Professional Development Program Executive Committee (PDP EC)
Meeting Summary
September 15, 2026

1. Roll Call and Approvals

Joe Manzella, Chair, called the meeting of the PDP EC to order at 11am Eastern on September 15, 2026. The meeting was attended by 9 Voting Committee members (a quorum was met) and no Associate members (see Attachment A).

The agenda was approved by unanimous consent.

Ilona provided a thorough summary of the Houston Meeting that will be reviewed and included with these minutes (Attachment B).

2. Houston Conference Recap

Joe prepared a slide presentation (see Attachment B-1) that he reviewed. The session focused primarily on the scholarship program and the emerging professional development initiative, with an emphasis on gathering input and identifying next steps.

The scholarship recipients, Dana and Gautami, were recognized during the conference plenary session and presented with large ceremonial checks. This public recognition generated interest and increased awareness of the scholarship among conference attendees, several of whom indicated that they had not previously known the program existed. Committee members agreed that the presentation was an effective publicity opportunity.

The Committee also piloted an informal networking activity by inviting three first-time conference attendees to join Committee members at an Astros baseball game. The activity was considered successful because it provided opportunities for new attendees to meet established members and develop professional connections.

3. Jack Farrell Scholarship Program

The Committee agreed that scholarship policies and procedures must be formalized before the next cycle. This includes documenting the application, review, evaluation, selection, and award processes. Clear documentation will help ensure that decisions are consistent, transparent, and defensible, particularly if the number of applicants increases substantially.

Committee members also discussed the need to streamline administrative processes and expand the pool of qualified advisors. Potential advisors could include previous scholarship recipients, credentialing Committee members, and other TNI members with relevant experience. Guidance should be developed to clarify advisor qualifications, expectations, and responsibilities.

Feedback from the 2026 scholarship recipients should be sought to identify opportunities to improve the applicant experience and overall program administration.

Scholarship Award Schedule

The Committee discussed whether scholarship recipients should continue to be announced at the summer NEMC conference or instead be recognized at the winter TNI conference. The Committee reached general agreement that the winter conference would be a more appropriate venue for the formal scholarship awards. The winter meeting would allow more time to recognize recipients and potentially provide them with an opportunity to discuss their experiences and how they intend to use the scholarship. A motion was made by Ken to move the award presentation to the winter meeting. The motion was seconded by Duncan and unanimously approved.

The following schedule was developed:

- Applications will open following the winter conference and remain open through approximately September 1.
- The determination of the total amount of scholarship award that can be distributed will continue to occur on March 31st.
- Applications will be reviewed on a rolling basis as they are received, rather than waiting until the deadline to begin the review process.
- The Committee will aim to complete reviews and notify recipients by mid-November, allowing approximately six to seven weeks for recipients to plan their attendance at the January meeting.
- Recipients will be formally recognized at the winter conference, with attendance encouraged where feasible.
- The Committee will evaluate the revised schedule after the next cycle and make further adjustments as needed.

The Committee discussed continuing to promote the scholarship during the summer conference: Display photographs of previous recipients, remind attendees of the application deadline, and provide information about eligibility and the application process.

Fundraising and Publicity

The Committee discussed the need to make scholarship donations easier and more accessible.

Potential improvements include a donation link on the TNI website, a QR code for contributions at conferences, and recurring donation options with minimal transaction fees.

Jerry Parr emphasized that the Committee must first establish a clear policy defining the types of donations it will accept before implementing an online donation system. The initial recommendation was to limit contributions to financial donations rather than accepting non-cash assets.
Publicity efforts will continue through the TNI newsletter, email communications, conference publications, and social media. Joe was advised that Steve Arms would contact him regarding an article about the scholarship program for the newsletter.

4. Emerging Leaders Initiative and Professional Development

Defining the Target Audience

The Committee reviewed feedback gathered during the Houston session and discussed the scope of the Emerging Leaders Initiative, including what kind of professional development is needed.

