TNI Board of Directors Meeting Summary
January 18, 2008

1.   Call to Order

Judy Duncan called the meeting to order. Board members in attendance:

- Judy Duncan
- Ken Olson
- Judy Morgan
- Ken Jackson
- George Detsis
- Dave Mendenhall
- Sharon Mertens
- Bob Wyeth
- David Speis
- Brooke Connor
- Jack Farrell
- Tom McAninch
- Barbara Finazzo
- Joseph Aiello
- Aurora Shields
- Alfredo Sotomayor

2.   Approval of TNI Strategic Plan

Jerry Parr presented the strategic plan. After discussion, Jack Farrell moved to approved the November 9, 2007, plan with the agreed upon changes. Dave Speis seconded the motion. The motion was approved unanimously.

The agreed upon changes include:

- Where appropriate, Federal and "other" will be added.
- A disclaimer will be added to specify the date of the plan.
- The correction of numbering error(s) and other administrative changes are within the purview of Executive Director.

3.   Operational Planning

The Board and staff divided into programs to identify what needs to be accomplished during 2008 to help further TNI goals and objective. The suggestions will be used by TNI staff to update the strategic and operational plans. Reports from the program are attached.

- NELAP – Dan Hickman
- PT – Carl Kircher
- LAS – June Flowers
- TAC – Barbara Escobar
- CSD – Ken Jackson
- Administration – Jerry Parr

4. Finances

a) Audit – Sharon Mertens

Sharon Mertens provided a report from the Finance and Audit Committee. The committee includes: Sharon Mertens, Tom McAninch, and Dave Mendenhall. The committee met with Jerry and Dave Spies Thursday (January 17, 2008). The next actions for the committee were identified:

- Need to identify a contractor to do a review (state of finances) for FY 2006 (INELA).
- Committee will bring a recommendation on conducting an audit of 2006 to the TNI Board at the February meeting.
- The Finance and Audit Committee will generate a list of what should be included in a routine financial report and will develop a plan for reviewing/auditing 2007.
- Jerry Parr will contact the bookkeeper to get a projected date for the completion of the tax forms (e.g., 990) for 2007.

b) The Board discussed the expenses and potential income for the programs

- NELAP
  - ➢ Potential Expenses
    - ▪ Program Administrator – 10 hr/week
    - ▪ Evaluation Coordinator – $7K. Comment: 9 trips, 3 days on site for travel
    - ▪ Travel for evaluators – $6K
    - ▪ Evaluator training – $10K. Comment: Jerry will determine from the costs from this meeting. It was also suggest the training be compressed to 1 day.
    - ▪ Fees for renewal and maintenance of NELAP AAs - $3K/year/state. Comment: $120K for 3 years; divided between 13 states. The estimate includes travel costs.
  - ➢ Potential income
    - ▪ NELAP should consider a license fee rather than a membership fee and make a recommendation. The membership fee might include the recognition fees (versus a direct recognition fee).
    - ▪ There may also be reimbursable costs associated with a review of the program.
    - ▪ Consider endowment/scholarship fees.
- PT
  - ➢ Potential expenses
    - ▪ Program Administrator – 2 hr/week
    - ▪ A2LA on site expenses (may be able to bill to A2LA). Jerry will estimate considering:
      - – 3 days for 3 people for observation of A2LA conducting an on site of PT provider
      - – Every 2 years
      - – Volunteer time for evaluations
      - – Evaluation coordinator could be a volunteer
  - ➢ Potential income:
    - ▪ Fees for recognition (9 providers)
    - ▪ Commercial use of TNI logo

- LAS
  - ➢ Estimated costs
    - Program Administrator - 6 hr/week
    - Database development - $75–100K
    - Maintenance per year (after the first year) - $20K
    - Travel for face to face meetings between LAS, expert committees
    - All covered by cooperative agreement this year
  - ➢ Potential income
    - Potential exists for development and maintenance of the database
- TAC
  - ➢ Estimated costs
    - Program Administrator – 3 hr/week
    - Clerical support for documents – $1K
    - Travel costs for regional conferences - $6K (for 2 conferences per year)
    - Web courses. TNI might not be able to afford to implement web courses this year but TAC should develop a plan. TAC should include a market analysis to determine the need.
  - ➢ Potential income
    - Potential for underwriting courses
    - Documents
    - Training
    - Need board policy for cost recovery and overhead (e.g., 20% for cooperative agreements)
    - Cost recovery or underwriting for regional conferences - $9K (based on 45 attendees and a $90 registration fee)
    - Assistance with implementation of standards
- Standards Development
  - ➢ Estimated costs
    - Program Administrator – 5 hours/week
    - Travel for Program Administrator to 2 meetings
    - Virtual assistance
    - ANSI – $4500
    - Travel for appeals – $1K
    - License fee - Jerry will determine
  - ➢ Potential income
    - Sale of standards (low)
- Administration
  - ➢ Estimated costs
    - Web program to review documents and hold committee meetings
    - Storage and maintenance of records and documents
    - Travel for Carol Batterton
- Advocacy
  - ➢ Estimated costs
    - Travel to water associations – 2 people x 3meeting x 2 nights
    - Travel to EPA Cincinnati – 2 people x 1 meeting x 1 night
    - Staff time for newsletter – $1K

- Other presentations/marketing – $10K for exhibits (using volunteers for presentations)
- 2 additional EPA/government meetings – 2 people x 1 night
- Program Administrator – 8 hour/week

➢ Potential income

- Booth sponsors

C.   Dave Speis provided an overview of last year's expenditures and budget

5.   Nominations

- Nominations will close Feb 1, 2008.

