

**The NELAC-Institute**  
Board of Directors  
January 10, 2007

**1. Roll Call**

Co-chair Dave Spies called the meeting to order at approximately 12 pm (Central). Directors in attendance were: Steve Arms, Eddie Clemons, Kevin Coats, Brooke Connor, Wayne Davis, Judith Duncan, Ken Jackson, Tom McAninch, Dave Mendenhall, Sharon Mertens, Aurora Shields, Richard Sheibley, Alfredo Sotomayor, Dave Speis and Karen Varnado. Also participating were Program Administrators Carol Batterton, Susan Johns, and Jane Wilson and Executive Director Jerry Parr.

**2. Finance committee update – Sharon Mertens**

The finance committee in the bylaws is a 3 member committee. Its duties include: overseeing finances and performing an audit. Currently, Sharon and Tom are on the committee. Sharon would like to have someone with a finance experience on committee. Also want balance with government person.

- Amend bylaws. Sharon requested that we change the bylaws to read “at least 3” for this committee. At this time, she would like to have four on the committee. Because of the requirement for notice, it will take 30 days to amend bylaws – cannot happen until next board call.
- Audit of 2006 financial report in the first quarter.
  - i. This may be too soon to do the audit. Resources may not be available to do this in the first quarter. Jerry does not have the data available yet. It was suggested that the audit could be postponed until June when we will be able to get some volunteers with appropriate background and experience to assist.
  - ii. The first part of preparing for the audit is to get a list of what needs to be provided. It would be nice to have the list of what is needed. Jerry will provide a compilation report by the Denver meeting but it will not be reviewed by the committee.
  - iii. The board determined that completion of this task will be postponed until the finance committee is officially in place and information is available.
- Sharon asked for volunteers to serve on the committee.

**3. Changes to bylaws – Jerry Parr**

- Jerry sent email with notice of two proposed changes. Action will be taken at the next meeting.
  - i. Change to allow for expansion of Finance Committee
  - ii. Change name of accrediting authority to accreditation body
- Jerry will check the bylaws for consistency with ISO terms and try to get any additional notifications out in time for us to act.

**4. Nominating committee procedures (we need to attach a copy of the procedure to the minutes) – Aurora Shields**

- Aurora used the bylaws as a basis for the proposal which was distributed via email. The committee also looked at balance and tried not to have 2 individuals from any agency on the committee. They also suggested a form.
- An issue was raised concerning balance of membership on the Board. The solution may be to create subcategories for each category with the understanding that you may not always get a representative from all subcategories.
  - i. Balance issue. Aurora will change sections 4 c, d, e, and f in the draft proposal to reflect the discussion to have three major categories with subcategories. We will try out the procedures before making additional and/or extensive changes.
  - ii. Competition (profitability) issue. It was suggested that we consider nominating more than one person for each category (as opposed to a single slate). [E.g., the nominating committee reviews and “qualifies” applicants for the ballot.]
    1. More information is needed. Jerry will research what other not-for-profit groups do and provide additional information for the board to consider. The board members were asked to also provide information on how the other organizations do their elections.
    2. We will solicit applications while we decide how we are going to do the ballot and will leave the solicitation open until Feb 2 to allow for the inclusion of applications at the conference.
    3. We want a new board by March. The Board will have to make a decision on how the election will be done immediately after the Denver meeting.
  - iii. Public sector versus private sector balance. Aurora will address this issue by making modifications in the guidance policy. Jerry also suggested making changes to the form. Jerry pointed out that ANSI uses three groups: producer, user and other.

**5. Budget**

- Jerry reviewed the 2007 budget that had been distributed. “In kind” income needs to be included as much as possible in the future. Motion to approve the budget was approved.

**6. EPA participation in AB recognition –Carol Batterton**

- Carol Batterton brought a question forward from NELAP. There are issues to be discussed with EPA; e.g., Drinking Water (Greg Carroll) and regional evaluators (Barbara Finazzo). The NELAP board is asking TNI for guidance. Decisions are needed prior to the next round of accreditations (certificates expire summer 2008).

- The NELAP Board and the Advocacy Committee should work together to make this connection. It will start with a four-way conversation with staff and chairs: Carol, Jerry, Aurora and Dan.

## **7. Program updates**

Jerry provided a report which included a summary of the program administrator reports (attached). All of the committees have been formed and are actively meeting. If any of the committees has questions, the questions are being brought to TNI. If the any member of the board has questions, he or she should email their question to the appropriate program administrator (with a copy to the other members of the TNI Board).

## **8. Executive Director update**

- Jerry provided a summary of the report which is appended to these minutes.

## **9. Denver update**

- There will be a joint lunch on Monday with board, committee chairs, etc. to make sure everything is ready for the meeting
- Every morning (Monday – Thursday) a few board members will meet new attendees/members. Jerry will send out a sign up sheet and each board member will sign up for at least 1 morning.
- A board meeting with advocacy groups has been proposed during the meeting in Denver (e.g., APHL, ACIL, etc). Jerry will schedule it during lunch on Tuesday. The purpose is to let them know we are interested in their perspectives and open a dialogue with them. The advocacy committee will develop a very loose agenda.
- There will be a brief TNI board meeting Thursday afternoon about 5 or 5:30 pm to review any actions that need to be taken. An informal dinner will follow.
- Bag stuffing will occur on Sunday at 2-4 pm at a location to be named.

