

**NEFAP Executive Committee  
Meeting Summary  
November 22, 2011**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on Tuesday, November 22, 2011 at 2pm EST. Attendance is included in Attachment A. There were 9 committee members present.

The minutes from the October 4, 2011 meeting were reviewed. Jan made a motion to accept the minutes. Justin seconded the motion and they were unanimously approved.

2. Contract Review

The contract was distributed by e-mail for comment to the committee and Jerry Parr.

Mike moved that the committee accept the accreditation body recognition contract. The motion was seconded by Jan. A quorum for voting was not available on the call, so the vote will be completed by e-mail.

Vote Results:

Tracy Szerszen - For  
Keith Greenaway – For  
Jan Wilson – For  
John Moore – For (E-mail: 12/2/11)  
Lauren Hedrick – For (E-mail: 12/2/11)  
Dane Wren – No vote received  
Justin Brown – For (E-mail: 12/17/11)  
Kim Watson – For (E-mail: 12/2/11)  
Calista Daigle – For (E-mail to Marlene)  
Michael Miller – For (E-mail: 12/2/11)  
Cheryl Morton – For (E-mail to Marlene)  
Scott Evans – For (E-mail to Marlene)  
Doug Leonard – For (E-mail to Marlene)  
Marlene Moore – For (E-mail 12/2/11)  
Seb Gillette – For (E-mail: 12/5/11)

*12/19/11: The motion has been voted on by 2/3 of the committee membership. Vote: For – 14 Against: 0 Abstain: 0 - The motion has passed.*

3. Revisions to SOPs

Doug Leonard and Tracy agreed previously to work on SOP 5-105. Calista will also work on this SOP. Calista is planning to interview the lead evaluators to find out what worked and what didn't. This information will help with the update and it will be used for an FAQ for future ABs. The SOP needs to reflect what was done and it needs to close the holes that were found in the SOP when it was used. Tracy has not heard back from Doug. Calista has sent an e-mail to the Lead Evaluators to set-up phone calls, but she has only heard from A2LA. She will pass the information she still receives by e-mail to Tracy. Marlene will also send Calista the memos she forwarded to ABs and Lead Evaluators as they were working through the process. Tracy was confident that a DRAFT will be available by the Sarasota meeting. A DRAFT should be available for the December meeting. The committee will want to discuss the voting issues raised by Keith at the last meeting. Doug Leonard also mentioned that some consideration should be given to all NEFAP EC members receiving some ISO 17011 training.

Jan is working on the Nomination SOP. She sent a DRAFT of the update to the committee by e-mail. The committee will need to decide who will have 1, 2 or 3 year terms and then the committee will start to cycle its membership. Jan has not gotten any comments. People would like to read through the DRAFT. Marlene will redistribute the SOP and ask for a motion and second by e-mail. Jan will remind Ilona and Jerry that the election process needs to be set-up.

### 3. Process of FSMO Applications

Marlene has asked the ABs to update her by e-mail on how applications are coming along from FSMOs. Marlene is getting requests and wants to be sure the ABs are hearing from these FSMOs. We need to be notified when applications come in so a technical evaluator can be selected to continue the Evaluation process.

### 4. Charter Update

Marlene distributed the updated charter by e-mail.

Mike motioned that the updated charter be accepted. The motion was seconded by Doug Leonard. Discussion: The changes were marked in the copy Marlene sent. The motion was unanimously approved.

The charter will be forwarded by Marlene to the CSDP EC and TNI Board.

### 5. Action Items

Comments can be found in Attachment B.

### 6. New Business

- Justin Brown is the new chair of the FAC. He will be leading December's meeting. A lot of work is being done on the re-write of the standard. Suggestions are needed now. They will still be taking comments at the Sarasota meeting and will be presenting a Working Draft Standard in Washington, DC in August.
- NEFAP EC will be meeting on Feb 1<sup>st</sup>. Everyone should be sure to register for the meeting and get their hotel reservations. Marlene is open to suggestions for content to cover at the meeting. At this point it looks like it will be a working meeting.

