It was noted that Ken Jackson had submitted editorial comments to the minutes of the November 6-8, 2006 Board of Directors meeting, but no substantive comments were received. A motion to approve the minutes with Ken's editorial comments was unanimously approved.

3. Executive Director's report

Jerry Parr reviewed the items on the Executive Director's report (see attached). Highlights of the report included the following:

- Initial announcement of the formation of TNI was well-received and a general announcement to former INELA membership is planned for next week.
- Brochure for the Denver Forum will be mailed in about a week, and on-line registration should be available the week of November 27.
- Site visit for the summer 2007 NEMC meeting was completed; evaluating lunch options due to site constraints.
- Revised articles of incorporation for TNI were filed with State of Texas.
- New TNI website will launch within one week with full functionality; minutes from former INELA committees will be migrated for reference.
- The NELAC website will be frozen and a "mirror image" of the content will be hosted on another url; content will eventually be migrated to the TNI site.
- TNI committee formation is progressing and the program administrators met via teleconference to discuss duties.
- ANSI, IRS, and Department of the Interior inquiries need to be made regarding the transition to TNI.
- A TNI budget will be proposed at the next Board meeting.

The Board discussed whether Lara Autry should still be the point of contact on the NELAC site, and what is the process for responding to inquiries. This issue will be referred to the NELAP Board for response.

Jerry asked for input on his report going forward if anyone would like to see it in a different format.

4. Nominating Committee Formation

Aurora Shields is Chair of the Nominating Committee. In accordance with the TNI bylaws, the Nominating Committee requires two additional members who are not members of the Board of Directors. A motion was made to advise Aurora to proceed with the formation of the Nominating Committee, and the motion passed unanimously.

5. Financial Audit Committee Formation

According to the TNI bylaws, the financial Audit Committee is composed of three members appointed by the Board. It was proposed that Sharon Mertens, the Board treasurer, be one member of the committee. For 2006 there will be no conflict of interest in having the TNI treasurer be a member of the committee. Sharon proposed to include Tom McAninch to represent the former INELA organization. The Board discussed what other expertise was needed, e.g., a representative of NELAC or someone from a member organization with financial auditing experience.

An all-encompassing motion was made to proceed with the formation of the Financial Audit Committee, and the motion passed unanimously. Nominations are to be forwarded to Sharon Mertens over the next week.

6. GLEMP Letter

The Board discussed, what, if any, action would be appropriate in response to the letter received by TNI regarding the GLEMP organization. Members agreed that at this point, the GLEMP organization has no impact on TNI. There was also agreement that there may be some potential to work with GLEMP, and this is an issue that the TNI PT Board and the Advocacy Program should track. David Speis noted that ACIL is also following this issue and he can be advised of further developments through ACIL, which is developing a white paper on this issue.

7. Vision Statement

Jerry Parr noted that Jack Farrell had offered to facilitate a session on the TNI vision statement at the Denver Forum, but Jerry thought the vision should be finalized prior to the Forum. Further discussion on this topic was postponed for the next Board of Directors meeting.

8. 2007 Strategic Planning Session

The Board discussed whether to initiate TNI strategic planning before or after the election of the new Board of Directors. In order to draw on the experience of the

outgoing Board, it was agreed to initiate the planning process now, but vest the incoming Board with the task of completing the strategic planning. A face-to-face planning session will be scheduled during the March/April timeframe, likely in the Austin, TX area.

9. China Trip for TNI Representatives

Through the training sessions provided by Jerry Parr and Carol Batterton, a request was received from a city of Houston official to provide training on the laboratory accreditation process at a laboratory in China. The members agreed that TNI participation in such a trip would promote foreign relations, provide networking opportunities with Chinese environmental officials, and promote the laboratory accreditation process. It was suggested that sources of funding, such as EPA, be explored as a way to offset the expense of the trip.

10. General Discussion

Alberto Sotomayor relayed a question regarding the need for open meetings from the Consensus Standards Development Coordination Committee. The Board endorsed continued open meetings of the Committee.

It was suggested that a schedule of future Board of Directors calls be established.

Executive Director's Report

November 8-20, 2006

Activities completed:

- Sent announcement to ~2000 individuals in TNI database
- Completed brochure for Denver meeting
- Site visit at the Hyatt Regency in Cambridge, MA for NEMC 2007
- Two training workshops in Texas
- Filed amended Articles of Incorporation with state of Texas
- Initiated activities for migration of website
- Teleconference with Program Administrators on duties
- Began formation of TNI committees

Upcoming activities (11/20-12/20):

- Send membership announcement to INELA and NELAC members
- Set up on-line registration system for Denver meeting
- Complete migration of TNI website into ClubExpress; shut down the INELA site
- Complete formation of all TNI committees
- Contact ANSI about name change
- Develop (with Sharon Mertens) a proposed 2007 budget
- Prepare special report for modification of EPA cooperative agreements (Carol Batterton)
- Amend TCEQ grant

Upcoming activities (12/20-1/28):

- Finalize all details for Denver meeting
- Submit paperwork to IRS on name change
- Modify contracts for all contractors and vendors
- Notify Department of Interior of name change
- Complete other tasks on Asset Migration table

Respectfully submitted,

Jerry Parr