

**STACK TESTING ACCREDITATION COUNCIL (STAC)  
BOARD OF DIRECTORS' AND MEMBER'S MEETING  
Minutes of March 23, 2011**

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A meeting of the Board of Directors of the Stack Testing Accreditation Council (STAC) was held Wednesday, March 23, 2011, at the SES conference in Tucson Arizona.

**Board Members Present:** Angela Hansen, Rob Patterson, Phil Billick, Scott Swiggard, Jim Serne, Bob Platt, and Steve Szambaris. Jim Locke attended via phone. Scott Evans and Maggie Cangro were also in attendance, as were nearly 30 SES attendees.

Scott Swiggard called the meeting to order and welcomed all. Scott asked that all be recognized by the chair prior to speaking to help maintain order.

**Treasurer's Report:** Checking acct. balance: \$29,940.49, CD: \$9166.93, total funds: \$39,107.42. No taxes have been filed, but federal ID has been obtained.

**Committee Reports:**

- **Quality Management Committee:** Scott Evans and Frank Jarke have had several meetings. They have reviewed the Quality Manual and agree with all of the proposed changes with no additions. Some changes to modules are, however, being recommended. Hope to have those finished by the end of the month.
- **Awards & Recognition Committee:** Steve S. and Rob Patterson – no recommendation at this point. Scott suggested that they look back in time – to consider prior service. Please make recommendations at the next quarterly meeting – would like to do the awards at the annual meeting in March.
- **Rules and Constitution Committee and Policies and Procedures Committee:** No report at this time. Both committees have been active throughout the year.

**Review of Progress of BOD:** Scott Swiggard talked about the benefits and convenience of WebOffice. Documentation for STAC continues to improve, and is also benefitted by the document control capability of WebOffice. We have had meetings every quarter, with some additional special meetings. STAC is now on LinkedIn.

**TAB Report:** John Shackenbach has resigned his position under advice from EPA legal. Scott S. recognized his assistance and accepted his resignation. Troy Burrows: I have gotten results from committee members. Members have reviewed and commented on the field audit checklist. TAB also agrees with BOD to seek TNI recognition.

Assessor status: several applications have been received. There are still outstanding questions: who will pay for training, when and where will that take place? TAB members recognize that things will change as we move forward. John Bowry of Dominion Generation was recommended as replacement for John Shackenbach. TAB Report was accepted after no questions.

### **New Business:**

Scott S. discussed the potential for a change to the bylaws to specify a meeting/voting quorum of 2/3 majority. This is a more traditional definition, and with 9 board members, that would represent one additional person. This would require more involvement in decision-making; more participation. Raising the standard to 2/3 would increase credibility.

Phil made a motion: 2/3 majority vote will be required to pass a board decision.

Second: Jim Serne

Discussion: Bob Platt: amend the motion to add the opportunity to vote online within a set timeframe. Amended motion: A 2/3 majority vote, with 10 days to vote online, will be required to pass a board decision. Additionally, all BOD members must vote yes/no/abstain.

Second: Steve S.

Motion passed.

### **Old Business:**

- **Quality Manual:** Scott Evans will accept the revisions in the redline version and have the final version on WebOffice for review by 3/30/11.
- **Audit Checklist:** TAB has reviewed and approved with changes made – checklist is good to go.

Scott Evans commented that field audit is more than a checklist. If no true field audit is performed, as has been discussed from the beginning, STAC will implode.

Jim: part of the audit must be in the field, but part in the office/shop as well – a true assessment has both.

Scott S: This is about compliance with the standard. How long does it take to be ready for true field audits?

Dave Elam: An audit will not necessarily look at all 297 points. It will choose a sampling of items. What do we know that EPA will expect? In the rule that EPA signed on March 10<sup>th</sup>? Use those specific items to focus the audit:

- Request materials
- Schedule audit (know the scope of work to be audited), review materials in advance to plan the audit
- Meet with QI before testing begins, meet again after testing completed.
- Auditor will review materials back at home – get a copy of the final report and review with respect to the test plan
- Findings report delivered to AETB – discussion y AETB
- Findings approval by TAB and BOD
- Full accreditation.

Angie: We've only charged \$5000 for accreditation. Walt was paid \$3000. There is not enough money left for field audit.

Scott S: We need to review Scott E. and Dave's proposals and move forward with committee recommendations.

Re: nomination of John Bowry to TAB: John has worked 32 years at Dominion Power. He has 16 years of source emissions testing experience, and 3 years in the Quality Dept.

Motion: Bob Platt: Appoint John Bowry to TAB.

Second: Steve Szambaris

Motion carried.

Scott E: We need to look at the bylaws – there may be the requirement for a regulator in TAB/BOD.

Scott S: Thanks to the board members rotating off the board for their 3 years of service. Scott S: I would like to ask Phil to remain on the board for another term as his business expertise has been very helpful.

Motion: Angie: Phil Billick shall rejoin the board as a new member and act as vice chair.

Second: Jim Serne

Motion carried.

Bob Platt: I have obtained information about insurance for assessors. Pricing for workers' comp, \$1 million liability, contractor coverage and auto rental: \$15,000 annual premium. (Based on \$200,000 payroll)

It would be advisable to include in the application for accreditation the cost of insurance.

Motion: Bob: Change STAC language to limit accreditation to only those activities covered by the Part 75 regulation. This would allow an AETB to define the scope of their accreditation.

Second: Steve S

Discussion: Scott E: Need an interpretation of the Standard before we can vote. Committees will come up with an interpretation for BOD to vote. STAC is about ASTM, not Part 75.

Bob: we can choose, as a board, without committee interpretation.

Scott E: Can we (STAC) change to differ from the ASTM?

Bob: I will withdraw my first motion, and change to: Amend Article II of STAC bylaws to add a separate accreditation for Part 75 only.

Second: none

Phil: STAC is in the accreditation business. What price is reasonable? It is highly dependent on the number of firms joining STAC. The function of STAC is not one assessment. STAC needs an employee. We need to know how many firms will seek accreditation before we can establish a certain price point.

Scott S: We are looking at part-time, correct?

Angie: yes, I have been developing a job description.

Dave Elam: look at interim accreditation in a different way. Make it a limited scope (Part 75). This provides a marketing tool to drive people toward full accreditation. The AETB will choose whether to proceed past interim accreditation.

Scott E: We may need to review the bylaws. It may require a change to enable this optional accreditation.

Bob P: Adding smaller groups is good for STAC.

Rob Patterson and Bob Platt both ended their terms but expressed the desire to remain active with STAC. Maggie reminded them that all meeting minutes were available on the [betterdata.org](http://betterdata.org) website to make keeping up with the board's activities easy.

Motion: Angie: Nominate Sean Warden to a position on the board of directors.

Second: Jim Serne

Motion carried

Motion: Phil: Nominate Cal Loomis of Bison Engineering to a position on the board of directors.

Second: Angie

Motion carried.

There being no further business, and the need to allow TAB time to hold their meeting, Phil Billick moved to adjourn the BOD meeting; Jim Serne: second. Meeting was adjourned.