

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

MEETING CALLED BY: MATT STRIZICH, MDT
FACILITATOR: DESNA BERGOLD

DATE: MARCH 25 AND 26, 2015
LOCATION: SAN ANTONIO, TX

ATTENDEES:

MATT STRIZICH, CHAIR,
MDT
GARTH NEWMAN, QAC
MIKE SANTI, ITD
SCOTT ANDRUS, UDOT
MICHAEL VOTH, CFLHD

HOWE CROCKETT, WFLHD
GREG STELLMACH, ODOT
BILL SCHIEBEL, CDOT
DAVID JONES, WSDOT
MIKE SAN ANGELO, AKDOT & PF
(VIA TELECONFERENCE)

ABSENT:

JAMES GALLEGOS, NMDOT
BRIAN IKEHARA, HDOT

AGENDA ITEMS / OBJECTIVES:

1. QAC meeting update – Garth
2. Certification verses Qualification – Mike San Angelo
3. The future of WAQTC (from October meeting) – Mike San Angelo
4. WAQTC and Community colleges – Howe Crockett
5. AASHTO Revisions
 - a. R 25; Standard Practice for Technician Training and Qualification Programs
 - b. R XX; Standard Practice for Developing a Family of Curves
 - c. T 11; Materials Finer Than 75- μ m (No. 200) Sieve in Mineral Aggregates by Washing
 - d. T 23; Making and Curing Concrete Test Specimens in the Field
 - e. T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete
 - f. T 152; Air Content of Freshly Mixed Concrete by the Pressure Method
 - g. T 166; Bulk Specific Gravity (G_{mb}) of Compacted Hot Mix Asphalt (HMA) Using Saturated Surface-Dry Specimens
 - h. T 272; Family of Curves—One-Point Method
 - i. T 308; Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method
6. M 85 Annex A1 – Richard Giessel working with Mark Felag
7. Process for agencies who wish to become members – Matt Strizich
8. Copyrights and permission form – Garth
9. Online training task force – from Dec. minutes
10. QAC Vice Chair – Garth
11. Financial Request – Scott Andrus
12. T 310 task force on density blocks – Greg
13. 2015 Strategic Plan
14. Correction in the Administration Manual introduction – Richard Giessel
15. Revision to Style Guide
16. Other

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
<p>Welcome</p>	<p>Matt Strizich, Executive Committee (EC) Chair, welcomed the attendees.</p> <p>Matt asked for comments on holding the Spring meeting in conjunction with the WASHTO Materials and Construction Meeting. Everyone thought it worked out well. It can be difficult to get multiple travel requests approved so combining trips has made it easier on everyone.</p> <p>Since the WASHTO Materials and Construction Meetings have just started back up, this year’s arrangements posed a few challenges, hopefully this will get smoother.</p> <p>The EC should plan to hold the spring meeting in conjunction with the 2016 WASHTO meeting which is scheduled to be held in Utah.</p> <p><i>The EC Spring meeting will be held in conjunction with the WASHTO Materials and Construction Meeting when possible.</i></p> <p><i>2016 Executive Committee meeting will be held in conjunction with the 2016 WASHTO meeting in Utah.</i></p>	
<p>Certification verses Qualification</p> <p>The future of WAQTC</p>	<p>Mike San Angelo, AKDOT, posed the question “What does WAQTC accomplish by using the term ‘qualified’ instead of ‘certified’?”</p> <p>When WAQTC was formed it was determined that an organization ‘certifies’ equipment and ‘qualifies’ individuals. In today’s world this distinction is no longer valid.</p> <p>At this time the term ‘certified’ has better connotations because it has become a regulatory term. The term ‘qualification’ no longer has as much impact.</p> <p>The change in nomenclature may be the first step to a larger purpose, for WAQTC to become a nationally recognized certification entity, one that could be modeled after private sector accreditation organizations.</p> <p>Matt agrees that changing the terminology would be the first step to these other goals. Garth pointed out that AASHTO uses the term ‘qualification’ and ASTM uses ‘certification’. He also pointed out that 23 CFR 627 says ‘qualified technicians.’</p>	

