

**NEFAP Executive Committee
Meeting Summary
October 10, 2013**

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on October 10, 2013 at 11am EST. Attendance is included in Attachment A. There were 10 committee members present. Associate Members: Mike Miller.

The committee did not meet in September.

The minutes from the July 15th and August 8th meetings were reviewed. Paul commented that Section 5 of the July 15th minutes had a typo – change collective to collected. Paul motioned to accept the July 15th minutes with the typo correction and accept the August 8th minutes. The motion was seconded by Lauren and unanimously approved.

2. Mobile Laboratory Subcommittee

Justin will be mailing a list of names to Ilona so that these people can receive a copy of the survey. He only has a hardcopy of this list. Mike also got a few names at the meeting that he would like a survey sent to. This list has already been sent to Ilona.

There was some question on which format of the survey should be sent out. Ilona asked that Mike or Kim send her exactly what they want mailed out. Ilona's preference is to use the same format as the previous e-mailing so that the results can be put into the same spreadsheet.

3. Advocacy

During the last FAC meeting a subcommittee was formed to update the NEFAP brochure. This information was forwarded to Advocacy and Jerry. Brochures should be available.

The Advocacy summary is maintained in Attachment B of the FAC minutes.

John Moorman and Joanne Boyd will be speaking in October. John will be at the FSEA meeting in Florida and JoAnn will be at a conference in Texas.

John mentioned that he has a few slides that he is adding to the front of other presentations he is doing. John will send a copy of the slides to the committee so others can do something similar when they have speaking opportunities.

Nilda has been asked to do a presentation at a conference in Hawaii regarding data quality using the TNI standards. She has been asked to include both NELAP and NEFAP. (Oct 23-25).

Justin noted that there is another speaking opportunity at the Battelle conference in Monterey, CA that he will provide information on.

Paul submitted an article that includes information on LDEQ's recognition of NEFAP Accreditation Bodies. (Source Evaluation Society publication.)

4. Recognition Committee

Ilona had the most recent version (approved August 2012) of the Evaluation SOP posted on the NEFAP section of the TNI website under Documents.

The evaluators were sent some questions by the Recognition Committee. A recommendation is on hold until these questions have been answered.

5. SOPs

Kim will begin work on the Nomination SOP. She plans to have a DRAFT for the November meeting to vote on. She will send it out early in the month so people have an opportunity to comment on it before the meeting. The main section for revision is defining the stakeholder groups. This will impact the charter that needs to be updated by the committee. Ilona also stated that she spoke with Jerry and NEFAP can stay on the March voting cycle, with a new committee in place on April 1st.

Marlene is still working on the Evaluation SOP. Ilona will look to see who is on the subcommittee and send an e-mail to offer help.

6. Charter

Ilona sent out a copy of the charter updated into the 2014 format. She also included text from the Nomination SOP to help work through the stakeholder/representation issue. There were other comments included in red from Kim and Ilona to help with the committee review.

Everyone agreed that the representation descriptions in the Nomination SOP need work.

There were questions about ex-officio members mentioned in Section 5.4.2.3 of the SOP. It was clarified that the information was included for situations where someone would want to be on the committee, but are prevented by their organization from voting. How the ex-officio member is involved in the committee needs to be better defined in the SOP update.

Mission:

The mission comes from the Bylaws, but the committee can petition the Board to change it. *(Update: Ilona spoke to Jerry about this and it was determined the summary in the Bylaws is a general description and it is appropriate for the committee to put more detail in their mission statement. The additions just need to fit within the mission stated in the Bylaws. No petition is needed at this time.)*

Strategic Goals and Objectives:

7. Leave text in place given the changes to the FAC charter.

Success Measures:

- Eliminate the bullet regarding uncertainty. There were concerns about how it would be measured.

Key Milestones:

- Change to 2014

Considerations:

OK

Available Resources:

- Add items listed in Additional Resources Required to this section. We now have what we thought was needed when the 2013 charter was updated.

Additional Resources Required:

- Delete and put in Available Resources as appropriate.
- State "None".

Anticipated Meeting Schedule:

OK

Committee Membership:

When the 2013 Charter was submitted to the TNI Board, there were a number of questions about how representation for some members was designated. When the Board looked at our SOP, they thought Carl and Paul should be designated as an AB and that gave a large number of ABs on the committee. They also asked the committee to consider whether Dane and Calista are Other or FSMO. Either the committee needs to look at some changes in their membership or the committee needs to update their SOP to reflect their Stakeholder categories applied in the charter. Are non-NEFAP ABs an AB or an Other?

