

STACK TESTING ACCREDITATION COUNCIL (STAC)

Quarterly Conference Call

Minutes of May 28, 2009

A conference call was held on Thursday, May 28, 2009 at 11:00 am EDT.

Present: Scott Evans, Fred Ballay, Angela Hansen, Rob Patterson, Phil Billick, Scott Swiggard, Jim Locke, Troy Burrows, and Maggie Cangro.

After attendance was confirmed, Scott Swiggard began the meeting.

New Issues:

Discussion started with participation of members who are on the board of directors (BOD), and the possibility of required a specified level of participation to continue on the board.

Responsibility of the BOD – to prepare items for TAB to facilitate timely certification of stack test companies.

- Comments on Module 2 have been sent to Fred Ballay. Content of the comments are mostly regarding clarity and language flow. Additional work needed, however.
- S.Evans discussed the potential for copyright issues with pulling language directly from ISO and ASTM standards.
- Rob Patterson asked if we could get permission to quote the standards, and what that might cost. S. Evans will follow up on that question.
- S. Evans suggested a fee for copies of the modules to help offset the cost from ISO.

MOTION: S. Evans: BOD move to authorize TAB to use Module 2 once the comments are added to the satisfaction of the commenters.

Accept: Phill Billick Second: Rob Patterson Motion approved.

General Manager Report: Scott Evans

Continuing to talk with TNI (The NELAC Institute) for recognition of STAC. Does the BOD have any concerns?

- Rob Patterson: ASTM was developed with the participation of the testing community – not the case with NELAC.
- S. Evans: NELAC and TNI have separate boards. One major advantage of TNI recognition – STAC will be an “independent accrediting body” and can take over the accreditation from states like Texas and Louisiana. There is the option to leave TNI in the future if the association is not what was anticipated.

The ability to remain independent with third party oversight, and have a seat

on the TNI field board are all potentially very positive.

Relationship of TAB to STAC BOD:

The accrediting body must be balanced with respect to representation (industry, regulatory, clients, etc.) STAC BOD is NOT balanced, but TAB is the accrediting body. STAC BOD has limited authority over TAB. STAC BOD provides primarily administrative and advisory functions.

- Scott Swiggard agrees with S. Evans interpretation of the role of the two.
- S. Evans stated that the BOD cannot override TAB.
- One commenter (?) suggested that TAB needs SOPs more so than STAC. There needs to be in place a policy of ongoing reassessments.
- S. Swiggard suggested the need for a means of conflict resolution (with respect to certification/accreditation).

Update on stay of QSTI:

S. Evans suggested that the stay may be lifted this summer, and that a move to include QSTI language in Part 60 may also be in the works.

General Discussion:

S. Swiggard returned to the topic of participation of Board members. Suggestions requested for a defined requirement for level of participation, and also for motivation.

- S. Evans asked how participation might be judged.
- Angela mentioned IT issues with receiving emails from the online office. She also suggested that a regular schedule for calls, and perhaps better defined structure
- S. Swiggard stated that the bylaws call for quarterly meetings. Cannot change the frequency without amending.
- Commenter (?) suggested a motion to define "cause" for removal of a board member to include participation.
- Rob Patterson suggested that we be careful with defining cause.
- S. Swiggard will draft language for participation and removal from the board for next discussion.

Scott Swiggard granted time extensions for the Document Control Logs and Financial Report.

Call ended.