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	<p>AASHTO R 25 Technician Training and Qualification Programs only use the verbiage “Qualified/ qualification”.</p> <p>Mike also feels that adding a consultant director position could add legitimacy to the program. A director would represent the WAQTC and communicate with agencies and private companies. The Executive Committee would then act as a board and preside over the director.</p> <p>The EC could consider moving toward a 501-3c status. This could help improve the program and adding a consultant director would provide the missing pieces at the executive level.</p> <p>‘The NorthEast Transportation Training and Certification Program (NETTCP)’ was discussed as an example. Howe Crockett, WFL, and Garth remember that WAQTC could not be modeled after NETTCP when it was formed. Some of the member states at that time were could not be involved with forming a 501-3c organization.</p> <p>Scott expressed concerns that moving in this direction may not be consistent with the intent of the program. He pointed out that the foremost purpose of the WAQTC is for the member states to satisfy 23 CFR 637 requirements for a qualified technicians program. He asks if growing the organization would maintain that intent. Another major purpose of the WAQTC is to provide a unified voice when working with the AASHTO Subcommittee on Materials. Scott asks if Mike is suggesting that the next step is to become an accrediting agency. Mike assured the committee that as long as the EC acts as a ‘board of directors’ the direction could only change as directed by the EC.</p> <p>Mike has been concerned about the possibility that agencies and companies will choose another route to meet the 23 CFR requirements and suggested that these issues be considered when updating the Strategic Plan.</p> <p><i>These ideas will be considered when discussing the Strategic Plan.</i></p> <p><i>Mike San Angelo will prepare a paper outlining his thoughts and distribute it to the committee members.</i></p>	<p>MIKE SAN ANGELO</p>
<p>Online training task force</p>	<p>The online training task force was formed from assignments made during the December EC teleconference. The task force</p>	

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	<p>members are Misty Miner, MDT; Linda Hughes, WSDOT; and Gilbert Arredondo, UDOT; members of the QAC; and Jeff Saddler, UDOT.</p> <p>Jeff has been collecting the on-line materials from Montana and Alaska. Scott will follow up with him.</p> <p>The committee determined that the greatest advantage to online training will be in re-qualification. A previously qualified technician would be able to complete the on-line training instead of attending an in person class. The technician would then be prepared to take the written and practical exams. Matt said that another purpose would be to provide a means for a technician to access the material whenever necessary, such as when performing a test procedure they haven't performed recently.</p> <p>Mike suggested that video clips are the most useful tool under these circumstances and suggests that the on-line training include as much video as possible.</p> <p><i>The task force will continue to work toward unified on-line training materials with the support of the EC.</i></p> <p>Matt says that MDT has several modules done. Matt's division now has the software for their on-line program. Scott reports that the task force has had a teleconference on the subject and they have made some progress.</p> <p>Matt suggests that the task force present an update on progress to the QAC during the July meeting. Scott thinks that Jeff Saddler may be able to attend via Adobe Connect.</p> <p><i>Desna will put an update from the on-line task force on the July agenda.</i></p>	<p>QAC ONLINE TRAINING TASK FORCE</p>
<p>QAC meeting update</p>	<p>Garth Newman, Qualification Advisory Committee (QAC) Chair, gave a brief report on the January QAC meeting.</p> <p>During the January meeting the QAC reviewed proposed revisions to AASHTO standard practices and test methods.</p> <p>Garth presented the following proposed revisions to the EC for approval.</p>	

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
R 25	<p><i>R 25; Standard Practice for Technician Training and Qualification Programs</i> proposed revisions include:</p> <p>Adding references to the Appendixes <i>Qualifying Tests</i> and corresponding references in the reference section.</p> <p>Updating the term ‘state highway agencies (SHA)’ to the current term used in Code of Federal Regulations: State transportation departments (STD).</p> <p>Also adding the term ‘subordinates’ to <i>Examination Controls and Integrity</i> Section 7.2.</p> <p>The revisions were approved by the EC. Scott Andrus, UDOT, agreed to champion the revisions through the AASHTO Subcommittee on Materials (SOM).</p> <p><i>Scott Andrus will forward the proposed revisions to the Technical Section (TS) 5c Chair, Curt Turgeon.</i></p>	SCOTT ANDRUS
R XX	<p><i>R XX; Standard Practice for Developing a Family of Curves</i> is a new standard practice proposed by the QAC.</p> <p>Garth explained that <i>T 272; Family of Curves—One-Point Method</i> does not adequately address developing the family of curves. The procedure covers how to perform a one-point determination of moisture / density relationship which is then compared to a ‘family’ that has already been generated. The Appendix (non-mandatory) to T 272 has general instructions for developing a ‘family’ but does not adequately define the parameters.</p> <p>The QAC proposed ‘Standard Practice’ is a new method for developing a family of curves.</p> <p>The EC approved the proposed standard practice and Garth Newman agreed to champion the revisions through the AASHTO SOM.</p> <p><i>Garth Newman will forward the proposed standard practice to the TS 1b Chair, James Williams.</i></p>	GARTH NEWMAN