Members agreed that the initiative should remain focused on TNI's primary audience: laboratory professionals and assessors. Expanding into other areas initially could dilute the Committee's mission and exceed its available resources.

Leadership and Nontechnical Skills

There was strong support for expanding professional development beyond technical training to include leadership, communication, and interpersonal skills. Potential topics included:

- conflict management
- mentoring
- networking
- ethical decision-making
- career development
- preparing individuals for supervisory or management responsibilities

Generic leadership courses may not adequately address the situations lab or assessor professionals encounter in their daily work. Practical case studies, real-world examples, and input from laboratory personnel, assessors, and accreditation professionals would help make the training more relevant.

Jerry noted that several proposed NEMC sessions for the following year may address related topics, including entrepreneurship and organizational change, recruitment and knowledge transfer across generations, and professional development through engagement. These sessions could provide a foundation for future TNI training courses.

The Committee also discussed existing resources that could be promoted more effectively, including a presentation on professional behavior and a course on building a quality culture. Ilona suggested highlighting relevant courses in the TNI newsletter to increase awareness and encourage participation.

New Attendee Orientation and Networking

The Houston discussions identified several ways to make TNI conferences and Committee activities more welcoming to first-time attendees.
Suggestions included:

- an informal pre-conference gathering,
- a pre-conference orientation webinar,
- earlier distribution of a welcome letter with conference navigation tips,
- a buddy system where practical,

- optional first-time-attendee stickers and visible identifiers for experienced members willing to help newcomers, and
- committees could improve their introductory remarks by explaining their purpose, responsibilities, and opportunities for participation in accessible terms before beginning formal business.

Knowledge Transfer and Succession Planning

The Committee discussed the growing importance of knowledge transfer as experienced professionals retire or leave the industry. Succession planning can help organizations retain institutional knowledge, prepare future leaders, and reduce disruptions when key personnel depart.

It was noted that succession planning involves both organizational responsibilities and individual career development. Managers need to identify and mentor potential successors, understand employees' long-term goals, and provide opportunities for cross-training and advancement. Emerging professionals, in turn, need guidance on developing the skills and experience necessary to assume greater responsibilities.

Potential approaches included:

- developing best-practice resources,
- offering training courses,
- creating position-specific discussion forums,
- sharing lessons learned, and
- providing mentoring opportunities.

Members suggested adapting established resources from other industries rather than developing all materials from scratch.

Ilona proposed including succession management as a topic in a future training course request for proposals (RFP). The Committee also discussed the possibility of addressing succession planning through a future Quality Time with TNI webinar or panel featuring experienced managers and emerging professionals.

5. Quality Time with TNI

Potential topics include informal conversations with TNI members, updates from accreditation bodies, technical tips, current issues, and professional development discussions. Virtual sessions may also provide a more comfortable environment for individuals who are reluctant to approach others or ask questions during in-person events.

The possibility of holding selected sessions without accreditation body representatives was raised to allow laboratory personnel to discuss challenges and solutions more openly. No final decision was made regarding the format, frequency, or initial topics. Further discussion is needed to determine whether and how to launch the initiative.

6. Training Committee Update – Calista

The training committee reviewed proposed course pricing changes intended to increase the portion of course revenue received by TNI without materially affecting compensation for course owners or instructors.

The committee also reviewed training opportunities and professional development hours. Following discussion and a sufficient quorum, it decided not to proceed with developing a program or system for awarding professional development hours.

At Houston, the training committee shared information about the committee and then information on courses recently delivered and upcoming training opportunities. The need for additional technical training courses was also discussed. Meeting participants provided feedback and suggestions for future courses and sessions.

The assessment forum, titled “Validation versus Confirmation,” and the mentor session, titled “Modernizing Without Compromise,” were both well attended. The mentor session explored potential uses of artificial intelligence and associated pitfalls.

