

**Field Activities Committee (FAC)  
Meeting Summary**

**November 15, 2012**

1. Roll call:

Chair Justin Brown called a special FAC meeting to order on November 15, 2012 at 11am EST to vote on the standard and discuss membership. Attendance is recorded in Attachment A – there were 10 members present.

2. Standard Voting

Justin noted that Mike Miller had expressed some concern that he did not get more time to have his comments addressed. During the last conference call, Mike M. had expressed wanting to add some additional language. Justin did not receive any language from him. Mike M. can make additional comments during the draft standard voting process. He can vote and express his comments and suggested language at that time.

Everyone on the committee is a voting TNI member and should vote and comment, as needed, on the standard when it is posted.

A motion was made by Dane to approve the final version of the Voting Draft Standard – Volume 1 and 2 that Justin distributed the morning of November 15, 2012. The motion was seconded by Jan. No further discussion was needed.

Vote:

Justin – For

Dane – For

John - For

Troy – For

Jan – For

JoAnn - *For – 11/15/12 – By E-mail*

Mike Miller – *(For – Vol 1 Abstain – Vol 2 (Didn't review) – By E-mail 11/17)*

Lauren – For

Bob – For

Mike Shepherd – For

Virginia – *For – 11/23/12 – By E-mail*

Craig – For

2/3 of the voting membership voted “For”, so the motion passes. The three missing members will be given an opportunity to still vote by e-mail. Justin will e-mail this out.

The next step will be to publish the Voting DRAFT Standard and vote on it. There are four voting choices and the vote must be complete within 45 days:

Affirmative  
Affirmative with comment  
Negative with comment  
Abstain

All comments during the vote will be recorded and considered during the next TNI meeting. They will be discussed in the public meeting in January.

### 3. Committee membership –

Justin received and forwarded two applications that were received. He also forwarded the candidate resumes to the committee.

A motion was made by Maggie to add Yoon to the committee. The motion was seconded by Troy.

Discussion:

1 member will be rotating off in January and this is who Yoon would replace.  
She is another “other”.  
3 members will rotate off next year.

Vote:

Approved unanimously.

Justin will confirm that Yoon is a TNI member and Ilona will forward the information to the TNI Board.

### 4. New Business

- None

### 5. Next Meeting

The next meeting will be planned by e-mail and will be by mid December.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 11:25 am EST. A motion was made by Mike S. to close the meeting. The motion was seconded by John and unanimously approved.

**Attachment A**  
**Participants**  
**TNI Field Activities Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Justin B. Brown (Chair) <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Dane Wren <b>Present</b>	Wren Engineering, P.A.	Other	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.com</a>
John Moorman <b>Present</b>	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	<a href="mailto:jmoorma@sfwmd.gov">jmoorma@sfwmd.gov</a>
Troy Burrows <b>Present</b>	Entec Services, Inc.	FSMO	(800)429-8445	<a href="mailto:TBurrows@entecservices.com">TBurrows@entecservices.com</a>
Jan Wilson <b>Present</b>	CAMMIA Environmental	Other	(360)904-8416	<a href="mailto:WQL@aol.com">WQL@aol.com</a>
Jo Ann Boyd <b>Absent</b>	Southwest Research Institute	Accred. Lab.	(210)522-2169	<a href="mailto:joann.boyd@swri.org">joann.boyd@swri.org</a>
Michael Miller <b>Absent</b>	Consultant	Other	(908)233-9624	<a href="mailto:mwmillerenviron@yahoo.com">mwmillerenviron@yahoo.com</a>
Lauren Smith <b>Present</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Robert P. DiRienzo <b>Present</b>	AIHA (ALS)	AB	(801)266-7700	<a href="mailto:Bob.DiRienzo@ALSGlobal.com">Bob.DiRienzo@ALSGlobal.com</a>
Mike Shepherd <b>Present</b>	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	<a href="mailto:mike@sheptechserv.com">mike@sheptechserv.com</a>
Virginia Murray <b>Absent</b>	NYCDEP- Distribution Water Quality Field Operations	FSMO	718-595-6315	<a href="mailto:Vmurray@dep.nyc.gov">Vmurray@dep.nyc.gov</a>
Craig Forbes <b>Present</b>	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	<a href="mailto:CFORBES@HRSD.COM">CFORBES@HRSD.COM</a>
Maggie Cangro <b>Present</b>	Catalyst Air Management, Inc.	FSMO	(813)994-5880	<a href="mailto:maggie.cangro@catalystair.com">maggie.cangro@catalystair.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>

**Attachment B**

**Action Items – FAC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
45	Get on FEM agenda.	Marlene  Justin will follow-up with Marlene (3/2/12)	May 26	7/28: Marlene has not heard anything. 8/18: Still waiting to hear back. 10/12/11, 11/21/11: Marlene is still waiting to hear back.
47	Update Presentation Summary and distribute before meetings. (Prepare table of speaking engagements. This will be added to minutes and website. Follow-up with Scott Hoatson, Jan and other committee members to find out about other speaking engagements to add to the summary table being prepared.)	JoAnn	Each Meeting	Ongoing
61	Update presentation and distribute for review. (General presentation people can use when attending conferences.)	Justin JoAnn	March 5, 2012	Presentation is still being worked on. Lauren needs ASAP.
70	Work on Advocacy SOP Draft.	JoAnn	March 30, 2012	
71	Continue work on Training SOP.	All	March 15, 2012	See Action Item #78. Cancel
72	Complete White Paper and get to JoAnn.	Justin	March 9, 2012	
77	Work on flow chart.	Justin Marlene	Next Scope Subcommittee Meeting	
78	Continue work on Training SOP. Justin and Marlene will talk about procedure for doing this.	Justin Marlene	November 2012	

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79	Elaborate on QC language that Mike would like to see added to the standard.	Mike	Next Meeting	11/15/12 – Nothing received.
80	Send e-mail to missing committee members on the call today to update them on some topics where a conclusion could not be reached and their input is needed.	Justin	11/8/12	Complete
81	Touch base with Scott Hoatson on his concern in the Spreadsheet – Line 31.	Justin	11/14/12	
82	Review charter on TNI website and send comments to Justin and Ilona.	ALL	11/30/12	
83	Find out about new member's membership status and submit candidate to TNI Board.	Justin Ilona	11/16/12	

**Attachment C**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Update charter in October.	2/2/11	
3			
4			