

MEETING MINUTES COVER SHEET**Team Name:** The NELAC Institute Field Activities Committee**Meeting Date:** 12/14/2006*Mo/Day/Yr*

Member Name	Member Status	Status (see Key)
Martin Tait (Chair)	Full	P
Jim Eychaner	Full	P
Ed Hartman	Full	P
Glenn MacGraw	Full	P
David Speis	Full	P
Andrew Tintle	Full	P
Jan Wilson	Full	P
Dane Wren	Full	L
Pat Conlon	Full	L
Jo Ann Boyd	Full	P
Eddie Clemons	Full	A
Michael Miller	Full	P
Jane Wilson	Program Admin	P
Trevor Brenner	Associate	A
James Broderick	Associate	A
Jennifer Powell-Campbell	Associate	A
Robert Darley	Associate	P
Jim Davies	Associate	A
Jerry Diamond	Associate	A
Scott Evans	Associate	A
RaeAnn Haynes	Associate	A
Kris Heinbaugh	Associate	A
Erwin Holman	Associate	A
Sergio Huerta	Associate	A
Delia Ivanoff	Associate	A
Carl Kircher	Associate	A
Marlene Moore	Associate	A
Fred Ordway	Associate	A
Donna Ringel	Associate	A
Ann Rosecrance	Associate	A
Daniel Schultz	Associate	A
Cary Secrest	Associate	A
Brian Shade	Associate	A
Max Stephens	Associate	A
Don Stock	Associate	A
Linda Tibensky	Associate	A
Mark Tracy	Associate	A
Leslie Wentland	Associate	A
Franceska Wilde	Associate	A
Brynn Iwanowski	Associate	A
Myra Zabec	Associate	A

*Key: P=Present; A=Absent; L=Late; EO=Early Out*Teleconference Time: 1:000 PM EDT

Date: 12/14/2006

In this meeting, the committee worked on:

- 1) Reviewed and approved the minutes for the 11/22/2006 meeting.
- 2) Discussed and approved (10-0) changes to the volume 2 glossary.
- 3) Motion: That Volume 1 as modified be approved by this committee as a TNI Interim Standard for publication to the full TNI membership. Jim moved, Jan seconded, passed 10-0, which represents more than 2/3 of the 12 full committee members.
- 4) Motion: That Volume 2 as modified be approved by this committee as a TNI Interim Standard for publication to the full TNI membership. Dave moved, Ed seconded, passed 10-0, which represents more than 2/3 of the 13 full committee members.
- 5) Per TNI Policies Governing Standards Development, full committee members may change their votes on the preceding motions until 12/29/2006 by notifying Martin in writing (email OK). Members not present for today's votes may thus record a vote.
- 6) Discussed preliminary agenda for the Denver meeting.

Meeting ended 2:00 PM

Next Meeting Date: 1/11/2007**Time:** 1:00 PM EDT

Minute Taker Name : Jim Eychaner **Date:** 12/14/2006
Mo/Day/Yr

ACTION ITEMS

WHAT NEEDS TO BE DONE?	WHO WILL DO IT?	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Updates to minutes from the 11/22/2006 teleconference and post to web site.	Martin Tait and Andy Tintle	12/21/2006	12/14/06
Full members to submit TNI committee membership applications to Martin ASAP	Pat Conlon, Michael Miller, Eddie Clemons	12/21/2006	1/2/07
Update the committee charter to reflect TNI structures.	Glenn McGraw	12/29/2006	12/28/06
Request travel assistance funds to attend the Denver meeting (contact Jane Wilson)	All full members who are not Federal employees	1/26/2007	1/11/07
Draft a synopsis of volumes 1 and 2 for discussion in Denver and possible free distribution.	Jim Eychaner	1/11/2007	12/18/06
Draft an agenda and outline for Denver discussions	Dave Speis and Martin Tait	1/11/2007	12/19/06
Organize a committee dinner in Denver (Tuesday?)	Glen MacGraw	1/26/2007	Pending