## 7. Next Meeting

The next meeting of the NEFAP Executive Committee will be December 19<sup>th</sup> at 1 pm EST.

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

The meeting was adjourned at 2:50pm EST. (Motion: Mike Second: Cheryl Unanimously approved.)

**Attachment A**  
**Participants**  
**TNI NEFAP Board**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Marlene Moore (Chair) <b>Present</b>	Advanced Systems, Inc	Other	(302)368-1211	<a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>
Keith Greenaway (Vice-Chair) <b>Absent</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Dane Wren  <b>Absent</b>	Wren Engineering, P.A.	FSMO	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.com</a>
Calista Daigle  <b>Present</b>	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@gmail.com
Scott Evans  <b>Absent</b>	Clean Air Engineering	AB	847-654-4569	<a href="mailto:sevans@cleanair.com">sevans@cleanair.com</a>
John Moorman  <b>Absent</b>	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	<a href="mailto:jmoorma@sfwmd.gov">jmoorma@sfwmd.gov</a>
Cheryl Morton  <b>Present</b>	AIHA	AB	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Doug Leonard  <b>Present</b>	LAB	AB		<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>
Jan Wilson  <b>Present</b>	CAMMIA Environmental	Other	(360)904-8416	<a href="mailto:WQL@aol.com">WQL@aol.com</a>
Doug Berg  <b>Present</b> <b>Tracy Szerszen</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.com</a>
Kim Watson  <b>Absent</b>	Stone Environmental Inc	FSMO	(802)229-4541	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Michael Miller  <b>Present</b>	Consultant	Other	(908)233-9624	<a href="mailto:mwmilleranaly@yahoo.com">mwmilleranaly@yahoo.com</a>
Lauren H  <b>Present</b>	A2LA	AB	(301)644 3216	lhedrick@a2la.org
Seb Gillette  <b>Absent</b>	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown  <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Ilona Taunton (Program Administrator) <b>Recorded</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**

**Action Items – NEFAP Board**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
27	Forward FSMO names to Iлона.	Justin	12/31/11	Still need this information. New date.
39	Give Alternate name to Iлона.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	12/31/11	Take a look at inconsistencies in responses in application. Calista will be resending her e-mail request.
52	Prepare an AB Evaluation Flowchart.	Keith	Savannah	Marlene will resend flowchart. 10/4: Still needs to be sent. 11/22/11: This should be added to the Evaluation SOP or FAQs. Marlene will send one more time.
61	Work on Contract with ABs.	Marlene	Next Meeting	Marlene completed and is sending it out for an e-mail vote.
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Next Meeting	Will need to evaluate if policy covers this. It was sent to Policy Committee.
71	Review Charter before November meeting.	All	Nov 15 <sup>th</sup>	Complete
72	Work on update of SOP 5-105. Word version is needed.	Tracy Doug	12/31/11	Iлона forwarded Word version.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
		Calista		
73	Discuss confidentiality issues at TNI Board Meeting.	Keith	Dec Meeting	Keith will give an update at the Dec 2011 meeting.
74	SOP-105 DRAFT update by December meeting. Calista will forward comments from Lead Evaluators to Tracy.	Doug L. Tracy Calista	12-19-11	
75	Send copies of memos sent to ABs and Lead Evaluators during the first part of the evaluation process.	Marlene	12-4-11	
76	Final DRAFT of Nomination SOP update will be distributed to committee for an e-mail vote.	Marlene	Before 12-19-11	
77	Send Final Voting SOP to Ilona and Jerry so voting procedures can be implemented.	Jan	Before 12-19-11	Ilona's discussion with William indicated there shouldn't be any problem.
78	Send any ideas for the Sarasota meeting to Marlene .	All	12-19-11	
79	Forward finalized charter to CSDP EC and TNI Board.	Marlene	12-19-11	

**Attachment C**

**Backburner / Reminders – NEFAP Board**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	DELETE
4	Review Charter.	October 2012	
5	Set-up voting process for Nominating Committee.	Jan / Marlene	January 2012