

**TNI FAC MEETING MINUTES COVER SHEET**

**Team Name:** The NELAC Institute Field Activities Committee

**Meeting Date:** 04/12/2007

Mo/Day/Yr

Member Name	Member Status	Status (see Key)
Martin Tait (Chair)	Full	P
Jim Eychaner	Full	P
Ed Hartman	Full	P
Glenn MacGraw	Full	L
David Speis	Full	P
Andrew Tintle	Full	A
Jan Wilson	Full	P
Dane Wren	Full	A
Pat Conlon	Full	P
Jo Ann Boyd	Full	P
Eddie Clemons	Full	L
Elaine Sorbet	Full	A
Michael Miller	Full	L
Jane Wilson	Program Admin	A
Trevor Brenner	Associate	A
James Broderick	Associate	A
Jennifer Powell-Campbell	Associate	A
Robert Darley	Associate	EO
Jim Davies	Associate	A
Jerry Diamond	Associate	A
Scott Evans	Associate	P
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	EO
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	A
Myra Zabec	Associate	A
Tim Fitzpatrick	Associate	A
John Mooreman	Associate	P

Key: P=Present; A=Absent; L=Late; EO=Early Out Will be Attending Conf.

Teleconference Time:  1:00  PM EST

Date: 04/12/2007

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

- 1) Reviewed and approved the minutes for the 03/08/07 meeting.
  - a. Minutes identifying all action items were updated and approved (moved by Jim Eychaner and 2<sup>nd</sup> by Dave Speis.)
  
- 2) TNI Board Business
  - a. Dave Speis provided an update on the Board of Directors Strategic Session in San Antonio, Texas April 2 and 3, 2007. He said it was good meeting and established a positive direction for the organization.
    - i. A new complaint re TNI standards has been received. The Consensus Standards development Board is preparing a response for submission to the TNI Board of Directors.
  
    - ii. The summer conference plans were discussed for the Cambridge, Mass. Conference in August 20-24, 2007.  
Dave Speis reported on his presentation on NELAC to two groups at the DOD meeting in Albuquerque. The presentation went very well and a request of Dave to present the FAC materials an oil consortium in Texas was made. Robert (Skip) Darley commended Dave Speis on the extraordinary job of the presentation made and indicated that the Naval heads were appreciative of the material presented
  
    - iii. The new Board Members with 16 members and ex officio members are:
      1. Judy Duncan – Chairman
      2. Dave Speis – Vice Chairman
      3. Steve Arms – Secretary
      4. Sharon Mertens – Treasurer
  
  - b. The vote on the FAC standards ends April 30, 2007. The OS and AB modules/volumes are being voted on now as well.
  
  - c. The PT and QS are both still draft interim with responses to end May 15, 2007 and the vote is June 15, 2007 to July 31, 2007 in order to meet the Cambridge Mass meeting deadline.
  
  - d. The Consensus Standards Development Board has established a Uniformity of Standards Committee with Carl Kircher as Chairman to assure that all TNI standards are consistent across volumes/modules with emphasis on uniformity of definitions. This committee is still missing a volunteer from the PT Committee. The FA, OS, and AB representatives are final. Jim Eychaner represents the FAC. The Glossary is to be completed prior to the Cambridge conference in August.
  
- 3) Documents for Sub Committees
  - a. **Applicability Sub-committee** -report on findings:  
Pat Conlon, Chair of the sub-committee, provided Applicability Committee updates. Other committee member's are Jim Eychaner, Jo Ann Boyd, and Jan Wilson. Pat indicated the committee objective was to develop a straw-man document on potential stakeholders impacted by an accreditation process and to identify factors which may impact same. The committee will continue to flush out details. Potential stakeholders were initially identified as Utilities, Engineering and Consultants, Industrial Manufacturing and Chemical logistics, Regulatory State/Fed Regulators and Laboratories with sampling capabilities Donna Ringle

asked if there were stakeholders for all of these areas on the committee. She suggested that the group might need to be expanded to those in the areas of concern.

- b. **Accreditation Process sub-committee** – report on findings  
 Dave Speis, Chair of the sub-committee, had nothing to report and will provide a document at the next meeting. Dave indicated that the pure AB perspective would be looked at with the multi or single organization in a multi state. Other members of this committee are Ed Hartman, Andy Tintle, Elaine Sorbet, and Dane Wren.
- c. **Pilot Program Sub-committee** - report on findings.  
 Glenn MacGraw, Chair of the sub-committee, discussed along with member Jim Eychaner, the direction of the committee. Other members are Eddie Clemons, Mike Miller, and Tim Fitzpatrick. Jim provided a write up of what it would take to implement and how to make it work. Glenn indicated our goal is to get a grant application but at this time we need to look for flaws and reconcile them to get a proper pilot test. Candidate organizations were discussed and will be contacted re potential interest in Pilot program participation e.g. TCEQ ,South Florida Water Management District/FLDEQ., USGS?? Dave Speis indicated a live pilot might be a lengthy process of over one year to get the feedback and process complete. He felt a paper evaluation could expedite the process. Martin Tait suggested we identify an AB and FSMO to review and submit comments. Dave said that a grant to perform and create questions and answers for milestone process could be reviewed by the Board.

Action Items:

- d. Jim Eychaner and Glenn MacGraw will take the two documents and recommend for proposal and grant submission. Dave Speis will give the draft to Jerry and the TNI Board will review. Dave said it needed to be an unsolicited Grant Application. JoAnn Boyd asked if we could take other grant avenues as well and was requested to see if she could look into this more. Jim and Glenn will provide a draft proposal at the next meeting for review by the members.
- e. All committees should produce a high-level document with bulleted points by the next FAC teleconference scheduled for May 10, 2007.

4) Wrap up – review of all actions items and assignments

Meeting ended 1:50 PM EST

**Next Meeting Date:** 5/10/2007

**Time:** 1:00 PM EDT

**Minute Taker Name:** JoAnn Boyd

**Date:** 4/12/2007  
*Mo/Day/Yr*

**ACTION ITEMS 4/12/2007**

<b>WHAT NEEDS TO BE DONE?</b>	<b>WHO WILL DO IT?</b>	<b>TARGET COMPLETION DATE</b>	<b>ACTUAL COMPLETION DATE</b>
<b>Applicability Sub-committee</b> -report on findings	Pat Conlon	5/10/2007	Pending – Continue with document & provide justification

<b>Accreditation Process sub-committee</b> – report on findings	Dave Speis	5/10/2007	Pending - Dave will provide an update on the standards
<b>Pilot Program Sub-committee</b> - report on findings.	Glenn MacGraw	5/10/2007	Jim and Glenn will provide a follow up proposal for review and submission to the board. Jo Ann will look for other avenues for grants.

**Updated Actions Items from previous meeting**

<b>WHAT NEEDS TO BE DONE?</b>	<b>WHO WILL DO IT?</b>	<b>TARGET COMPLETION DATE</b>	<b>ACTUAL COMPLETION DATE</b>
<b>Applicability Sub-committee</b> -report on findings	Pat Conlon	4/12/2007	Pending
<b>Accreditation Process sub-committee</b> – report on findings	Dave Speis	4/12/2007	Pending
<b>Pilot Program Sub-committee</b> - report on findings.	Glenn MacGraw	4/12/2007	Pending

Attachments: