

On-Site Assessment Committee Minutes

August 6, 2008

1:30 PM – 2:25 PM EST

Call in Number: 1-218-339-7800

Code: 81547

Attendance

Nilda Cox

Don Cassano

Betsy Ziomek

Mark Mensik

Two associate members were also in attendance

Meeting Minutes

The meeting minutes from the July 9, 2008 meeting were approved after typos were corrected.

Agenda for August meeting during Environmental Measurement Symposium

Presentation - Old versus new standard - Mark Mensik

Technical Course Criteria Guidance Document - Revisions

Basic Assessor Training Course Criteria Guidance Document

It was agreed that Mr. Mensik will prepare the presentation and Mr. Cassano will deliver it since Mr. Cassano informed the committee that he will now be able to make the meeting.

Corrections were made to the Technical Course Criteria Guidance Document. Most of the changes were to fix the numbering in the outlines and ensure that items that were supposed to be added to each outline were added. The outline numbering would be fixed after the meeting and the chair would send the revisions to the committee to ensure accuracy.

Other Business

Ms. Rice will contact Jerry Parr about replacing Ms. Ziomek and Ms. Hunt.