Online surveys were distributed through QR codes printed in the conference program. Response levels for the Houston sessions appeared similar to those of previous meetings, despite efforts to promote the codes during the sessions. Members suggested that future presenters explicitly direct attendees to the survey and reserve time for participants to complete it. Ilona noted that webinar surveys have achieved response rates exceeding 50%, indicating that surveys can be effective when presented appropriately.

The technical training RFP has been issued. Ilona also reported a promising conversation with an experienced technical director interested in contributing training expertise after retirement. Committee members were encouraged to identify other experienced professionals who may be willing to develop or deliver training.

7. Credentialing Committee Update - Ken

Ken reported that the Credentialing Committee met in August and reviewed initial results from the Quality Management System Specialist examination. Concerns were raised about candidates’ difficulty with the microbiology portion. Subsequent review indicated that some microbiology questions may have been too technically specialized for a quality management examination and could not be answered using the applicable TNI standard. Jerry reported that nine of the 15 questions on the microbiology examination could not be answered by consulting the standard. Revised questions and answers were being developed, with additional proposed questions submitted for review. The Committee agreed that the microbiology examination needs to be revised to ensure its questions appropriately reflect the intended scope of the quality management credential.

The number of questions in the specialist examination sections will also increase from 15 to 25. This change is intended to provide a more representative assessment and reduce the disproportionate effect that a small number of missed questions can have on the final score.

Work on the technical specialist chemistry KSAs continued. The organics section is nearing completion, after which the committee expects to begin the microbiology section.

8. New Business

Jerry noted that a request for proposals for the 2028 winter conference venue will be issued in October. Philadelphia and other locations were mentioned as possibilities.

9. Next Meeting and Close

The next meeting will be by teleconference on October 20, 2026, at 11am Eastern.

Joe adjourned the meeting at 12:30pm Eastern.

Attachment A

Participants
PDP Executive Committee

Voting Members	Represent	Affiliation	Contact Information
Joe Manzella **Chair** Present	Lab (Training)	Orange County Sanitation District	jmanzella@ocsan.gov
Sharon Mertens **Vice-Chair** Absent	Other	Consultant	skmertens@icloud.com
Kenneth Brown Present	Lab (Credentials)	City of Escondido	kenneth.brown@escondido.gov
Robin Cook Absent	Lab	City of Daytona Beach	cookrobin@CODB.US
Calista Daigle Present	Lab (Training)	Pace Analytical Services	calista.daigle@pacelabs.com
Theresa Johnson Present	Lab (Credentials)	McCampbell Analytical	theresa.johnson@mccampbell.com
Harold Longbaugh Present at 11:10am	Lab (Credentials)	City of Houston	harold.longbaugh@houstontx.gov
Littia Mann Present	Lab	Vermont Department of Health Laboratory	littia.mann@vermont.gov
Duncan Millar Present at 11:40am	AB	IAS	dmillar@iasonline.org
Anand Mudambi Present	Other	Retired (from US EPA)	amudambi@netzero.net
Elizabeth Turner Present	Lab (Training)	Eurofins	elizabeth.turner@et.eurofinsus.com
Michelle Wade Absent	Other	Wade Consulting & Solutions	michelle@michellefromks.com
Jerry Parr Present	TNI Executive Director	TNI	Jerry.parr@nelac-institute.org
Ilona Taunton Present	Program Administrator	TNI	ilona.taunton@nelac-institute.org
Associate Members:	**Present**		
Jean-Francois Borny		Lummus Technology	jean-francois.borny@lummustech.com
Salima Haniff		Bureau Veritas	salima.haniff@bureauveritas.com
Charles Morrow		SPL	Charles.morrow@spllabs.com
Eden Viles		KCMO	eden.viles@kcmo.org

Attachment C

Professional Development Program Executive Committee (PDP EC)
Meeting Summary for Houston
August 5, 2026

Attendance – Voting Members: Joe Manzella, Robin Cook, Anand Mudambi, Calista Daigle, Ken Brown, Sharon Mertens

Joe prepared a presentation that he reviewed with the meeting attendees (Attachment 1).