John noted that there was some discussion on this in the Policy Committee. He remembers reading a requirement that the Executive Director has final say. He will get together with Kim and they will update the Nomination SOP as appropriate. He thought Jerry was concerned about people being designated differently on different committees. *(Update: See Attachment D for information John obtained.)*

Iлона asked about Term Expiration dates. She will look again for a document from Jan that defines the expiration dates (she found one for FAC) and otherwise will contact Marlene.

Nilda does not like the idea of calling people who are planning to apply to be a NEFAP AB, an AB. Things can change and it will impact the committee make-up. Everyone agreed.

Based on conversation, Iлона noted that it sounded like the committee was leaning towards designating non-NEFAP ABs as Other.

Budget:

It is possible that there may not be any additional funding for NEFAP. NEFAP looks like it can be self-sufficient. Tools are being produced and this is another means for income too.

7. New Business

- We will need to form a Nomination Committee in December or early January. We will need to have everything to William by late February/early March so he can set-up the voting process.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by e-mail.

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

The meeting was adjourned at 12:17pm EST. (Motion: Paul Second: Carl Unanimously approved.)

Attachment A

Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Kim Watson (Chair) Present	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (Vice-Chair) Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Absent	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Scott Evans Absent	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard Absent	LAB	AB	260-637-2705	dleonard@l-a-b.com
Nilda Cox Present	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron Present	LELAP	AB	225-219-3247	Paul.bergeron@la.gov
Carl Kircher Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette Present	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell Absent	AEX	Other	(407)331-5040	aex@ix.netcom.com

Members	Affiliation	Balance	Contact Information	
Ilona Taunton <i>(Program Administrator)</i> Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
81	Prepare NEFAP Timeline Agenda next moth	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review.
106	Mobile Lab Issue – Subcommittee to begin work. From Backburner: Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs. (Originally brought up 8-6-12 meeting.)	Kim, Scott, Doug Berg, John and Marlene. Mike to help through 3/13. 3/28/13: Paul has been added.	TBD	3/28/13: Subcommittee will begin work in April. Questionnaire will go out first. 6/12/13: Survey will go out this week. 10/10/13: Survey will be sent to 2 more lists of people.
110	Complete DRAFT Training SOP for EC review.	Scott, Lauren, Ilona	3/31/13	
115	Review old charter vs. new format and provide any needed changes to the committee via e-mail.	Kim Ilona	10/31/13	Complete
116	Update Evaluation SOP and distribute to committee.	Marlene Carl Justin	5/2/13	6/12/13: Still in progress. 7/15/13: Still in progress.
119	Update “Guidance for ABs on the Suggested Content for the Scope of Accreditation” by adding comments received by e-mail to Scope inquiry. Distribute to committee.	Kim	Next meeting	
120	Post August 12, 2012 Evaluation SOP in Document section of NEFAP website.	Ilona	Next Meeting	Complete

	Action Item	Who	Expected Completion	Actual Completion
121	Forward mailing list for survey to Ilona for further distribution of the survey.	Justin	10/1/13	
122	Send mailing list to Ilona for survey.	Justin	10/17/13	
123	Send Ilona survey that needs to be mailed out.	Mike Miller Kim	10/24/13	
124	Send Presentation slides to committee members.	John	10/15/13	
125	Prepare update to Nomination SOP for committee review in November.	Kim	11/1/13	
126	Contact the Evaluation SOP update subcommittee to see if Ilona can provide assistance.	Ilona	10/17/13	
127	Update Charter when Nomination SOP is completed.	Ilona	TBD	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2013	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	Next meeting
7	Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs.	8-6-12	Part of Mobile Lab Subcommittee work. Delete
8	Nomination SOP needs to be updated.	3-28-13	6-12-13: Comments have been received from the Policy Committee that need to be addressed.
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	
10	Form Nomination Committee to develop new member recommendation for vote in March 2014.	10-10-13	

Attachment D

From John Moorman:

I attached a draft stakeholder policy that was discussed recently by the PC. Note I added that the EC (*Board*) chair is notified. I thought this would be prudent since, in practice, the chair reviews the stakeholder assignment for applicability and assess balance for the committee and therefore should be in the loop.

Note also there is daft language in the bylaws revision that states the following:

“Balanced representation” as used within the context of participation on a Board or Committee of TNI means that no stakeholder group has a majority of voting members and all stakeholder groups are represented. Default stakeholder groups are:

- Accreditation bodies and other governmental agencies that operate environmental accreditation programs.
- Laboratories and other organizations directly involved in providing sampling and environmental measurements, and
- All others.

A core program or a committee unaffiliated with a core program may define a different set of stakeholder groups to better represent the program’s or committee’s constituency or to ensure balanced representation among its members. Assignment of any stakeholder groups different from the default groups specified in this Section shall require approval by the Board of Directors.

Please read and lets discuss this further. I think there is wiggle room if we define a separate stakeholder group for the EC.