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T 272	<p><i>T 272; Family of Curves—One-Point Method</i></p> <p>The current T 272 will need to be revised with the proposed standard practice.</p> <p>The proposed revision would simplify the Test Method to cover the procedure for forming a one-point determination and then reference the new R XX for the family graph. Also change the title to <i>One-Point Method for Determining Maximum Dry Density and Optimum Moisture</i>.</p> <p>The EC approved the proposed revisions with a few editorial revisions. Garth will champion the revisions through to the AASHTO SOM.</p> <p><i>Desna Bergold will make the required corrections.</i></p> <p><i>Garth Newman will forward the proposed revision to the TS 1b chair, James Williams.</i></p>	DESNA BERGOLD GARTH NEWMAN
T 11	<p><i>T 11; Materials Finer Than 75-μm (No. 200) Sieve in Mineral Aggregates by Washing</i></p> <p>Mechanical washing equipment is not listed in the apparatus section but Note 1 indicates that it may be used.</p> <p>Revisions include:</p> <p>Adding mechanical washing equipment to the Apparatus Section 5.6 and a new Note 3 that states the washer is to be stopped when the water is clear.</p> <p>The EC approved the proposed standard practice and Greg Stellmach, ODOT, agreed to champion the revisions.</p> <p><i>Greg Stellmach will forward the proposed revisions to the TS 1c Chair, Scott Seiter.</i></p>	GREG STELLMACH
T 23	<p><i>T 23; Making and Curing Concrete Test Specimens in the Field</i></p> <p>T 23 requires tapping the outsides of the mold ‘10 to 15 times’ in Section 9.3.2 <i>Rodding</i> but states ‘at least 10 times’ in 9.3.3.1 and 9.3.3.2. Other test methods state ‘10 to 15 times.’ Propose revising the pertinent sections to read ‘10 to 15 for consistency.</p>	

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	<p>This procedure does not address self-consolidating concrete. The QAC proposed adding Section 9.2.1:</p> <p style="padding-left: 40px;">9.2.1. Self-consolidating Concrete —Cast specimens as described in 9.2 without layers or consolidation.</p> <p>Finally, the procedure does not address putting the cap on the cast cylinders although the mold is required to have one according to M 205. Propose language addressing placing the cap on the cast cylinder (Section 9.4.1).</p> <p>The EC approved the proposed revisions with a few editorial revisions. Mike Santi, ITD, agreed to champion this procedure.</p> <p><i>Desna Bergold will make the required corrections.</i></p> <p><i>Mike Santi will forward the proposed revisions to the TS 3c Chair, Steve Krebs.</i></p>	<p>DESNA BERGOLD MIKE SANTI</p>
T 121	<p><i>T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i></p> <p>T 121 does not address tapping the sides of the measure when consolidating the concrete using a vibrator. The QAC proposes adding in Section 7.3:</p> <p style="padding-left: 40px;">After each layer is vibrated, tap the sides of the measure smartly 10 to 15 times with the mallet to close any voids and release any large bubbles of air that may have been trapped.</p> <p>The procedure also does not address self-consolidating concrete. Add at the end of Section 7.1:</p> <p style="padding-left: 40px;">Self-consolidating concrete (SCC) prohibits rodding and internal vibration.</p> <p>Also add a new Section 7.4:</p> <p style="padding-left: 40px;"><i>7.4 Self-consolidating concrete</i> - Place the concrete in the measure volume using the scoop described in Section 4.7. During concrete placement, move the scoop around the perimeter of the measure opening to ensure an even distribution of the concrete; slightly overfill the measure.'</p> <p>The EC approved the proposed revisions. Dave Jones WSDOT said Kurt Williams (WSDOT) would like the opportunity to</p>	