Jack Farrell Scholarship

Joe provided some history about the scholarship and acknowledged LabWare's contribution towards the scholarship at this conference.

The first application period opened during the Boston conference and two applications were received. Joe, Sharon, Robin and Ilona formed a workgroup to work on procedures, review the application and provide a recommendation to the Committee. It was recommended that the available scholarship funds be divided evenly between the two applicants. Funds were based on donations received through March 31, 2026. The two applicants were recognized formally earlier in the day before the Plenary session. Each recipient has been provided with an Advisor to help guide them through the credentialing and training process.

<u>Lessons Learned</u>

Draft policies and procedures were used during the initial cycle, but these will now be finalized and revised based on lessons learned.

Areas identified for improvement include:

- Clarifying and formalizing the scholarship application process.
- Documenting the application review and award process to ensure consistency and fairness.
- Streamlining the distribution of scholarship funds.
- Improving ongoing scholarship administration.
- Expanding the pool of advisors available to scholarship recipients.

The Committee also plans to seek feedback from the 2026 recipients regarding their experience with the application and award process. Their feedback will be incorporated into future revisions.

<u>Scholarship Schedule</u>

The Committee discussed whether scholarship awards should continue to be presented at the August/NEMC conference or instead be presented at the winter TNI-focused meeting. The August meeting is extremely busy, while the winter meeting provides more flexibility and has a stronger TNI focus.

The attendees agreed that moving the recognition and potentially the application schedule should be explored. One consideration is the timing of credentialing examinations, which

influenced the original schedule. The Committee will determine whether the award recognition can be moved without changing the underlying application and credentialing timeline.

Fundraising and Publicity

The Committee identified a need for a more effective process for soliciting donations. Awareness of the scholarship remains relatively low, even among people attending the conference.

Potential improvements include adding a QR code for donations, simplifying online contributions, and determining the most cost-effective payment mechanism. The Committee will explore options for recurring and small-dollar donations while minimizing transaction fees.

Publicity will also be increased through conference presentations, newsletters, LinkedIn, social media, and other TNI communications. The scholarship awards presented during the conference, including the large checks, were viewed as a strong opportunity to increase awareness.

Advisors

The Committee will consider how to recruit and prepare enough advisors if the number of scholarship recipients increases in future years. Credentialing Committee members may be an important source, but previous scholarship recipients may also be able to help with this effort.

Emerging Leaders Initiative

The Committee discussed the continued development of the Emerging Leaders Initiative, formerly referred to as the "New Professionals Initiative." The name was changed because the Committee felt that "new professionals" was too restrictive. The initiative is not intended solely for people who are new to the workforce or younger professionals. It is intended to support people who are emerging into new leadership or professional roles, including individuals who may have substantial industry experience but are new to TNI or moving into a new area of responsibility.

The Committee has researched similar initiatives offered by other organizations and is considering a range of possible activities. These are still exploratory rather than finalized program components.

A pilot social activity was held during this conference when tickets to a Houston Astros game were offered to first-time TNI conference attendees. Three new attendees participated, providing an informal opportunity to meet other members and become more familiar with the organization.

The remainder of the meeting focused on how TNI can broaden professional development opportunities and reach people who do not regularly attend conferences.

- Expanding Topics Beyond Laboratory Operations
  Members suggested that future conferences could include more topics relevant to data users, municipalities, regulators, operators, and other stakeholders rather than focusing almost exclusively on laboratory methods and accreditation. Potential topics could include regulatory implementation, PFAS requirements, lead and copper requirements,

municipal compliance, data management, and other issues faced by organizations that use laboratory data.

- New Attendee Orientation and Networking
  There was strong support for providing more assistance to first-time attendees. The conference experience can be intimidating.

