

**INELA Website Committee
Meeting
August 17, 2006**

SUMMARY

The committee met at 1:30 PM CST on Thursday, August 17, 2006 at the Laboratory Forum meeting in Overland Park, Kansas. Interim chair, Carol Batterton, led the meeting.

- The committee had an open discussion inviting comments from the audience on the new functionalities of the INELA website. John Applewhite, INELA website administrator led the meeting participants through a live demonstration of the INELA website. Comments received included:
 - INELA should put a sample page of the QA manual on the accreditation help page, we should add functionality to sell the manual online
 - Committees need to know that the survey (voting) module exists.
 - INELA presentations should be kept on the website for one year. The rest should be archived.
 - The event registration page should show all events/dates even if registration isn't open. Travel and room reservation links should be added. Exhibitors should be on all pages.
 - Website should have a link to every accrediting authority
 - Committee page should have online application for membership to a committee and show which committees are looking for volunteers. The website should forward completed applications to committee chairs.
 - The Website Committee should recommend to the Board that organizational members be recognized on the website.
 - INELA should consider adding names of consultants who will help labs get accredited. Jerry will need to discuss policy implications with the board.

- The committee solicited comments on document collaboration and what functions were needed with that capability. Participants suggested a system where each person could see the document over the Internet while another person was editing. John Applewhite will look into the options. Suggested vendors include: invisionfree.com, webx.com and Readytalk.

- The committee then discussed the NELAC website and its future. EPA has said it will maintain the current website until Jan.31, 2007. At that time, the new organization will need to take over. Participants commented that there were certain elements on the NELAC website that had to be maintained, such as the

PT tables. Other essential information included the scopes of accreditation for the AA's, and the FOT spreadsheet. If INELA and NELAC combine, we will need to ask EPA if it is possible to get a copy of the current NELAC website in order to preserve the present content. When the new organization forms, we can put up the current content on the INELA website until the two organizations can become fully integrated on a new website.

The next meeting of the Website Committee will be scheduled for September 2006.