

**STACK TESTING ACCREDITATION COUNCIL (STAC)
BOARD OF DIRECTORS' AND OFFICER'S MEETING
Minutes of March 11, 2009 Meeting**

A meeting of the 2009 Officers and Board of Directors of the Stack Testing Accreditation Council (STAC) was held **March 11** at the SES conference in Panama City Beach, Florida. The meeting convened at 3:30 p.m.

Present: Scott Evans, Fred Ballay, Angela Hansen, Rob Patterson, Phil Billick, Mike Hartman, Augie De La Vega, Scott Swiggard. There were many visitors to this meeting. They are listed on the attached sheet.

Secretary Report - Motion by Bob Finken, second by Scott Swiggard to waive approving the minutes. Motion carried.

Treasurer's Report - Bob moves to accept the Treasurer's report, Scott seconds. Treasurer's Report for the past 2 years is attached to the minutes.

Board of Directors Report - Jim Meador, Augie de la Vega, and (possibly) Bill Mullins volunteered to step down from the Board. We have one application for the Board (Troy Burrows from Dominion). We do have other vacancies if anyone is interested.

Our bylaws are not clear as to whether the SES representative is one of the nine voting board members. Should we add them as an additional Board member, or keep them separate? 1/3 of the Board members should rotate annually. 7 should be active members of an AETB.

Scott Swiggard made a motion to amend the by-laws so that a voting seat on the Board be reserved for a representative of SES. Should SES decline to provide a representative, STAC has the right to fill that seat with an alternate. Second by Mike Hartman. Motion approved.

There was discussion to amend the by-laws to strike the word "of" and add the word "or" in Article 6, Section A, Item 2, 2nd sentence

STAC received a new Board member application for Troy Burrows of Dominion Generation. Motion by Phil Billick to accept Troy Burrows application to fill the next available Board seat opening. Second by Bob Finken. Motion approved.

At this time we have no other applications for the Board, but we will make an announcement for interested applicants. We will post an announcement on the STAC website and announce at the SES annual meeting. If there are multiple applicants for a position, a random selection will be made from the list. Every year, we should rotate 3 Board members.

General Manager Report - ISO 17011 has a requirement for a General Manager who is not on the Board who deals with the day-to-day operation of STAC. Scott Evans is interested in this position. Motion by Scott Swiggard second by Phil Billick to approve Scott Evans as the General Manager of STAC. Motion approved.

Officer Vacancies – STAC needs to find a new Secretary, Chair, and Vice-Chair. We will recruit for a new Secretary and in the interim Scott Evans will fill the Secretary role.

Motion by Phil Billick, Second by Augie de la Vega to approve Scott Swiggard as the new Chair of STAC. Motion approved. Scott Swiggard will begin his duties at the end of this meeting.

Motion by Angie Hansen second by Scott Swiggard to approve Phil Billick to assume the Vice Chair role starting at the end of this meeting. Motion approved.

A report on The NELAC Institute (TNI) accreditation process was provided on Tuesday evening. There was some discussion about the field component of TNI. STAC needs to participate in their process and make sure stack testers are on their committee(s). STAC accreditation will still be 5 year accreditation, not a 2 year accreditation like ISO 17011.

Membership Fees - Board members should be members of STAC. Are we going to have a formal membership process with membership fees? ASTM charges \$75 to be a member - we were discussing similar fees. What benefits are there for members? Motion by Bob Finken second by Rob Patterson to set the fees for 2009-2010 at \$0/year. We will revisit the fee structure next year.

Policy and Procedure Review Committee - required by ISO 17011. Frank Jarke was nominated to chair this committee. Motion by Scott Evans second by Bob Finken to approve Frank Jarke as the committee chair. Motion approved.

Accredited AETB Committee - should STAC have one member of each AETB with interim accreditation sit on a committee to look at policies, provide input, etc? This would give them an opportunity to have a voice in STAC. There was not much interest, so this committee was not formed at this time.

Insurance - Bob Platt found an insurance company to insure our field assessors. We will be getting a quote from them. Phil Billick will contact Bob Platt to give him the name of a second company to get a quote from.

Waiver of Field Assessment Timeline – STAC is not complying with the 12-month field assessment requirement in D7036. Motion by Bob Finken to extend the deadline for companies who have received interim accreditation. The deadline will be postponed for field assessment to a time no later than 12 months after the adoption of the field assessment procedure. Second by Scott Swiggard. Motion approved.

Adoption of Field Assessment Procedures - the TAB Board has scheduled weekly conference calls to complete their procedures. Their deadline is April 20th. At that time STAC will review and adopt their procedures.

Rules and Constitution Committee – someone was wondering if the renewal fee and annual report for STAC had been filed with the State of Illinois. Scott Evans reported that it has been filed. The Articles of Incorporation in the Annual report has a typo in it. Bob Finken will work to fix that.

March 11, 2009 STAC Board Meeting Attendees

Phil Billick	Air Compliance Testing	phil@aircomp.com
Carl Vineyard	Grace Consulting	carlvineyard@gcitest.com
Augie de la Vega	Florida Power & Light	augie_de_la_vega@fpl.com
Scott Swiggard	Golden Specialty	sswiggard@goldenspecialty.com
Bob Finken	SES	bobfinken@deltaaqs.com
Rob Patterson	METCO Environmental	rpatterson@metcoenv.com
Tommy Leach	OG&E	leachtd@ode.com
Mike Hartman	Air-Tech Environmental	answers@ipass.net
Philip Schwindt	Air & Waste Engineering	Phil.schwindt@yahoo.com
Fred Ballay	State of New Jersey	fred.ballay@dep.state.nj.us
Bob O'Connor	Environmental Labs, Inc.	bob@enfironmentallabs.com
Charles Simon		cgsimon@gowebway.com
Tom Stucker	Avogadro Group	tstucker@avogadrogroup.com
Troy Burrows	Dominion Generation	troy.m.burrows@dom.com
Angela Hansen	AmTest Air Quality	ahansen@hoeflernet.com
Scott Evans	Clean Air Engineering	sevans@cleanair.com