  Ideas:

  - A short, informal gathering for first-time attendees, particularly at the winter TNI meeting.
  - A pre-conference webinar explaining how the conference works, what the committees do, and how attendees can participate.
  - Earlier distribution of a welcome letter with practical suggestions for navigating the conference.
  - A voluntary "buddy" system connecting new attendees with more experienced participants. The idea of assigning buddies may be more practical at smaller winter meetings. A pool of volunteers could include committee members, board members, recent conference attendees, etc.
  - Identifying experienced, approachable members with a button or other visible marker indicating that they are available to answer questions.
  - Providing first-time attendees with an optional sticker or other identifier if they want to be recognized as new participants.It was noted that previous attempts to identify new attendees directly on badges received some negative feedback because some people felt singled out.
  - Provide brief personal stories from relatively recent first-time attendees during orientation sessions. These stories could help normalize the feeling of being overwhelmed and demonstrate how people became involved in TNI.

- Committee Orientation
  Every committee should provide a brief explanation at the beginning of its meetings describing what the committee does, its role within TNI, and how new participants can contribute.

- Leadership and Non-Technical Skills
  Professional development should extend beyond technical laboratory knowledge. Attendees in the meeting expressed interest in leadership, communication, conflict management, interpersonal skills, supervision, career development, and other "people skills." There was also interest in eventually developing a structured curriculum in which participants could complete technical and leadership components and earn a certificate, badge, or similar recognition.

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- Knowledge Transfer and Succession Planning
  The importance of succession planning was noted as experienced professionals retire or leave the industry. There is concern that significant institutional knowledge is being lost as experienced laboratory managers, quality assurance personnel, operators, assessors, and other professionals leave the workforce. New personnel may be placed into positions previously held by individuals with decades of experience and receive little structured knowledge transfer.

Potential professional development activities could address this through peer mentoring, position-specific forums, succession planning resources, and discussions about lessons learned from experienced professionals.

- Training for Assessors and Accreditation Bodies
  The Committee was encouraged to consider professional development specifically for assessors and accreditation-body personnel. Existing TNI material on assessments and evaluations, including training on soft skills and nonconformances, was noted as a possible foundation.

Quality Time with TNI

The Committee revisited the concept of "Quality Time with TNI," a proposed virtual program intended to bring some of the benefits of the TNI conference to people who cannot regularly attend in person.

The concept would likely involve quarterly webinars of approximately 60–90 minutes. Possible session formats include:

- Meet a Member: Informal conversations with TNI members about their careers, experiences, challenges, and paths through the industry.
- Ask an AB: Opportunities for participants to ask accreditation-body representatives questions in a less formal environment.
- Hot Topics: Discussions of current technical, regulatory, or industry issues.
- Technical Tips and Tricks: Peer-to-peer discussions of practical solutions and approaches that have worked in individual laboratories.

Members noted that virtual sessions could also benefit people who do attend conferences but may be uncomfortable approaching others in person.

The importance of creating an environment where laboratories can discuss practical solutions openly was emphasized. One suggestion was to not include AB attendance, allowing laboratories to discuss challenges and solutions without concern that comments could affect future assessments.

Next Steps

For the scholarship, the immediate priorities are to finalize policies and procedures, improve the application and review processes, determine the most effective donation mechanisms, increase publicity, recruit additional advisors, and determine whether the award schedule should be moved to the winter meeting.

For the Emerging Leaders Initiative, the committee will continue gathering feedback, define the specific needs the initiative should address, develop policies and procedures, and begin pilot activities.

Professional Development Program Executive Committee (PDP EC)

Wednesday, August 5

13:00 – 15:00

1

Today's Agenda

- Welcome and Introductions
- Update on the Jack Farrell Scholarship
- Update on the Emerging Leaders Initiative
- Open Discussion

2

PDP EC Mission

To oversee TNI's efforts to enhance the knowledge, skills, and abilities of individuals involved in environmental sampling and measurements.

