

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**May 17, 2023**

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on May 17, 2023, at 1pm Eastern. Attendance is included in Attachment A - there were 8 NEFAP EC committee members present and 3 Associate members. Guest: Jerry Parr.

The March and April minutes were reviewed.

A motion was made by Elizabeth to approve the March 15, 2023 minutes as written with the correction to the spelling of Adam's name. The motion was seconded by Katie and unanimously approved.

A motion was made by Kim to approve the April 19, 2023 minutes as written with the deletion of the first bullet under Sampling Conclave - Comments. The motion was seconded by Paul and unanimously approved.

2. Sampling Conclave

There are 66 people registered and 88 people have partial registrations. Jerry will follow up on the partial registrations. There are also two groups looking at registering. We will leave registration open throughout the Conclave since we are recording it and people can listen to what they may have missed.

There has only been one vendor. We had hoped for more vendors. Tracy will reach out to another possible vendor.

We have moderators that will do the introductions during the sessions.

Ilona will add the Biographies to the abstract uploads.

Links are on LinkedIn and FSEA will advertise also. Paul Junio will bring a flyer to FSEA and will talk to potential sponsors to see if they would like to help sponsor the event or do a vendor presentation. Ilona and Tracy will work on the flyer that Paul can print.

Ilona is working with speakers to get any missing abstracts or biographies.

3. SOP 1-102 – Voting Rules for TNI Committees

Does NEFAP need a Veto vote similar to the NELAP AC? NELAP ABs have State Laws they must abide by. The NGAB's do not have this limitation. Is it a confidentiality concern?

After further discussion, a motion was made by Katie and seconded by Kim to make SOP 5-102 (TNI NEFAP Executive Committee Voting Procedure for General Business and Field Activities Accreditation Matters) obsolete and the Committee will now follow SOP 1-102. The motion was approved unanimously.

#### 4. SOP 5-101 – NEFAP EC General Operations

A motion was made by Kim to approve SOP 5-101, but there was no second.

Ilona noted that the SOP does not look completed. It will be cleaned up and presented by email or at the next meeting.

#### 5. New Business

None.

#### 6. Action Items

Action items are maintained in the Action Summary Table - 2023.

#### 7. Next Meeting

The next meeting will be by teleconference on June 21, 2023, at 1pm Eastern.

Tracy adjourned the meeting at 2:30pm Eastern. (Motion – Kim, Second – Katie. Unanimous).

**Attachment A**

**TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>
Justin Brown (FSMO) (2023*) <b>Absent</b>	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Chair <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) Vice-Chair <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB)  <b>Present</b>	A2LA	AB	dfricker@A2LA.org
Kelly Krock (2021*)  <b>Absent</b>	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2022*)  <b>Present</b>	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2024)  <b>Absent</b>	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2024)  <b>Present - phone</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	<a href="mailto:jgruzalski@envstd.com">jgruzalski@envstd.com</a>
Pamela Hamlett (2024)  <b>Absent</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Patrick Selig (AB)  <b>Present</b>	ANAB	AB	pselig@anab.org
Ryan Pangelinan (2022*)  <b>Absent</b>	Oregon Health Authority	Other	<a href="mailto:Ryan.pangelinan@dhsaha.state.or.us">Ryan.pangelinan@dhsaha.state.or.us</a>
Kevin Holbrooks  <b>Absent</b>	JEA	FSMO	holbke@jea.com
Kim Watson  <b>Present</b>	Consultant	Other	kwatson45@aol.com
Katie Strothman  <b>Present</b>	Sanders Labs	Lab-FSMO	katie@sanderslabs.net
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		tauntoni@msn.com

<b>Associate Members</b>	<b>Attendance</b>	<b>Contact Information</b>
Marlene Moore		mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas		shaas@etilab.com
Shannon Swantek		shannon@enlightenedquality.com

Jeff Buystedt	X	jbuystedt@bendoregon.gov
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher	X – Joined at 1:48 Eastern.	Carl.Kircher@flhealth.gov
Joel Grice	X	

**Attachment B**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2020	
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	
11	Form transition plan for implementation of new Field Standard when it is approved.	1-17-18	