

**NEFAP Executive Committee
Meeting Summary
July 15, 2016**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on July 15, 2016 by teleconference at 11:05 am Eastern. Attendance is included in Attachment A - there were 7 committee members present. Associates present: William Batschelet, Mike Miller, and John Moorman.

The minutes from the June 10, 2016 minutes were reviewed. A motion was made by Paul to approve the June 10, 2016 minutes as written. The motion was seconded by Justin. Janis abstained and all others voted in favor. The motion passed.

2. Nomination Committee

The posting for committee nominations will be up until July 28, 2016. William will set-up the voting period through August 9, 2016 and the announcement of the committee membership will be made in Orange County.

Kim commented that she plans to do some recruiting in Orange County with the thought that in the next couple of years the committee will need new people.

Tracy is following up with John Phillips.

Ilona will follow-up with Jerry to see if the voting can be announced while we are in Orange County.

3. Strategic/Marketing Subcommittee

The Committee has not met since June. The subcommittee may try to meet in Orange County. If that does not work, Ilona will send a Doodle to plan a meeting.

Justin has done some work on the website. He will send it to Ilona to distribute with the Doodle. Justin is willing to step in for Marlene in her absence.

4. Orange County Meeting

The FSMO Workshop is scheduled for Wednesday afternoon in Orange County. We will also be doing it as a live Webinar.

John Moorman provided an overview of the Webinar.

Nilda has been in touch with Ilona and Kim and will be working on emails to locals interested in the meeting. People can attend without attending the conference.

There will be a case of brochures at the meeting, so these will be available to all workshop attendees.

Kim asked who will be at the Orange County meeting:

Paul - No

Justin – Yes

Zaneta – Yes and Mike Shepherd

Tracy and Doug - Yes

Nilda – Yes

Calista – Yes

Carl – Yes

William B – Yes

Cheryl – Kim thought she will be there.

Kim – Yes

Chris Gunning will be there for A2LA.

5. Mobile Laboratory Subcommittee.

The subcommittee met last Monday and reviewed what the subcommittee has accomplished:

- Developed definition of mobile lab.
- Identified differences between the Field and Lab Sector accreditations. (2014)
- Survey – The results were presented in 2015.

Paul recommends than an ad hoc committee be formed to work on National Accreditation for Mobile labs.

Ilona asked if this new committee needs to be driven at the TNI Board level or should it stay under NEFAP? Kim thinks the topic is beyond what the NEFAP EC can do on their own and would like to recommend it be formed by the TNI Board of Directors. The TNI Strategic plan states: *Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP.* Kim feels more muscle is needed to make this happen. Paul noted that it has been difficult to get volunteers on the current subcommittee.

Paul would like to see a state that requires primary accreditation for all mobile labs be on that new committee.

There was general agreement that the NEFAP EC would like to recommend that the TNI Board look at developing an ad hoc committee or task force to drive this strategic plan initiative.

The subcommittee minutes will be used as a base for the NEFAP EC to approach the TNI Board. These minutes have been forwarded to TNI for posting on the NEFAP site. Paul and Kim will work on a formal request.

6. Action Items

See Attachment B. Action items were reviewed and Ilona will send out some reminders.

7. New Business

- None.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be in Orange County, CA on Tuesday, 8-9-16 from 1-3pm.

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

The meeting was adjourned at 11:53 pm Eastern. (Motion: Calista Second: Paul Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental, Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Zaneta Popovska (AB) Present - Doug Leonard	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@l-a-b.com
Doug Berg (AB) Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron (2016*) Present	LELAP	AB	225-219-3185	Paul.bergeron@la.gov
Justin Brown (2018) Vice-Chair Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Troy Burrows (2017*) Absent	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	TBurrows@goldenspecialty.com
Nilda Cox (2016*) Absent	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2016) Absent	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Seb Gillette (2018) Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Carl Kircher (2016*) Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Cheryl Morton (2018) Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Michelle Bradac (AB) Present	A2LA	AB	301-644-3227	mbradac@A2LA.org
Janis Villarreal (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.villarreal@handpimg.com
Ilona Taunton (Program Administrator) 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
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, Mike, Paul and Marlene.	Ongoing	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.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	John	10/15/13	4/10/15: Kim will follow-up on this. 12/11/15: Sent last week.
158	Review new FSMO Tool documents for issues with “should”, “shall”, confirm that additional requirements are not being imposed and look for possible AB conflicts.	Doug Leonard	3/5/15 Tulsa Meeting	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	May 2016	Ilona will put the actual dates for AB renewals on the back burner.
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	Marlene All	2/19/15	4/10/15: May meeting. 12/11/15: Kim will talk to Marlene and find out when this can be expected.

	Action Item	Who	Expected Completion	Actual Completion
				REMINDER SENT
164	Review White Paper.	Kim Justin	4/30/15	12/11/15: Justin will review it and send it to Kim for finalization in the next month.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
187	Invite John Philips to send in an application for committee membership.	Tracy	6/9/16	
188	Send budget info to Strategy Subcommittee.	Kim	6/9/16	
189	Update Mobile Laboratory Scope	Kim, Paul	7/7/16	CANCEL
190	Prepare request to TNI Board to form some sort of a Task Force committee to complete the work started by the Mobile Laboratory Subcommittee.	Kim, Paul	9/2/16	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2016	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	
10	Complete DRAFT Training SOP for EC review.	n/a	