The program includes these components:

- Credentials
- Training
- Emerging Professionals
- Scholarship Administration

3

PDP EC Voting Members

- Joe Manzella (Chair) – Orange County Sanitation District
- Sharon Mertens (Vice-Chair) – Mertens Consulting, LLC
- Kenneth Brown – City of Escondido
- Robin Cook – City of Daytona Beach
- Calista P. Daigle – Pace Analytical Services, LLC
- Theresa Johnson – McCampbell Analytical, Inc.
- Harold Longbaugh – City of Houston
- Littia Mann – Vermont Department of Health Laboratory
- Duncan Millar – International Accreditation Service (IAS)
- Anand Mudambi – US EPA (Retired)
- Elizabeth Turner – Eurofins Environment Testing
- Michelle Wade – Wade Consulting & Solutions

STAFF:

- Jerry Parr – TNI
- Ilona Taunton – Program Administrator, TNI Training Coordinator

Meeting Time:

3rd Tuesday of each month, 11 am Eastern

4

PDP EC Membership

- Openings for 3 voting members
  - No balance requirements
- Associate membership available



5

Professional Development Program

Objectives

1. Establish and implement guidance, policies, procedures and tools necessary to implement the program.
   - **Success Measures:**
     - Review and approve policies or SOPs developed by committees
     - Develop new policies or SOPs needed by the program.

2. Provide oversight and guidance to the Credentials and Training committees.
   - **Success Measure:**
     - The Credential and Training committees are accomplishing their stated objectives

6

Professional Development Program

Objectives (cont'd)

3. Establish the Jack Farrell scholarship.
   - **Success Measures:**
     - Policies and procedures to implement the scholarship are developed.
     - Funds are awarded consistent with established procedures.
4. Establish a new professionals' initiative.
   - **Success Measure:**
     - To be determined.

7

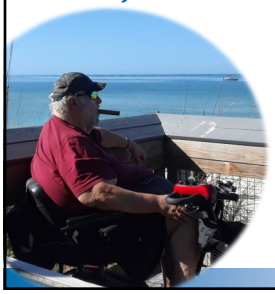
Professional Development Program

Objectives (cont'd)

5. Investigate opportunities to identify funding to support the program.
   - **Success Measures:**
     - The program is financially self-sufficient.
6. With the assistance of the Program Administrator, prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.
   - **Success Measure:**
     - Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

8

Jack Farrell Scholarship Update



Background

- Established in March 2025 in memory of Jack Farrell
- Goal is to support individuals pursuing TNI credentials
- Funded entirely by donations from individuals and vendors

9

Jack Farrell Scholarship Update

Success Measures

1. Policies and procedures to implement the scholarship are developed

- Draft policies have been written to outline the following
  - Scholarship application process
  - Application review process
  - Awarding of scholarship funds
  - Ongoing scholarship administration

10

Jack Farrell Scholarship Update

2. Funds are awarded consistent with established procedures

- Summary of the 2026 scholarship award process:
  - Application period opened 1/14/2026
  - Application period ended 3/15/2026
  - Application period extended to 4/1/2026
  - Two applicants
    - Award decision: $1,695 to each awardee
    - Awardees notified on 6/3/2026
    - Applicants have begun their coursework

11

Jack Farrell Scholarship Update



Next steps:

- Finalize the scholarship process policies and procedures
- Revise the application process based on lessons learned
- Work on an improved process for soliciting donations
- Publicize, publicize, publicize!
- Continue to support our two 2026 awardees
- Accept new applications in January 2027

12

Professional Development Program



Objectives

Establish a new professionals' initiativ

- **Success Measure:**
  - To be determined.

13

Professional Development Program

Emerging Leaders Initiative

- Purpose
  - To empower emerging leaders in the environmental sampling and analysis field by fostering a supportive community that cultivates leadership, encourages continuous learning and improvement, and promotes meaningful connection among professionals across the entire organization.



