

Field Activities Committee Teleconference Notes
June 27, 2008

Attendees:

Marlene Moore, Committee
Dave Speis, Committee
Jim Eychaner, Committee
Jan Wilson, Committee
Pat Conlon, Committee
JoAnn Boyd, Committee

Jane Wilson, Program Administrator
Fran Wilde, USGS, Associate

Agenda:

1. Review and approve April 23 meeting minutes
2. Status and outcome of sub-committee work on FSMO Policy - Report from M. Perry - subcommittee requested
3. Review of potential new members for the committee to ensure balance.
4. Upgrade of Powerpoint presentation for committee advocacy work.
5. Prepare agenda for TNI meeting August, 2008, Washington, DC.
6. Other business

Meeting was called to order at 1:05 pm.

Approval of April 23 Minutes

The meeting summary from April 23rd was unanimously accepted as distributed (Jim Eychaner motion/Dave Speis second).

Status of FSMO Policy sub-committee work

The sub-committee headed by Mike Perry has not met to date. Revision of the FSMO policy document is a key piece to moving the FSMO standards forward, so the revision needs to be jump-started. Dave Speis volunteered to get the revision underway, with assistance from Jon Moorman, who had also expressed interest in working on the policy. The goal is to have a strawman developed in time for the August FAC meeting so that the face-to-face working session can be used to review and complete it for resubmittal to the Policy Committee.

Potential new member

Marlene noted that the application from Scott Dubble of Texas CEQ has been withdrawn. Another Accrediting Body representative needs to be identified to serve on the committee. Oregon has expressed interest in adopting the FSMO standards, so Dan Hickman will be asked to nominate an Oregon representative. Jan Wilson will follow up with Dan and she will also ask him to have a NELAP rep attend the FAC meeting in Washington DC to address their potential plans to implement the FSMO standards.

Upgrade of FSMO Advocacy PowerPoint

Marlene circulated the current slide deck to the committee, but most members had not had time to review it in detail. It was suggested that the slides be updated to a TNI template. The content of the slides needs to explain and demonstrate the benefit of the standards to potential end users. JoAnn will take the lead on the update with assistance from Jan and Dave. They will schedule a conference call to review the slides and add material to the speaker's notes for ease of presentation by multiple presenters. The committee should also look for upcoming speaking opportunities.

Agenda for August meeting

It was noted that the FA committee meeting is at the same time as the Proficiency Testing expert committee and the Assessor Forum, so attendance may be an issue.

Marlene reviewed the following proposed agenda:

- Introductions
- Status of standards – Marlene
- Adoption of FSMO standards – discussion of adoption by ABs or other third-parties
- FSMO policy – review strawman developed by subcommittee
- Review and obtain feedback on FSMO standards advocacy presentation
- Other business?

Marlene will finalize and circulate to the committee for any additional comments.

Other business – Decision making rules

The committee reviewed proposed decision making rules as required by the TNI decision making SOP. The proposed rules are based on those adopted by the On Site Assessment committee. The committee voted unanimously to accept the proposed rules effective June 27, 2008 (Dave Speis motion/Pat Conlon second).

The next meeting of the FA Committee was set for August 1, 12:00 pm to review status of action items in preparation for Washington DC meeting.

The meeting was adjourned at 1:55 pm.