

TNI Board of Directors Meeting Summary

July 13, 2007

1. Call to Order

- Chair Judy Duncan called the meeting to order at approximately 12 pm CDT. Susan Johns acted as scribe.
- In attendance: Judy Duncan, Steve Arms, George Detsis, Dave Spies, Sharon Mertens, Tom McAninch, Ken Jackson, Jack Farrell, Alfredo Sotomayor. Staff attending: Jerry Parr, Jane Wilson, and Susan Johns
- Chair Judy Duncan welcomed new TNI ex-officio Directors Barbara Finazzo (unable to attend) and George Detsis to the TNI Board of Directors

2. Approval of May 9, 2007 Minutes

- Jerry recorded and will make the changes to the draft minutes.
- The minutes were approved as amended.

3. NELAC Update

- Judy Duncan reported there was nothing to report.

4. Executive Director Update

- Jerry Parr provided a written report prior to the meeting. Jerry will provide explanations of the abbreviations for future reports.
- Jerry Parr also provided an asset migration report prior to the meeting. He is waiting additional information from the IRS on the name change before completing some of the tasks. The IRS has confirmed the tax status of TNI as a 501c3.

5. Program Administrators Updates

- A written program update was provided prior to the meeting. Additions to the report include:
 - Standards. The Uniformity of Standards Committee has been working hard. Reviews are in progress. The modules will remain posted for voting until the first week of August. Email contacts have been made to encourage voting and participation. There is now an ability to view comments in real time.
 - Carol and Ken met with ASTM about copyright issues. There are now new agreements in place.
 - Judy Duncan and Jerry Parry will get back to the EPA evaluators group with a clarification for their questions.
 - Jerry will ask Carol to send the SOP for NELAP Board operations to the Policy Committee.
 - Technical Assistance. The committee has finalized their agenda for the Cambridge meeting. Jack Farrell requested that the agenda be distributed via email and the web site. Jerry Parr will add this to some additional information he will be sending out.
 - Advocacy. Jerry reported they will be doing a broadcast email rather than a newsletter prior to the next meeting.
 - Policy. Alfredo reported finalizing ethical conduct and conflict of interest policies. They are working on additional policies.
 - Website. Jerry reported the committee has been working to set up a major transition.

6. Status of ANSI Application

- Jerry reported they had received comments from ANSI on their policy. These are being addressed by Jerry, Ken and Jane. Once the response is complete, it will be provided to ANSI.

7. Update on Stakeholder Focus Group Meeting

- Jerry reported a meeting has been scheduled in DC in August with the water environment groups.
- Jerry, Aurora, and Lara will be representing TNI.

8. Update on Cambridge Meeting

- Jerry reported brochures had been sent out.
- Over 200 registered.
- There are 36 vendors.
- The hotel is sold out. Jerry will try to identify and publish overflow hotels.
- A committee chair luncheon is scheduled for Monday. The Board agreed to participate.
- There will be a debriefing board meeting with an optional dinner afterwards on Thursday, 5:30 – 6:30 pm

9. Taxonomy Accreditation

- Dave Spies reported he had a representative from a taxonomy group meet with them. They are looking for an accreditation for taxonomy labs. This could be an opportunity to help them develop standards and set up infrastructure.
- Dave will invite them to Cambridge to discuss options.

10. Sale of TNI Standards

- Jerry provided information prior to the meeting. The goal is to determine pricing for standards.
- Dave asked Jerry to provide some revenue projections and budget.
- Jerry will generate a proposal for the board to consider. Jerry will try to get something out by email prior to the August meeting. The goal is to generate a handout for the Cambridge meeting.

11. Consultant Referrals

- Jerry received multiple requests for consultants to assist with accreditation. It is appropriate to provide suggestions on the website.
- Jack will assist Jerry in developing a proposal on how this would be done. The proposal would include the criteria for getting on the list. For example, they must be a member to be on the list. There would have to be a disclaimer that TNI takes no responsibility for the competency of the individuals.

12. Governance Document

- Jerry provided a document (via email) to be discussed.
- Jerry will email the document to the board again and request comments.

13. Adjournment

- The meeting was adjourned at 1:32 pm CDT.

Executive Director's Report

July 10, 2007

Activities completed since May 9:

- Merged NEMC and TNI databases
- Sent letters of invitation to George Detsis and Ed Hartzog
- Finalized and mailed brochure for Cambridge meeting
- Finalized program content and web pages for Cambridge meeting
- Submitted name change to IRS
- Participated in FSEA Meeting
- Participated in EPA Quality Conference
- Prepared second draft of strategic plan
- Organized Focus Group meeting with WEF, AWWA, NACWA for August 9
- Printed brochure about TNI (designed and produced by Brooke Connor)
- Obtained Tax Exempt status in Massachusetts

Upcoming activities

- Complete tasks on Asset Migration table
- Continue work on summer meeting
- Finalize new approach for organizational memberships
- Finalize strategic plan
- Participate in Focus Group meeting

Organization update

May 9: 545 Active members
Today: 578 Active members

Program Administrator Reports July 11, 2007

Consensus Standards Development

- Draft Interim Standard (DIS) and Field Sampling (FS) modules reviewed by Uniformity of Standards Committee completed. A few editorial comments on the FS modules to be completed. Comments to DIS modules have been submitted through current ballot process.
- DIS modules posted for electronic ballot until July 31 (will extend a couple extra days as needed due to posting after June 15).
- Webmaster has devised a link so the Expert Committees can monitor comments as they are submitted so they can start organization of comments for Cambridge.
- FS modules can be posted on TNI site and submitted to NELAP Board after editorial changes.
- Expert Committees are working on agendas for Cambridge.
- Will incorporate a few minor edits into the TNI standards policies as result of ANSI review.

NELAP

- Approved the SOP for TNI NELAP Board Operations.
- Voted to recognize the NELAC Accrediting Authorities as TNI Accreditation Bodies. Carol is working with Brooke Connor to design a certificate.
- Approved Accreditation Body Fields of Accreditation table for inclusion in TNI AB recognition certificate.
- Approved NELAC PT acceptance criteria as TNI PT acceptance criteria.
- Approved A2LA as TNI PTOB.
- Continued reviewing the EPA evaluators draft documents for use in the next evaluation of TNI accreditation bodies.
- Approved description of roles and responsibilities of evaluation coordinator. Carol will begin working on RFP.

Laboratory Accreditation System

- Forwarded draft final policy for standards interpretation to NELAP Board for concurrence.

National Database

- Completed draft development plan. Will discuss and accept comments in Cambridge.

Non-NELAP AB

- Held organizational conference call on June 13.

PT Board

- Recommended A2LA as TNI PTOB. Forwarded recommendation to TNI NELAP Board.
- Recommended NELAC PT acceptance criteria to TNI PT Board.

Other (Carol Batterton)

- Completed name change on ANSI licensing agreement for ISO 17011.

- Met with John Pace, VP, ASTM, and Ken Jackson on copyright issues and name change on ISO 17025 licensing agreement.
- Developed proposal for pricing of TNI standards and finalized ANSI sales agreement for Board consideration.

Status of Asset Migration

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