

# MAGRUDER COMMITTEE MEETING MINUTES

Monday, February 21, 2005, Phoenix, AZ

The meeting was called to order at 10:03 am by the chairman, Rod Noel. Twenty four attendees introduced themselves. The minutes from the August 2004 meeting were approved. Bill Hall moved to accept with a second from Chris Mason.

Joel Padmore and Jamey Johnson gave the treasurer's report. The current balance is \$32,764.88. Joel recommended keeping five to six thousand dollars in the checking account and the rest in the money market. Joel also recommended a membership chairman. Rod Noel may take the position. Labs are prorated at \$17 per month on new memberships. Joel Padmore and Bob Coelho's 1099's have been sent and all the tax information should be up to date. Bill Hall made a motion to accept the treasurer's report with a second from Michael Hojjatie. The motion passed.

For the nominating committee, Harold Falls made a motion that all the committee members for 2005 be renominated for 2008. Mel Bryant made a second. The motion passed.

Samples were chosen and approved for 2005-2006. Rod is going to talk to Bob Kieffer about doing an organic sample.

Some of the method codes have changed. Rod has made the changes and the new information will be placed on the website. Harold Falls would like to go to electronic reporting. This could be done with an excel spreadsheet. We had a problem with sending a check sample into Australia. This has only happened once. Bob Kieffer will be contacted to see if he is doing anything differently. We could have trouble sending out samples in the future with nitrates.

Rod Noel has a copy of the Magruder source code. He will send a copy to Joel Padmore and Kerry Cooner. We need the raw data for the past years from Bob Coehlo. Rod is going to check on this. Joel wanted to know how long to keep the financial records. He said the tax records go back to 1989.

Bill Hall, Nancy Stouffer and Mel Bryant are working on updating the Magruder brochure. This will be placed on the website.

Harold Falls has a limited quantity of past Magruder samples (25 or less) that will be made available for purchase. Some months are not available. Harold will make a request form that will be placed on the website. Magruder results from 2001-7 until the present will also be on the website. Once payment is received by Jamey Johnson, Harold will send the sample out. A previous check sample will be \$25 plus shipping.

Magruder is now listed on the European Proficiency Testing Information Service (EPTIS).

The meeting adjourned at 12:01.