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<p>champion a revision or two.</p> <p>Kurt Williams and Mike Santi will champion.</p> <p><i>Kurt Williams and Mike Santi will forward revisions to the TS 3b Chair, Mick Syslo.</i></p>	Kurt Williams and Mike Santi
T 152	<p><i>T 152; Air Content of Freshly Mixed Concrete by the Pressure Method</i></p> <p>T 152 does not address tapping the sides of the measure when consolidating using a vibrator. The QAC proposes adding in Section 9.1.3:</p> <p style="padding-left: 40px;">After each layer is vibrated, tap the sides of the measure smartly 10 to 15 times with the mallet to close any voids and release any large bubbles of air that may have been trapped.</p> <p>The procedure also does not address self-consolidating concrete. Add at the end of Section 7.1:</p> <p style="padding-left: 40px;">Self-consolidating concrete (SCC) prohibits rodding and internal vibration.</p> <p>Also add a new Section 9.2:</p> <p style="padding-left: 40px;">9.2. Placement of Self-Consolidating Concrete Sample (SCC)</p> <p style="padding-left: 40px;">9.2.1. Prepare the concrete as described in Section 8.1. Dampen the interior of the measuring bowl and place it on a flat, level, firm surface. Using the scoop described in 4.17, place a representative sample of the concrete in the measuring bowl.</p> <p style="padding-left: 40px;">9.2.2. Strike Off—Strike off the top surface by sliding the strike-off bar across the top flange or rim of the measuring bowl with a sawing motion until the bowl is just level full. On completion of consolidation, the bowl must not contain an excess or deficiency of concrete. Removal of approximately 1/8 in. (3 mm) during strike off is optimum. A small quantity of representative concrete may be added to correct a deficiency. If the measure contains a great excess, remove a representative portion of concrete with a trowel or scoop before the measure is struck off. When a strike-off plate is used, strike off concrete as prescribed in T 121M/T 121.</p>	

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	<p>The EC approved the proposed revisions.</p> <p>Kurt Williams and Mike Santi will champion.</p> <p><i>Kurt Williams and Mike Santi will forward revisions to the TS 3b Chair, Mick Syslo.</i></p>	Kurt Williams and Mike Santi
T 113	<p><i>T 113; Lightweight Pieces in Aggregate</i></p> <p>There seems to be many different interpretations of the T 113 procedure being used. The QAC proposes the following revisions:</p> <ul style="list-style-type: none"> - remove the kerosene and tetrabromoethane mixture for use as a heavy solution (Section 5.1.2) option because this mixture is highly toxic - add language in ‘sample preparation’ to address fine and coarse aggregate (6) - add ‘decanting’ as an option for fine aggregate (7.1.4.2) - reformat the method into ‘steps’ (7) <p>The EC expressed concern that the Technical Section may take issue with proposed revisions. Garth suggested that the revisions be proposed to the TS Chair to determine if they would need to be considered by a task force.</p> <p>Garth also mentioned that the QAC is expecting feedback from AMRL and any action should wait until that feedback is received.</p> <p>Scott said that he would like to discuss the revisions with the UDOT technicians; other members of the committee agreed and would like to discuss the revisions with their technicians too.</p> <p><i>Desna will send the proposed revision to the EC with a request for comments and a deadline.</i></p> <p>The EC provisionally approved the revisions pending comments from AMRL and further comments from the EC members.</p> <p>Greg Stellmach will champion after all comments have been reviewed.</p>	DESNA BERGOLD GREG STELLMACH

