

**STACK TESTING ACCREDITATION COUNCIL (STAC)
BOARD OF DIRECTORS' AND MEMBER'S MEETING
Minutes of June 10, 2010**

A meeting of the Board of Directors of the Stack Testing Accreditation Council (STAC) was held Thursday, June 10, 2010, via teleconference.

Present: Scott Evans, Angela Hansen, Rob Patterson, Scott Swiggard, Bob Finken, Jim Serne, Frank Jarke, Steve Szambaris, Bob Platt, Maggie Cangro, and Scott Banach.

Scott Swiggard called the meeting to order at noon EDT.

General Manager Report:

Scott Evans stated that there are 2 pending applications for accreditation.

The draft checklist for NEFAP is on the WebOffice site for all to review. It is anticipated that NEFAP will start accepting applications this fall. The Quality Manual is posted online as well – would like to finalize soon, and finish the 5 outstanding SOPs. This will complete the required documentation for certification.

Discussion focused on two areas of the Bylaws:

1. Code of Conduct

Charles Simon took exception to paragraph 1(a). He believes that would make the BOD the “stack tester police”. (Charles’ comments are available in the documents section of the WebOffice.)

Discussion ensued, and developing a defined mechanism to begin (or cause to begin) an investigation of an accredited test company was suggested.

The question of how to handle non-conformance that is observed within one’s own company was discussed as well. Should that be reported to STAC? Is there an obligation to do so? Or, would it suffice to handle internally?

It was suggested that documentation of a non-conformance should be maintained within the company, and that would be reviewed by an auditor. Only a persistent or recurring problem should be reported to STAC.

Scott Evans suggested that in light of the discussion, that paragraph may be too broad, and we should better define severity, or more specifically at what point is reporting required.

Language such as “chronic, willful, and/or intentional” were suggested.

Scott asked that recommendations be submitted within the next few days for changes to the paragraph.

Also discussed – paragraph 4 – confidentiality should be addressed with standard agreement for BOD members.

2. Conflict of Interest

Scott E. again stated that members need to sign a confidentiality agreement (TAB and BOD).

Charles suggested striking redundant language in Paragraph 5.

Scott E. asked that all comments/changes for the Quality Manual be submitted to him by June 30th.

Old Business:

To continue finishing the QA manual and all other necessary documents – need to number, date and record revisions for all documents. Once documents are finalized, hard copies will be held by the secretary, Maggie Cangro.

Frank Jarke volunteered to finalize the 5 remaining SOPs. Once that is completed, an internal assessment will be done to determine if STAC is ready for accreditation.

There being no new business, Steve Szambaris moved to adjourn the BOD meeting; Angela Hansen second. Meeting was adjourned.