

**STACK TESTING ACCREDITATION COUNCIL (STAC)
BOARD OF DIRECTORS' MEETING
Minutes of December 10, 2009 Meeting**

A meeting (via phone conference) of the Officers and Board of Directors of the Stack Testing Accreditation Council (STAC) was held Thursday, December 10th. Several representatives from TAB were also in attendance.

Present: Scott Evans, Fred Ballay, Angela Hansen, Phil Billick, Scott Swiggard, Bob Platt, Frank Jarke, Troy Burrows, Charles Simon and Maggie Cangro.

Due to multiple scheduling conflicts, the third quarter meeting was not held.

Discussion:

Field certification for companies currently with "interim accreditation" was the first topic.

- Fred Ballay: It is important to set a time frame for certification. TAB has customized Module 2 and sent to the BOD for comments. Some issues were not addressed as they are believed to be Board issues, and may require STAC bylaw changes. TAB is on hold until these issues are resolved.
- Troy Burrows: Not currently compliant – cannot adopt the Module at this time – need Procedures, Quality Policy and Quality Manual. Also need to determine the cost to STAC for field assessors.
- Scott Evans: That is exactly what is needed.
 - o TNI Update: TNI is moving forward with a separate board created (NELAP) that is not involved with laboratory accreditation. Scott E on the board, representing STAC. They plan to begin accreditation of bodies in the first quarter of 2010. Currently, STAC is the only air testing organization seeking accreditation. There have been discussions with some of the states – they will recognize TNI accreditation in lieu of their state accreditation, (i.e. LA, GA), but must have TNI accreditation to supplant state requirements. Important to note: TAB will be accredited, STAC is administrative only. Need to be aware of potential for conflict of interest as BOD is stack testers only.
- Troy: There are rumors that the EPA will add language to Part 75 to allow interim accreditation until field assessment can be performed.
- Scott E: I would support that decision. While the process at EPA is moving slowly, it is moving. There is a lot to do (paperwork, etc.) to comply with TNI – would like to target the end of 1st quarter 2010.
- Scott S: We need specifics. A list of what needs to be done to accomplish that.
- Troy Burrows: List is done and on WebEx.
- Scott S: Troy, please make sure Module 2 items are posted. Scott E to obtain template for quality manual and procedures and post. Scott E will also write up a "pros and cons" list for distribution to BOD as no vote has even been taken to apply for TNI accreditation. After that is distributed, a vote via WebEx can be done. Scott S and Fred will review documents and determine what is left for TAB to do, and what STAC must do. Bylaws need to be addressed.
- Fred: Field assessor schedule – will assessments begin in 2010?
- Scott E: Would like to begin in 2010 – TNI would need to watch field assessments as part of their accreditation. May attend SES, sit in on phone conferences, voting,

etc. Would also need to perform a site visit to “headquarters”. Where will records be maintained?

There will be a cost for TNI accreditation. Possibly in the \$5000 to \$8000 range.

Insurance

- Phil Billick: contacted insurance agent a while ago.
- Scott S: Spoke with agent, but didn't get much info as the number of assessors, regions, annual income, etc were not yet determined. Should we assume \$300,000 annual gross and 15 to 20 assessors?
- Fred: 5 to 10 assessors would probably be all that would be needed. It will be difficult to get people to meet all of the criteria, and there really isn't that much work.
- Scott E: None of these assessors are employees – TAB contractors.

It must be resolved legally and practically – who will insurance cover (STAC, TAB and Assessors) and what kind of coverage (damage/liability/professional liability). Start getting prices for \$1 million general liability coverage and 5 assessors.

Scott S: Next meeting will be at SES conference in March. Scott E will schedule – probably Wednesday afternoon.

Call adjourned at 1pm ET.