Summary of the NELAP Board Meeting December 4, 2006

1. Roll call.

Dan Hickman called The NELAP Board meeting to order on December 4, 2006 at 12:30 p.m. CST. Attendance is recorded in Attachment 1.

2. Draft charter.

The draft charter was reviewed and suggestions for completion are incorporated into the attached charter template. The charter is still considered a draft and open for further discussion at the Denver meeting.

3. Accreditation bodies

Ken Jackson made a motion that the NELAP board use the term "NELAP recognized accreditation body" to replace the term "accrediting authority" in order to be consistent with ISO language. The motion was seconded by Mike Miller and approved.

Dan Hickman asked Carol Batterton to forward this decision to the TNI board for their information.

4. Letter to AARB.

Dan Hickman reviewed a letter he had received from the regional assessors group addressed to the NELAC AARB. Mark Kutnink of Region 9 asks whether the regional assessors should continue to provide feedback to the AARB and NELAC Board on regional evaluator training materials that are being developed by NFSTC under a cooperative agreement with EPA.

Dan will get concurrence from the AARB whether they should continue and whether the review and comment on NFSTC training materials will be done by the AARB or the TNI NELAP Board.

5. Tasks to be transitioned to NELAP Board

Mike Miller reviewed a list of duties of the past NELAP director that could be used as a starting point for the development of a list of tasks to be transitioned to the NELAP Board. Mike will forward that list to all members for review and comment back to Dan. Dan will send out a list of tasks before the next meeting for voting and prioritizing.

Jack McKenzie suggested that the NELAP board should have two voting processes: one for routine business matters and another for AB recognition decisions. Steve Arms will send out the SRC voting process for consideration by the NELAP board. There was also discussion about the need for an electronic process for some votes.

Dan also raised the questions of storage of official NELAP files and securing of archives from EPA. Carol will follow up on these questions.

6. Next meeting.

The next meeting is scheduled for December 18, 2006 at 12:30 CST.

Attachment I

State	Representative	Present
CA	George Kulasingam	Yes
	T: (510) 620-3155	
	F: (510) 620-3165	
	E: gkulasin@dhs.ca.gov	
	Alternate: Jane Jensen,	
	jjensen@dhs.ca.gov	
FL	Stephen Arms	Yes
	T: (904) 791-1502	
	F: (904) 791-1591	
	E: steve arms@doh.state.fl.us	
	Alternate: Carl Kircher,	
	carl kircher@doh.state.fl.us	
IL	Scott Siders	Absent
	T: (217) 785-5163	
	F: (217) 524-6169	
	E: scott.siders@epa.state.il.us	
	Alternate: Jim Shaw,	
	james.shaw@illinois.gov	
KS	Jack McKenzie	Yes
	T: (785) 296-1639	
	F: (785) 296-1638	
	E: jmckenzi@kdhe.state.ks.us	
	Alternate: Aurora Shields,	
	ashields@kdhe.state.ks.us	
LA	Karen Varnado	Absent
DEQ	T: (225) 765-2405	

	F: (225) 765-2408 E: karen.varnado@la.gov Alternate: David Boucher david.boucher@la.gov	
LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov Alternate: Ginger Hutto, ghutto@dhh.la.gov	Yes
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us Alternate: Jeanne Chwasciak, jcchwasciak@des.state.nh.us	Absent
NJ	Michael Miller T: (609)292-3950 F: (609) 777-1774 E: michael.w.miller@dep.state.nj.us Alternate: Joe Aiello, joseph.aiello@dep.state.nj.us	Yes
NY	Kenneth Jackson T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org Alternate: Dan Dickinson, dmd15@health.state.ny.us	Yes
OR	Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us	Yes

	Alternate: RaeAnn Haynes, haynes.raeann@deq.state.or.us	
PA	Richard Sheibley T: (717) 705-2425 F: (717) 783-1502 E: rsheibley@state.pa.us Alternate: Aaren Alger, aaalger@state.pa.us	Absent
TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us Alternate: Steve Gibson, jgibson@tceq.state.tx.us	Yes
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov Alternate: Paul Ellingson, pellings@utah.gov	Yes
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net	Yes