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<i>Greg Stellmach will forward revisions to the TS 1c chair, Scott Seiter, to determine if a task force should be formed</i>	
T 166	<p><i>T 166; Bulk Specific Gravity (G_{mb}) of Compacted Hot Mix Asphalt (HMA) Using Saturated Surface-Dry Specimens</i></p> <p>The definition of bulk specific gravity in T 166 is “the ratio of the mass of a unit volume . . . to the mass in air of an equal volume of gas-free distilled water.” It has been inferred from this statement that gas-free distilled water should be used in the procedure. T 84, T 85, and T 100 have similar definitions. The QAC proposed a note be added after Section 5.3 that tap water may be used for routine testing but that distilled or demineralized water must be used for referee or dispute resolution testing.</p> <p>The EC discussed this proposal and determined that a better direction would be to incorporate the definition from T 209. The revision is now:</p> <p style="padding-left: 40px;"><i>bulk specific gravity (of solids) (G_{mb}), as determined by this test method—the ratio of a given mass of material at 25°C (77°F) to the mass of an equal volume of water at the same temperature.</i></p> <p><i>Desna will correct the proposed revisions and send to both QAC and EC committees.</i></p> <p>The EC approved the modified revisions.</p> <p>Scott Andrus will champion the corrected revisions.</p> <p><i>Scott Andrus will forward revisions to the TS 2c Chair, Allen Myers.</i></p>	<p>DESNA BERGOLD</p> <p>SCOTT ANDRUS</p>
T 308	<p><i>T 308; Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method</i></p> <p>In T 308’s apparatus section for the ignition furnace it states “The convection-type furnace must be capable of maintaining the temperature at 578° C (1072° F).” This requirement does not allow for any temperature fluctuation creating an issue with standardization. The QAC proposes adding a temperature range, 578 ±5° C (1072 ±9° F), in Sections 5.1, 7.1.1, and 8.1. This the same range that is allowed in Section A2.8.1 of this procedure.</p>	

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	<p>The EC approved the proposed revisions. Scott Andrus will champion.</p> <p><i>Scott Andrus will forward revisions to the TS 2c Chair, Allen Myers, to determine if a tack force should be formed</i></p>	SCOTT ANDRUS
Other: SCC	<p>While discussing the incorporation of self-consolidating concrete (SCC) in T 23, T 121, and T 152, Mike San Angelo brought up some other concerns he has about this product. Mike explained that perhaps WAQTC should consider addressing training on SCC inspection and possibly mix designing.</p> <p><i>No decision at this time. Tabled for further discussion.</i></p>	
WAQTC and community colleges	<p>Howe asked how many of the community colleges have engineering technology programs and are any using WAQTC modules a part of the curriculum.</p> <p>He reports that Western Federal Lands (WFL) requires contractor Quality Control (QC) managers on their projects. WFL is trying to incorporate quality control project wide, not just for materials items. They are having problems finding qualified personnel. He feels it would be good to start working a QC component into engineering technology programs.</p> <p>Garth asks how this is different from a construction management degree. Howe seems to believe that construction management does not address QC sufficiently. WFL is having difficulty finding people who can develop a QC plan. Howe feels that if QC is taken seriously the project can be much more efficient.</p> <p>Howe said WFL has pre-work meetings for items other than materials.</p> <p>Howe is asking that everyone keep this in mind working with community colleges.</p> <p><i>No action required.</i></p>	
M 85	<p>Garth explained that Richard Giessel, AKDOT, has been working on the annex A1, <i>Calculation of Potential Cement Phase Composition in M 85; Portland Cement</i>, errors with Mark Felag, RIDOT. Rich attempted to use the equations to check a mill test report and found the equations are incomplete. The adjustment equation for the presence of limestone is absent.</p>	

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	<p>The QAC wanted the EC to be aware of this for the SOM and support a member state in this proposal.</p> <p><i>No action required.</i></p>	
Process for agencies who wish to become members	<p>Matt explained that he does not have the proposed process for agencies to become members complete but is still working on it.</p> <p><i>Desna will put on the next Executive Committee agenda.</i></p> <p>Garth said that he has had two conversations with a representative of California Department of Transportation (CalTrans) asking about the program. He sent the WAQTC organizational documents to them for review and asked the representative to get back to him if they have questions.</p> <p>Garth was also was contacted by Caltrans concerning SuperPave training and qualification.</p> <p>Greg and Kurt have been contacted by a CalTrans consultant who was looking for a training and qualification program for state and contractor/consultant personnel.</p> <p>The committee thought that perhaps WAQTC would like to pursue a relationship with CalTrans. Matt will talk to his counterpart at CalTrans (Phil Stolarsky), Garth will forward the information to Matt that he has complied.</p> <p><i>Matt Strizich, will contact the State Materials Engineer for California Department of Transportation.</i></p>	<p>DESNA BERGOLD</p> <p>GARTH NEWMAN</p> <p>MATT STRIZICH</p>
Copyrights and permission form	<p>Garth explained that the copyrights and permission form is not completed. He has been working with Mike San Angelo on the request form.</p> <p><i>Desna will put this on the next Executive Committee agenda.</i></p> <p><i>Garth Newman and Mike San Angelo will continue working on this.</i></p>	<p>DESNA BERGOLD GARTH NEWMAN MIKE SAN ANGELO</p>
QAC Vice Chair	<p>Garth reports that he presented the idea of creating a QAC Vice Chair position at the QAC meeting. There was some discussion but no decisions at that time.</p>	

