

**CANADIAN ASSOCIATION FOR ENVIRONMENTAL ANALYTICAL
LABORATORIES (CAEAL) INC.**

**Draft
Minutes of the Twelfth Annual General Meeting
The Westin Edmonton Hotel
Edmonton, AB**

May 25, 2001

(Please note that these minutes and attachments are posted on www.caeal.ca)

Board Members in Attendance:

Mr. A. Bollo-Kamara	Alberta Environment
Mr. R. Calow	Lakefield Research
Mr. J. Downie	ALS
Mr. M. Hartwell	Philip Analytical Services
Mr. D. LaBerge	Enviro-Test Laboratories
Dr. J. Lawrence	Environment Canada
Ms. D. LeBlanc	National Research Council
Mr. D. Levesque	
Dr. C. Pharo	Environment Canada
Mr. D. Wilson	Standards Council of Canada

Regrets:

Mr. R. Vezeau	Environment Canada
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CAEAL Staff in Attendance:

Dr. R. Wilson	CAEAL Executive Director
Ms. C. Cotter	CAEAL Assessments Manager
Mr. N. Gravel	CAEAL Quality and Training Manager

Item 1. Call to Order

Don LaBerge, CAEAL President, welcomed those in attendance.

Item 2. Approval of Agenda

Motion: To approve the draft agenda (Attachment #1) as circulated. Ned Gravel.

Seconded: Chris Pharo.

Carried.

Item 3. Keynote Speaker
Mr. Peter Clark
Executive Director and CEO
Standards Council of Canada (SCC)

Mr. Clark gave a comprehensive overview of laboratory accreditation in Canada. Amongst various highlights, he noted the release of the Canadian Standards Strategy in March 2000, and the Mutual Recognition Arrangements signed with the International Laboratory Accreditation Cooperation and the Asia Pacific Laboratory Accreditation Cooperation. Also, a Bilateral Arrangement has been signed with the National Cooperation for Laboratory Accreditation in the United States.

Public awareness of drinking water quality and the Walkerton Inquiry received special mention. Mr. Clark noted the overview paper on accreditation of drinking water laboratories that was prepared jointly by the SCC, CAEAL and the Canadian Council of Independent Laboratories (CCIL).

He remarked on the good working relationship between the SCC and CAEAL, noting that collaboration leads to a variety of benefits. About 40% of all laboratories accredited by the SCC are environmental labs from the SCC/CAEAL stream, and he pointed to the new Arrangement between the SCC, CAEAL and the Pan American Health Organization to provide accreditation for water testing laboratories in Latin America and the Caribbean, and to transfer accreditation technologies to local countries.

In response to a question about the SCC's geographical mandate, Mr. Clark responded that the new scope has been approved.

Item 4. Approval of Minutes of Annual General Meeting May 11, 2000

Please note that the minutes and attachments are posted on www.caeal.ca.

Motion: To approve the Minutes as presented (Attachment #2). Dominique Levesque.

Seconded: Dave Wong.

Carried.

Item 5. Program Reports

(a) Assessments and Accreditations (Attachment #3)

Colleen Cotter reported that while the number of assessments peaked in 2000, they are still going to be high in 2001 and are being driven by applications from Ontario and Alberta. She noted that labs, CAEAL and the SCC are all responding faster; assessor recruitment has seen a significant increase from the municipal sector; and all PALCAN partners have implemented the new ISO/IEC 17025 using a new joint rating guide CAN-P-1510D.

In response to a question about the draft guideline for environmental laboratories, Colleen said she hoped to have it released by the Fall 2001. Another question concerned whether the accredited municipal labs are small; her answer was “no”.

(b) Proficiency Testing (Attachment #4)

Debbie Macey was unable to attend due to illness, so Denise LeBlanc presented the Proficiency Testing (PT) Report. Highlights included the addition of 18 new PT parameters and fee reductions for 5 test groups, data entry via the web, a pilot study using a precision function (standard deviation as a function of sample concentration) for PT data analysis, and a number of member surveys. Goals for the coming year include: achieving SCC accreditation as a PT Provider, occupational health samples being distributed four times a year, full implementation of web data entry, a remedial action policy for PT failures, and Program Committee review of concentration ranges in PT samples.

There was a recommendation from the floor that staff should examine the microbiology data to see if the data are bimodal since different methods are used.

(c) Training (Attachment #5)

Ned Gravel reported that the CAEAL Training Service was planning to deliver technical and non-technical training in response to member needs, and responses to the distributed survey are encouraged. Current responses suggest that major items are measurement uncertainty, ISO/IEC 17025, and quality manuals. Ned noted that CAEAL is establishing training partnerships whereby CAEAL can influence the quality and price of training offered to its members, and he also reported that as CAEAL's Quality Manager he had issued Revision 5.1 of CAEAL's Quality Manual.