14

Professional Development Program

Emerging Leaders Initiative

- What does an "emerging leaders initiative" look like?
  - Mentorship opportunities
  - Engagement programs
  - Career development resources
  - Networking
  - Recognition programs
  - Inclusive membership
  - Active participation
  - Educational initiatives



15

Professional Development Program

Summary

- Training and credentialing committees are doing excellent work
- Jack Farrell AEX Scholarship is up and running
- Emerging Leaders initiative is being developed

16

Professional Development Program

What's next?

- Jack Farrell Scholarship
  - Finalize policies and procedures
  - Prepare for 2027 application process
- Emerging Leaders initiative
  - Develop policies and procedures
  - Pilot events will follow

17

Open Discussion

We welcome input on any topic, to include:

- Committee membership
- Scholarships
- Emerging Leaders
- Professional development
- Outreach

18


Contact TNI
Joe Manzella, PDP Executive Committee Chair
jmanzella@ocsan.gov
Sharon Mertens, PDP Executive Committee Vice-Chair
skmertens@icloud.com
Ilona Taunton
Program Administrator
Ilona.Taunton@nelac-institute.org

19

Attachment C: PDP EC Action Item Summary 2025/2026

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
1	Build website for PDP.		Jerry		8/17/25	8/17/25	11/18/25		COMPLETE
2	Add PDP to membership database.		Jerry/ Ilona		8/17/25	8/17/25	11/18/25		COMPLETE
3	Update Committee Operations SOP with PDP Exceptions	SOP 1-101			8/17/25			Closed	2/17/26 - Jerry will work on this. COMPLETE
4	Share Program Budget		Jerry		8/17/25	8/17/25	9/16/25	Closed.	COMPLETE
5	Send Board Summary of Jack Farrell Scholarship to Committee		Jerry		8/17/25	8/17/25	9/16/25	Closed.	COMPLETE
6	Develop Course for Emerging Leaders				8/17/25	March 2026			Develop a course with a basic overview of the environmental testing industry and have it be free. 4/21/26: Jerry prepared DRAFT slides that will be reviewed during the May meeting (5/19 delayed to June). 6/16: Sent to Credentialing to simplify presentation.
7	Vendor donations to		Jerry		9/16/25		12/16/25	Closed.	12/16/25: Jerry was able to add a donation option for vendors.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
	Jack Farrell scholarship.								COMPLETE
8	Develop Application for Scholarships		William		10/7/25	11/18/25			11/18/25: DRAFT developed in meeting and sent to Jerry for William to work on online application. 12/16: Jerry following up on status with Wiliam. Worked on application instructions. Application is now live. COMPLETE
9	Develop Templates to letters related to scholarships.				10/7/25	3/17/26	7/21/26	COMPLETE	4/21/26: Work in progress.
10	Quality Time with TNI		Ilona/Jerry	Joe	2/17/26	TBD			
11	Emerging Leaders Initiative				2/17/26	TBD			2/17/26: Consider pre-conference communication for new conference attendees and use of volunteers that can be identified to help new attendees with networking, introductions, or with questions. 7/21 – Seeking more feedback in Houston.
11a	Compile summary about how other organizations handle			Duncan	2/17/26	2/17/26	6/16/26		5/19: Duncan prepared summaries of what other organizations are doing with this type of initiative. It will be looked at in June. 6/16: Reviewed.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
	Emerging Professionals								
12	Develop material for Scholarship: SOP, FAQs, Contract, Etc…				4/21/26	4/21/26			In progress. 4/21:Committee members need to review material sent by Joe before the next meeting 5/19: Templates presented during May meeting. Work will continue during the month to finalize. 7/21: Workgroup
13	Present Mentor concept to Credentialing Committee – need volunteers		Ken		4/21/26				6/16: Ken will solicit Committee volunteers to be advisors. 7/21: Jerry and Joe will be the Advisors for this round. Ken should continue to look at this for next year.
14	Develop policy on publicizing scholarship donations.				6/15/26	TBD			7/21: Add to Scholarship SOP.
15	Develop a more accessible scholarship donation process.				9/15/26				9/15: Website donation links, QR codes, and recurring financial donations with minimal fees.