  ➢ To date, there have been no nominations received.
  ➢ We have 3 vacancies.
  ➢ Nominations can be accepted in all stakeholder groups.
  ➢ We have a maximum number of 18 directors, only have 14 elected positions.
  ➢ If there are no nominations, the Nominating Committee will have to go out and get nominees.

- Elections will be held in March.

- The new Board will be seated in April.

- There will be a conference call to elect officers once new Board is seated.

LABORATORY ACCREDITATION SYSTEM PROGRAM (LASP)

What will your program have to accomplish this year to help further TNI goals and objectives?

CRITICAL

1. Implement standards interpretation SOP

    a. Currently in revision and should be completed early 08
    b. Needs NELAP Board approval and web implementation

2. Implement recognition policy

    a. NELAP Board acceptance

3. Implement dispute resolution

    a. Ad hoc committee formed to review documents
    b. Work with AB committee

4. Conduct a consensus review and recommend the current standard to the NELAP Board

    a. Draft a SOP on how to provide this information
        i. Timelines
        ii. Process
        iii. Format
    b. Identify (write?) the additional policies and tools that are needed
    c. Establish additional committee to facilitate this process

5. Establish a glossary for all standards from the definitions in each volume

6. Develop a timeline for implementation of the PT standards (2003 vs. V1, 2, 3, and 4)

IMPORTANT

1. Provide assistance to the database committee to establish the national database

    a. Provide information to ensure conformity with eLRN (Homeland Security) to achieve both TNI and other agencies' objectives
    b. Establish communication with NFSTC (and database subcontractor) to facilitate maximum effectiveness and limit expenses

OTHER GOALS

2. Achieve AAAB Recognition

    a. Develop process and procedures to facilitate recognition work with AB committee and advocacy committee

3. Review and modify program structure

    a. Determine if LAS committee should be a committee or a board

LABORATORY ACCREDITATION SYSTEM PROGRAM (LASP) CONT.

What will other programs have to accomplish this year?

Program: NELAP Board
Outcome: Approve standards interpretation SOP

Program: Website
Outcome: Implement standards interpretation SOP
- Implement web based request form
- Post FAQs from past decisions

Program: NELAP Board
Outcome: Accept recognition policy

Program: AB committee
Outcome: Provide input on review process of the dispute resolution SOP

Program: NELAP Board
Outcome: CSD Board provide input on conformity

Program: National Database subcommittee, NFSTC, Homeland Security
Outcome: Ensure conformity and minimize cost structure

Program: AB, Advocacy
Outcome: Process for AAAB recognition

NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM (NELAP)

What will your program have to accomplish this year to help further TNI goals and objectives?

CRITICAL

1. Complete accreditation body recognition process

   a. Finalize dispute resolution with AB Committee and LAS assistance
   b. Establish a feedback mechanism with QAO (already done)
   c. Improve deadline

      i. Stagger AB evaluations as new ABs come in

2. Adopt the TNI Standard (all final standards)

   a. Determine/resolve guidance documents and policies that will go into the TNI Standard
   b. Adopt field standard and determine implementation strategy/timeline

What will other programs have to accomplish this year?

Program: LAS
Outcomes:

- Complete Dispute Resolutions SOP
- Interpretation SOP
- Forward new standards as received
- Guidance for implementation

Program: Advocacy
Outcome: Promote field standard

Program: Consensus Standards Development
Outcome: Review new standards and pass in timely manner to LAS

Program: TNI Board
Outcome:

- Support for program coordinator
- Evaluator coordinator
- QA officer
- Support for training

Program: LAS
Outcome:

- Timely Secondary Recognition
- National Database

CONSENSUS STANDARDS DEVELOPMENT PROGRAM (CDSP)

What will your program have to accomplish this year to help further TNI goals and objectives?

CRITICAL

1. Finalize the QS and PT standards

    a. Editorial review of finals
    b. Publish on the website (30 day appeal)

2. Establish a mechanism to move the standard from the Consensus Standard Development (CSD) Board to NELAP via the LAS

IMPORTANT

1. Support for the implementation of the TNI standard

    a. React to requests from other committees for assistance in implementation; support modification to standards

2. Comments that are on hold for next revision need to be considered

3. Expert committees work with LAS to provide guidance documents, SOPs, etc. to facilitate standards implementation

4. Expand the program into non-traditional areas by listening to ideas and providing input as requested (reactive instead of proactive)

What will other programs have to accomplish this year?

