

**STACK TESTING ACCREDITATION COUNCIL (STAC)  
BOARD OF DIRECTORS' AND MEMBER'S MEETING  
Minutes of September 9, 2010**

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A meeting of the Board of Directors of the Stack Testing Accreditation Council (STAC) was held Thursday, September 9, 2010, via teleconference.

**Present:** Angela Hansen, Rob Patterson, Scott Swiggard, Phil Billick, Steve Szambaris, Troy Burrows and Maggie Cangro.

Scott Swiggard called the meeting to order at noon EDT.

Scott expressed his gratitude to the Board for work accomplished, particularly for progress in 501(c)(3) compliance.

**Treasury Report:**

Angela reported the following:

CD balance	\$ 9166.93
Checking acct.	\$22831.06

The only outstanding legal fee for assistance with 501 filing ~ \$1500.00

Scott asked if there was the possibility for penalties for the late filing. It was discussed that the attorney felt we were probably okay.

501(c)(3) documentation will go to Scott Evans when received – submittal on Aug. 19, 2010. (It will also be posted on WebOffice.)

**Old Business:**

Discussion regarding continued work on required documents.

Scott S. has created a Document Control Log on WebOffice, and a “documents under review” tab. A Field Audit Checklist is in progress, and the draft is posted. Comments are encouraged – if you have questions or would like to suggest changes, give the document a new name (ie put your initials after the name) and save it on the site.

The Quality Manual still needs to be completed.

**New Business**

Scott S. has been taking advantage of committees for direction.

- 1) Rules & Constitution Committee: Bob Finken, Jim Serne
- 2) Policies & Procedures Committee: Frank Jarke, Steve Szambaris

Each committee has been tasked with helping to define the line of authority between TAB and BOD.

Policies & Procedures Committee is working on the Practicalities of Field Auditing.

Scott is waiting for final comments from both committees on the Field Audit Program.

Phil suggested that a timeline be added to reviews, and a date for voting posted to the WebOffice. He also commented that it's been years, and we need to get this finished to keep the process moving forward.

Angie agreed.

Scott S. discussed his position on field audits, and the differences between TNI and FSMO. General discussion followed with Scott encouraging everyone to review standards and documents, and know what is in them. The goal is to produce a constantly-improving quality system.

ASTM D-22 committee meeting in San Antonio in October. 7036 is on the agenda. Please join ASTM and be active.

Scott S. recommended a new committee be formed: Awards & Recognition. Steve Szambaris (chair) and Rob Patterson.

Scott has asked committees to respond to his comments – basically to confirm that he is moving in the right direction with authority to do what he's doing. We need to give TAB a format to follow!

BOD members – please feel free to discuss any matters with the committees. Your input is needed and appreciated.

Call ended.