

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
September 1, 2009**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on September 1, 2009 at 1:-04 PM Eastern Time (ET). Committee Chairperson Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:04 PM ET.

The following committee members were present for this call:

Kirstin McCracken (KM)
Shawn Kassner (SK)
Lisa Touet (LT)
Roger Kenton (RK)
Amy Doupe (AD)
Jim Webber (JW)

6 out of 9 committee members were present and this number does comprise a majority sufficient to conduct committee business. A complete list of committee members is provided in Attachment B.

The following associate members were present for this call:

Matt Sica (MS)

Agenda Item 1: Minutes

Tabled for future discussion.

Agenda Item 2: San Antonio Recap

Kirstin gave a brief summary of the PT session in San Antonio. Overall, the session went well and there was good dialog on how the PT program could be improved. The committee and subcommittee were commended for work accomplished on PT frequency to date.

Agenda Item 3: PT Frequency Subcommittee Report

The Air subcommittee needs more members. Shawn has 4 volunteers for the RAD subcommittee and will schedule their first call in September. Kirstin moved to establish a subcommittee for MICRO, Jim Webber seconded the motion, a vote was held and all six members voted yes. Kirstin will try to line up a volunteer to chair the subcommittee.

Agenda Item 4: Hold for Next Revision Vote Results

Kirstin placed this agenda item on hold until the appeal has been resolved by the TNI Board of Directors.

Agenda Item 4: PT Committee Goals for fall 2009

Dan Tholen moved to retire the PT Frequency Subcommittee, Jim Webber seconded the motion. A vote was held and all were in favor of the motion. Kirstin will inform the subcommittee of their disposition.

Expand Membership: The following names were suggested for possible addition to the committee:

Aaren Alger
Matt Sica –
Judy Morgan
Michella Karapondo
Agnes Region 2
Pat Conlon (ESI)
George Detsis (DOE)

Shawn to reach out to George, Kirstin to contact ESI.

PT Program Objectives: The following items were suggested:

Mike Miller: multi-concentration PTs
Shawn: PT Needs Assessment of ABs
Roger: Take Care of Business / New Standard Implementation

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE**

Item	Action Item	Assigned To	Due Date	Date Complete
1	Contact TNI Board about Survey	Kirstin	07/28/09	10/01/09

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

Name	Affiliation	Address
Kirstin McCracken, Chair	TestAmerica Burlington	T: (802) 923-1019 F: (802) 660-1919 E: KirstinL.McCracken@testamericainc.com
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