## **10. ANSI Appeal**

- The ANSI appeal is scheduled for February 6, 2007, in Florida. EDIG will be willing to drop the appeal if we put a restriction that we will not be setting standards for stack testers. The Board agreed with Dave that such a restriction is not warranted.
- There were no objections from the Board to Dave making an additional offer:
  - i. As described in our Policies Governing Standards Development, if a standard exists that meets our needs, we will not develop a competing standard.
  - ii. We will suggest that they submit their ASTM standard for NELAP to adopt/approve.
  - iii. FYI. This is a competency standard which was referenced in an August 22, 2006 proposed rule in the federal register.

### **11. Approval of standards development policy changes**

In response to the ANSI appeal, we have agreed to make some changes to our policy and these changes were provided in our response. Ken provided a review of the policy changes.

- i. If someone else develops a standard, we will look at it. If it meets our needs, we will use it. If not, we will develop our own. This is an ANSI requirement.
- ii. We removed policies on committee operations. This will go into the policy committee manual.

The motion for TNI acceptance of the modified policy was approved.

### **12. Approval of policy governing standards development composition of PT board.**

There has been an objection that there is an approved PT provider on the PT board. The concern is that it gives that provider a competitive advantage.

- Published minutes indicate that we have a conflict of interest policy to address this concern. We will monitor it to ensure there are no abuses.
- Dave will draft a proposal for the TNI board to consider on this issue which would allow the PT Providers to select a representative or decide to have no representation.

### **13. Adjournment**

The meeting was adjourned at approximately 2 pm (Central).

# **Executive Director's Report**

**December 12, 2006 — January 9, 2007**

## **Activities completed:**

- Sent membership announcement to INELA members
- Completed migration of TNI website into ClubExpress; shut down the INELA site
- Moved archived copy of NELAC website into TNI site
- Developed (with Sharon Mertens) a proposed 2007 budget
- Established TNI bank account
- Completed formation of all TNI committees
- Sent email to EPA regional contacts
- Sent email to EPA science policy council
- Planning for Board meeting with ACIL, AWWA, APHL, and WEF

## **Upcoming activities (Before 1/28):**

- Revise Program descriptions and post on website
- Contact ANSI about name change
- Amend TCEQ grant
- Prepare for ANSI appeal
- Send membership announcement to NELAC members
- Finalize all details for Denver meeting
- Modify contracts for all contractors and vendors
- Begin work (with CB) on strategic planning event
- Send letter to EPA regional contacts
- Send letter to EPA science policy council
- Begin work on NEMC 2007

## **Upcoming activities (After Denver):**

- Submit paperwork to IRS on name change
- Notify Department of Interior of name change
- Complete other tasks on Asset Migration table

Respectfully submitted,

Jerry Parr

**Program Administrator Reports  
January 10, 2007**

**NELAP Board**

- Held conference calls on December 18, 2006, and January 8, 2007.
- Chair Dan Hickman appointed a work group of Ken Jackson, Richard Sheibley, Steve Arms and Mike Miller to brainstorm ideas for handling recognition of accreditation bodies under TNI.
- Work group ideas were presented to the NELAP Board on Jan. 8. Preliminary response indicated that the members wanted to continue to use the 2003 NELAC standards as the basis for recognizing accreditation bodies, but that steps should be taken to try to streamline the checklists and the process more efficient overall. There was general recognition that in the long run, a new policy will be needed.
- The NELAP Board would also like to retain EPA staff as part of the evaluation team. They requested that the TNI board determine the best way to have that dialogue with EPA.

**Laboratory Accreditation Committee**

- Next conference call scheduled for January 12, 2007 to discuss plans and agenda for Denver meeting.

**National Database Committee**

- Held conference calls on December 19, 2006, and January 3, 2007.
- ITQA plan is complete and posted on the website for comment.
- A very rough draft of the development plan has been developed for discussion purposes and will be reviewed at the next conference call on January 18. Dan wants to have the development plan finished by the summer meeting and is considering a day and a half face to face meeting if needed to complete it.
- Plans for Denver include responding to comments on the ITQA plan.

**PT Board**

- Carl Kircher has sent an email to the Board asking for recommendations on resolving the balance issue on the PT board. Only one response so far.
- Carl sent out the current NELAC PT board policies for review and comment as to applicability to TNI PT board operations.
- Focus in Denver will be on identifying tasks that need to be assumed by TNI.

**Other (Carol Batterton)**

- Secure meeting space for TCEQ micro lab accreditation workshops.
- Secure space for TNI board strategic planning session.
- Developing “train the trainer” presentation for Denver meeting.
- Prepare to facilitate strategic planning session for Advocacy Committee.

**Consensus Standards Development**

- Last meeting for Standards Coordination was December 14 during which details for posting modified DIS were completed
- Ken and Jane reviewed modified DIS documents for consistency and formatting
- Chairs for the ECs posting modified DIS documents conducted 15 day vote reconsiderations per the policies (end Dec 29)
- Currently working with Jan to have DIS and vote tallies posted by Jan 14
- Completed revision of former INELA policies for TNI Board review
- Next Standards coordination meeting Jan 11
- ECs are meeting this month to plan for Denver sessions and update charters, etc.

### **Technical Assistance Committee**

- Conference calls on December 18 and January 9
- Developed committee charter
- Developing mentoring sessions for Denver meeting

### **Assessor Forum**

- Conference Call on December 18
- Developing agenda for Denver meeting
- Developed Committee Charter

### **Advocacy Committee**

- Conference calls on December 7 and January 4
- Developed letters to send EPA Science Policy Council, EPA Regions, states, etc.
- Planning session with other associations (AWWA, ACIL, APHL, WEF) in Denver
- Developed list of conferences
- Developed committee charter
- Initiated work on Advocacy Strategic Plan

### **Policy Committee**

- Committee formed
- Approved Policy Governing Standards Development