In response to a question about revisions proposed for ISO/IEC 17025, Ned responded that he is on the CASCO Working Group that is responsible for the document, that ISO

9000 (2000) was released a year after ISO/IEC 17025 (1999), and that there is a commitment to revise ISO/IEC 17025 to include the new elements of ISO 9000.

Another questioner asked why CAEAL felt the need to develop a training capability. Rick Wilson responded that the CAEAL Board of Directors has identified training as a major area of interest, at the same level as assessments and proficiency testing, in its visionary exercises and all of its strategic plans, and noted that training has been a part of CAEAL activities for many years but we were never able to develop it very much because of staff time commitments.

Item 6 . Executive Director's Report

Rick Wilson's presentation (Attachment #6) looked at several organizational challenges for CAEAL in 2000/2001 including program consolidation in Ottawa, the introduction of a new standard, and the unanticipated new accreditation requirements in Ontario. He reported continued growth in CAEAL membership and advancement in government requirements for laboratory accreditation.

In response to a question, Rick provided an update on the National Environmental Laboratory Accreditation Conference (NELAC) in the United States. Russ Calow complimented the staff on the leadership shown by CAEAL's response to the challenge presented by the Walkerton disaster and Ontario's reaction.

Item 7. Treasurer's Report

John Lawrence, the CAEAL Treasurer, provided his report for fiscal year 2000/2001 (Attachment #7) and a budget for 2000/2001. Both revenues and expenses exceeded the budget, with a net surplus of \$108,243 (recovering most of the additional expenses of office consolidation incurred during the previous year). An analysis of expenses indicates that overall efficiency has been improved with salaries and operating expenses constituting smaller fractions of the total. The downward trend of PT and site visit costs continues and is now about 70% of the 1994/95 value. The budget for 2000/2001 anticipates a surplus of \$22,000 on revenue of \$1.77 million.

Copies of the annual financial report from Raymond Chabot Grant Thornton_(Attachment #8) were available, and will be posted on the CAEAL Web Site.

Motion: To accept the Treasurer's report and the financial audit report from

Raymond Chabot Grant Thornton, and to appoint Raymond Chabot Grant Thornton to conduct a financial audit for 2000/2001. Russ Calow.

Seconded: Chris Pharo.

Carried.

Item 8. President's Report

Don LaBerge presented the President's Report (Attachment #9) which identified milestones reached in 2000/2001 and directions for 2001. Major milestones included the first year of implementing office consolidation in Ottawa, implementation of ISO/IEC 17025 jointly with our PALCAN partners (SCC, NRC, and BNQ), major adjustments in the PT program, responding to the industry's needs for more accreditations following the Walkerton tragedy, and several major accomplishments on the International front. Major new directions include continuing leadership on water issues, increased efforts with regulatory agencies, working towards accreditation of the PT program, implementation of the new program with the Pan American Health Organization, and development of the CAEAL Training program. The President reminded members that CAEAL encourages member input to the design and operation of its programs, and is particularly appreciative of these efforts in this period of rapid change as CAEAL responds to the needs of the public and the laboratory community.

Item 9. Questions from the Floor

There were no further questions from the floor.

Item 10. Other Business

No other items were identified.

Item 11. Motion of Responsibility

The customary motion of responsibility was introduced.

Motion: We hereby support and approve all expenditures, actions, and agreements undertaken by the Board of Directors and its officers and agents on behalf of the Association, as reported to the membership. Rick Wilson.

Seconded: Russ Calow.

Carried.

Item 12. Presentation of the Serge Villard Award

The CAEAL Board of Directors annually presents a recognition award in honour of Serge Villard. Serge was involved in the discussions leading to the formation of CAEAL in 1989 and he was one of the original CAEAL directors. He was a very strong advocate of the accreditation program and its extension to small laboratories.

Don LaBerge presented the Serge Villard Award for 2001 to Dr. Renu Joshi who has devoted an incredible amount of time and effort to CAEAL during the past year. Dr. Joshi is a microbiologist, a CAEAL assessor and a member of the Advisory Panel. She conducted numerous assessments for CAEAL as labs responded to the Ontario governments new accreditation requirement, and appeared on CAEAL's behalf at the Walkerton Inquiry.

Item 13. Adjournment

Motion: To adjourn. Arthur Bollo-Kamara.

Seconded: Don Wilson.

Carried.

Reminder: these minutes and all attachments are on www.caeal.ca

R. Wilson, Secretary

April 30, 2002.