Program: NELAP
Outcome: Adopt standard and advise what the Expert Committee may need to provide to assist implementation

Program: LAS
Outcome: Develop tools to support implementation and let us know what support is required from us

Program: Advocacy
Outcome: Provide input to CSD on external feedback (i.e., how can we make the standard better or how can this be implemented)

PROFICIENCY TESTING PROGRAM (PTP)

What will your program have to accomplish this year to help further TNI goals and objectives?

CRITICAL

1. Re-evaluation of A2LA as PTPA

2. Adopt the TNI PT standard for use in the TNI PT program

IMPORTANT

1. Add FoPT's for whole effluent toxicity (WET) analytes and acceptance limits (incorporate remaining elements of EPA criteria document)

2. Revise microbiology FoPT's, acceptance criteria, formulations to address various stakeholder concerns

3. Move FoPT's from experimental status to accreditation status

4. Complete SOP for appeals, ratify SOP for running PT caucus

ADDITIONAL GOALS

1. Add FoPT's for air and emissions analytes with validated acceptance limit

2. Consider revisions to the participation frequency of PT samples by accredited labs

3. Establish PT Program for Field Sampling and Measurement Organizations

What will other programs have to accomplish this year?

Program: NELAP
Outcome: Ratify the FoPT's and acceptance limits for use in national laboratory accreditation (Whole Effluent Toxicity, Microbiology, and Experimental Chemical Analytes)

Program: NELAP Board or TNI Board of Directors
Outcome: Make the final decision based on the recommendations of the PT Board re: A2LA as PTPA

Program: TNI Policy Committee
Outcome: Ensure that PT Board SOPs meet TNI requirements.

Program: CDSB and Advocacy
Outcome: Ensure that considerations are made to the required participation frequency of PT samples by accredited laboratories.

TECHNICAL ASSISTANCE PROGRAM (TAP)

What will your program have to accomplish this year to help further TNI goals and objectives?

CRITICAL

1. Admin Templates – needs to be finished and made available this year

2. Tech template – make it available this year

IMPORTANT

1. Refresher training for assessor – link this to the assessment forum this year

2. CEU –establish CEU program this year

3. Guide to other accreditation bodies - Provide on the website this year

4. Documents for adaptation – provide 2 documents this year

5. Assessment forum – provide 2 this year (including Jan 2009)

6. Mentoring session – provide 2 this year (including Jan 2009)

OTHER GOALS

1. Web –have a plan to provide web based training this year

2. Regional conferences – on-sight – plan 2 conferences this year (present next year)

3. Implement success plan this year

4. Attract 5 volunteers this year

What will other programs have to accomplish this year?

Program: Policy Committee
Outcome: Approve proposal that a balanced TAC committee is not required

Program: NELAP (policy & LASC)
Outcome: Provide approval for assessment training to fulfill refresher training

Program: TNI
Outcome: Approve resources for regional conferences

Program: Policy Committee; NELAP Board
Outcome: Approve templates and documents

Program: TNI
Outcome: Approve resources for web based training

Program: Advocacy Committee
Outcome: Provide liaison to TAC to help with marketing programs and tools that have been developed

ADMINISTRATION (WEBSITE, ADVOCACY, BOARD, ETC)

What will your program have to accomplish this year to help further TNI goals and objectives?

CRITICAL

1. New website operational

    a. (standards interpretation form on web)

2. Guide for movement of standards

    a. Confidentiality agreement

3. Document control system

4. Board monitor key issues for consistency of approach – Issue Manager

    a. AAAB
    b. PT frequency
    c. Standards Implementation
    d. Future Standards

5. Establish budget

6. Sale of Standards

7. Resolve copyright issue

    a. NELAP Board – use of standard

8. Consider appeals on standards

IMPORTANT

1. Establish process for how Board measures the effectiveness of each program

2. Issue TNI Annual Report (sum of program reports)

3. Have an Executive Director and Program Administrator report for each Board call

4. By May 1, ensure TNI committees have implemented the new policy

5. Financial Audit

6. Generate a business plan

7. By February 2008, prepare Statement of Activities for FY 2007

8. Implement monthly financial report by March 2008

9. Board evaluate scale of winter meeting

10. Develop a plan to introduce NEMC to TNI

    a. Exhibit at NEMC (look for possible lab sponsor)

11. Target outreach to new members and new attendees not on committees

ADMINISTRATION (WEBSITE, ADVOCACY, BOARD, ETC) CONT.

OTHER GOALS

1. Spreadsheet for tasks

2. Board discuss and resolve how training will be done

3. Board succession

4. By January 2009, conduct performance evaluation on Executive Director

5. Revaluate status of Advocacy Committee to become more efficient

6. Revaluate role of Advocacy Committee regarding newsletter

7. Rename Website committee to Communication and have this committee take on newsletter

8. Need Program Manager for Advocacy

9. Board decide how TAC tools will be presented to members and non-members

10. NEMC – More crossover