

**NEFAP Executive Committee
Meeting Summary
October 20, 2010**

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on October 20, 2010 at 4pm EST. Attendance is included in Attachment A. There were 10 committee members present on the call.

The minutes from the September 17th and 29th meetings were reviewed. A motion was made by Mike and seconded by Kim to approve the minutes from September 17th. The motion was unanimously approved and will be posted to the TNI website.

Editorial changes were recommended to the minutes from the 29th. Marlene will make the update and they will be voted on at the next meeting.

2. Update

- Marlene forwarded the table prepared by FAC that contains the changes that were approved that did not make it into the final version of the standard. FAC is working on making these changes.
- ESI indicated that they will not be adding a member to the Executive Committee to replace Patrick Conlon. The seat will remain vacant until seats are rotated in June 2011.
- Committee members were reminded to forward their alternate's name and contact information to Ilona.

3. Vice Chair

Two people indicated an interest in stepping into the Vice Chair role. One offered only if no one else was interested. Keith Greenaway will be Vice Chair.

4. Nominating Committee

The nominating committee was formed. The chair, one FSMO Executive Committee member and one AB member were asked to volunteer for this committee. The nominating committee is Marlene, Dane and Keith.

5. Applicants and Evaluations

One application from an AB has been received. A2LA has indicated that their application will be submitted by the end of the year and PJLA is also planning to apply. AIHA is considering whether to apply.

There was discussion as to whether to wait for more applications or process them as they come in. Applications were originally requested to be submitted by October 1, 2010, and since an application has been received, the evaluations will each move forward as they are received.

The week of November 15th is scheduled for AB Evaluator Training. The thought is to provide this training as a webinar that will be recorded for those who cannot attend.

6. Standard Interpretation Request (SIR)

The SIR process was discussed and Kim will DRAFT a written process.

A motion was made by Mike to agree with the response provided to SIR #1. The motion was seconded by Kim. Vote: For – Marlene, Dane, John, Margie, Stacey, Keith, Kim, Mike and Randy. Against – None. Abstain – None. (Justin was not yet on the call.)

Iona will forward the motion and voting information to the committee members not on the call to finish up the vote.

5. New Items

- Kim will review the original AB Evaluation checklist that still contained Mike's comments of concern. She will compile these comments and forward to Iona for compilation with other suggested future changes to the standard. She work on this with Mike.
- Kim will compile a final DRAFT of the FSMO checklist.
- Need to outline the process for recognition.

6. Next Meeting

The next meeting of the NEFAP Executive Committee will be November 11th at 2pm EST.

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

The meeting was adjourned at 5:30 pm EST. (Motion: Kim Second: John Unanimously approved.)

Attachment A
Participants
TNI NEFAP Board

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Dane Wren Present	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Absent	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@shawgrp.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 Margie - Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Jan Wilson Absent	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Tracy - Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Keith Greenaway Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Kim Watson Present	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Randy - Present	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson Absent	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present (joined in last ½)	EMT	FSMO	(847)324 3350	jbrown@emt.com
Ilona Taunton (Program Administrator) Present – Last Part	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

Action Items – NEFAP Board

	Action Item	Who	Expected Completion	Actual Completion
4	Ilona will look into Google Calendar and ways to better share working documents.	Ilona	1/31/10	
27	Forward FSMO names to Ilona.	Justin	5/3/10	
29	Check TNI standard to see if the Standard includes anything on PT frequency.	All	5/24/10	
38	Review DRAFT FSMO checklist and get comments back to Marlene.	All	10-15-10	Complete
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
40	Contact ESI regarding Patrick's seat on the Executive Committee.	Marlene	9/30/10	Complete – Seat will not be replaced.
41	Establish Nominating Committee.	All	11/15/10	Complete
42	Provide summary of mistakes to finalization of 2007 Standard.	Jan, Dane (David Speis)	10/8/10	Complete
43	Complete vote on Scope of Accreditation by e-mail.	Ilona	10/8/10	
44	Start FAQs for Application.	Marlene	10/4/10	
45	Send out Voting SOP for review and comment for a possible update.	Ilona	11/15/10	
46	Compile questions captured in original DRAFT version of AB evaluation checklist. Marlene forwarded.	Kim Mike	11/8/10	
47	Finalize DRAFT FSMO checklist for next meeting.	Kim	11/8/10	

Attachment C

Backburner / Reminders – NEFAP Board

	Item	Meeting Reference	Comments
1	Establish Stack Testers Subcommittee	2-18-10	
2	Develop procedure for electronic voting for new NEFAP Executive Committee members.	3-18-10	
3	Does something need to be dictated as to how the AB's prepare the scopes for the FSMOs?	5-24-10	
4			