

**MEETING MINUTES COVER SHEET****Team Name:** The NELAC Institute Field Activities Committee**Meeting Date:** 11/22/2006*Mo/Day/Yr*

<b>Member Name</b>	<b>Member Status</b>	<b>Status (see Key)</b>
Martin Tait (Chair)	Full	P
Jim Eychaner	Full	P
Ed Hartman	Full	P
Glenn MacGraw	Full	L
David Speis	Full	P
Andrew Tintle	Full	P
Jan Wilson	Full	P
Dane Wren	Full	P
Pat Conlon	Full	A
Jo Ann Boyd	Full	A
Eddie Clemons	Full	A
Michael Miller	Full	A
Jane Wilson	Program Admin	A
Trevor Brenner	Associate	A
James Broderick	Associate	A
Jennifer Powell-Campbell	Associate	A
Robert Darley	Associate	A
Jim Davies	Associate	A
Jerry Diamond	Associate	A
Scott Evans	Associate	P/EO
RaeAnn Haynes	Associate	A
Kris Heinbaugh	Associate	A
Erwin Holman	Associate	A
Sergio Huerta	Associate	A
Delia Ivanoff	Associate	A
Carl Kircher	Associate	A
Marlene Moore	Associate	A
Fred Ordway	Associate	A
Donna Ringel	Associate	A
Ann Rosecrance	Associate	A
Daniel Schultz	Associate	A
Cary Secrest	Associate	A
Brian Shade	Associate	A
Max Stephens	Associate	A
Don Stock	Associate	A
Linda Tibensky	Associate	A
Mark Tracy	Associate	A
Leslie Wentland	Associate	A
Franceska Wilde	Associate	A
Brynn Iwanowski	Associate	P
Myra Zabec	Associate	A

*Key: P=Present; A=Absent; L=Late; EO=Early Out*Teleconference Time: 1:000 PM EDT

Date: 11/22/2006

Meeting Minutes and Action Items

Created on 12/14/2006 14:06 a12/p12

**In this meeting, the committee worked on:**

- 1) Reviewed and approved the minutes for the 11/9/2006 meeting.
- 2) Andy Tintle indicated his desire to continue as a full member of the NELAC Institute Field Activities Committee.
- 3) Board business – no further updates were available at this time.
- 4) Volume one comments have been submitted for word processing.
- 5) Discussed preliminary agenda for the Denver meeting.
- 6) The committee spent the remainder of the meeting addressing and voting on comments for Volume 2.

Meeting ended 4:00 PM

**Next Meeting Date:** 12/14/2006                      **Time:** 1:00 PM EDT

**Minute Taker Name** : Andy Tintle                      **Date:** 11/27/2006  
*Mo/Day/Yr*

**ACTION ITEMS**

<b>WHAT NEEDS TO BE DONE?</b>	<b>WHO WILL DO IT?</b>	<b>TARGET COMPLETION DATE</b>	<b>ACTUAL COMPLETION DATE</b>
Updates to minutes from the 11/9/2006 teleconference and post to web site.	Martin Tait and Andy Tintle	11/27/2006	12/11/2006
Comparison of training and experience requirements between the laboratory and field modules	Ed Hartman	11/27/2006	11/27/2006
Continue work on the glossary.	Jim Eychaner and Jan Wilson	12/14/2006	11/29/06
Full members to submit committee membership applications by next meeting.	All full members	12/14/2006	
The committee charter needs to be updated by the Denver meeting.	Glenn McGraw	1/29/2006	
Response to comment #41 in volume 2.	Martin Tait	12/14/2006	11/27/06