1. Roll call.

Dan Hickman called the NELAP Board meeting to order on December 18, 2006 at
12:30 p.m. CST. Attendance is recorded in Attachment 1.

2. Approval of minutes.

The board approved the minutes for the November 20, 2006 meeting. Approval of
the minutes for December 4, 2006, was delayed to determine if Ken Jackson
would agree to change the term “NELAP accreditation bodies” to say “TNI
NELAP accreditation bodies”. Carol will contact Ken to see if he agrees.

3. Tasks.

To assist with determination of tasks that the TNI NELAP Board needs to assume,
Mike Miller sent out a list of duties of the EPA NELAP director for consideration.
Richard Sheibley also pointed to a list of duties in an earlier email from Steve
Stubbs. Steve’s list had come from the PPT report.

There was agreement that the most urgent task was the evaluation and approval of
new and existing TNI accreditation bodies. Current recognitions are current until
June 2008 and renewal applications need to start coming in by August or
September. There was agreement that the EPA regional assessors should continue
to stay involved in the AB recognition process.

Dan Hickman appointed a subcommittee of Richard Sheibley, Steve Arms, Mike
Miller, and Ken Jackson to develop a straw man for AB recognition that the
NELAP board can develop and present for discussion on its next conference call.
The draft plan will be presented for discussion at the Denver Forum. Carol
Batterton will facilitate. This group will try to have some ideas for discussion at
the next NELAP Board call.

Dan also reported that the NELAC Board has recognized the EPA assessors group
as a task group to NELAC and asked them to continue their work on developing
training materials for assessors under the cooperative agreement with NFSTC.

Dan indicated that the NELAP Board needed to have some general business
procedures. Jack McKenzie suggested that the group start with the SRC’s voting
procedures. There was agreement that if a matter affects accreditation, then
formal voting procedures need to be used. If it is just a routine business matter, then a simpler procedure can be used. Mike Miller will draft the simple procedure. Dan will draft the formal procedure and combine the two into a document for discussion at the next conference call.

4. Replacement of the AARB.

Dan Hickman indicated that the NELAP Board needed to decide how to incorporate the duties of the AARB into the TNI NELAP Board. He suggested a subcommittee of the NELAP board with the same composition as the current AARB in order to make sure the outside perspective was represented. The subcommittee would make recommendations to the NELAP Board.

There was concern that the duties of this subcommittee need to be clearly defined. The scope of their authority was to hear appeals and complaints between AB’s. Boundaries need to be defined. Dan will work on this policy.

Mike Miller asked who currently approves a change in technology for AA’s. Dan indicated that the AARB will still do that in the interim.

6. Next meeting.

The next meeting is scheduled for January 8, 2007 at 12:30 CST.
<table>
<thead>
<tr>
<th>State</th>
<th>Representative</th>
<th>Present</th>
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| CA    | George Kulasingam  
T: (510) 620-3155  
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| FL    | Stephen Arms  
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E: steve_arms@doh.state.fl.us  
Alternate: Carl Kircher, carl_kircher@doh.state.fl.us | Absent |
| IL    | Scott Siders  
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Alternate: Jim Shaw, james.shaw@illinois.gov | Absent |
| KS    | Jack McKenzie  
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Alternate: Aurora Shields, ashields@kdhe.state.ks.us | Yes |
| LA DEQ | Karen Varnado  
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<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Alternate Name</th>
<th>Availability</th>
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<td>Yes</td>
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<tr>
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<td>Yes</td>
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<tr>
<td>State</td>
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<td>Participation Status</td>
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| TX    | Stephen Stubbs  
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| UT    | David Mendenhall  
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Carol Batterton  
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