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	<p>He suggested that anyone interested in the position should send him an email stating why the individual is interested and then the EC could make a decision / recommendation.</p> <p>Matt feels that the EC should encourage the position creation. Greg wanted to know if the roles of the two positions, Chair and Vice Chair, should be defined.</p> <p>Howe suggested that Garth make a list what he actually does as Chair. Garth expressed that the hardest part is representing the needs of the committee instead of just his agency.</p> <p>Matt also suggested that this could be a mentoring situation where duties are shared based on skill sets.</p> <p>Garth will create a list of his current duties and challenges and indicate the skills a vice chair will need.</p> <p><i>Garth will list the current duties of the chair.</i></p> <p><i>Garth will solicit letters of interest from the QAC members.</i></p>	GARTH NEWMAN
Financial Report	<p>Scott reported on the current financials. UDOT has closed out the old method of accounting and moved to a new method. Scott read the funding transfers to the committee.</p> <p>The new Request for Qualifications is under the same project number: TPF-TPF5(064). Scott preferred to wait to change the project number until this cycle ends. There may be a new project number after that time.</p> <p>Dave asked that Scott send an email to the EC members outlining how their contributions should be handled. Scott will include the original commitment request letter.</p> <p><i>Scott Andrus will email committee members concerning contributions.</i></p>	SCOTT ANDRUS
T 310	<p>Greg reports that he has officially taken over from Cole Mullis, ODOT, on the AAASHTO SOM T 310 Task Force. Greg has gone through the documents and he is up to date.</p> <p>The task force has been working on two revisions to address the issues, the first piece is complete and the second piece is still under construction.</p>	

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<p>Greg will push it forward and work with Troxler on the verification process.</p> <p><i>Greg Stellmach will continue working with the TS task force.</i></p>	<p>GREG STELLMACH</p>
Strategic Plan	<p>The committee reviewed the draft 2015 Strategic Plan.</p> <p>One of the short term goals, <i>Develop Marketing Brochure</i>, can be moved to 2014 Completed Items.</p> <p>There was some discussion on how best to address communication with non-member agencies. It was decided that under the <i>Provide reciprocity for Qualified testing technicians among accredited agencies</i> goal, a new ongoing activity will be added: ‘Communicate with non-member agencies on the benefits of membership.’</p> <p>The possibility of allowing use of the training materials by outside entities was also discussed and it was agreed that it would require further discussion. ‘Evaluate feasibility and ramifications of allowing the use of training materials and qualification process by other entities’ is included as a long term goal under <i>Provide highly skilled, knowledgeable materials sampling and testing technicians</i>.</p> <p>The development of the on-line training will be included as a short term goal under <i>Respond in a unified and consistent manner to identified quality improvement needs and new technologies that impact the products we provide</i>.</p> <p>The 2015 Planned Work was updated, removing develop a marketing brochure and adding the task force for on-line training.</p> <p><i>Desna will revise the Strategic Plan as directed and distribute. The updated Strategic Plan will be posted on the website.</i></p>	<p>DESNA BERGOLD</p>
Other: Website update	<p>Howe requested that his name be removed the website where he is listed as the TCCC Chair.</p> <p><i>Desna will have Howe’s name removed.</i></p>	<p>DESNA BERGOLD</p>
Admin manual correction	<p>Richard Giessel recommended editorial revisions to the Administration Manual.</p>	<p>DESNA BERGOLD</p>

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<p>The Executive Committee approved the revisions.</p> <p><i>Desna will distribute and post the revised Administration Manual.</i></p>	
Style Guide	<p>Desna has proposed a change in the document naming convention to make printing the manuals easier. The QAC has approved the change.</p> <p>The Executive Committee agreed with the QAC.</p> <p><i>Desna will update and post the revised the WAQTC Style Guide.</i></p>	<p>DESNA BERGOLD</p>