Policy Committee
Meeting Summary

January 28, 2022

1. Roll Call and Minutes Review:

    Silky, Vice Chair, called the meeting to order at 11am Eastern on January 28, 2022, by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

    Initially there were not enough members on the call for a quorum, so it was decided to approve minutes at the following meeting.

2. SOP 1-101: Operation of TNI Committees

    Jerry updated this SOP to include information from DRAFT SOP 1-126 (Preparation of Monthly and Annual Reports). SOP 1-126 will be deleted and not further developed.

    This SOP should only have reports related to committees and not include the newsletter or any other items outside of regular committee reports.

    <u>Summary</u>

    Should be "committee" instead of "TNI Committee".

    <u>Related Documents</u>

    The Committee will go back after they finish going through the SOP. Some of the documents listed may not be needed.

    <u>Definitions</u>

    Annual Report - it is a Work Plan and not a Plan of Work.

    Update Monthly Report - add – "on each committee's activities".

    Ilona asked if workgroups should be considered in these definitions. They are different and there is a need for both Subcommittees and Workgroups. There was agreement. A definition was added for Workgroup and text will need to be added to Section 9.

    "Committee Report" changed to "Conference Report".

Definition for Consent Agenda made more generic so other committees can use this.

Section 5

Added language to allow for information to be included in the minutes from closed meetings as appropriate. Also changed "Board of Directors" to "TNI Executive Committee". Not all confidential business matters are discussed at the Board level.

Section 6

Added information on TNI's Voting SOP.

Charter information could be added to section where charters are discussed.

Section 7

Spell out first use of FSMO.
Section 7.1.5 – editorial. Change "is" to "are" and delete – Affiliates are counted as full members on committees. This is already covered above.
Section 7.1.6 – Delete "TNI Member" in front of "organizations".

The Committee finished up Section 7 and will begin on Section 8 at the next meeting.

3. TNI Application Database

Ilona reviewed some needed updates to the database:
- Affiliates are not included in totals.
- Question need for summary page? Just default to Status view?
- Minutes - not working and can't see need.

She also noted that there needs to be a better way to go through applications. Jerry commented that information is collected into two different places and this may not be possible. He will also follow-up with William to see why Ilona is not getting a copy of each application mailed to her.

It was also commented that training in the use of the database may be needed or Ilona can put some directions in an appendix of the SOP.

4. Action Items

The Action Item Summary table was reviewed in Dropbox.

5. New Business

   None.

6. Next Meeting and Close

   The next meeting will be February 4, 2022, at 11am Eastern.

   The meeting was adjourned at 12:33 pm Eastern.

Attachment A

Participants
TNI Policy Committee

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair **Absent**	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair **Present**	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd **Absent**	At Large (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner **Absent**	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger **Present**	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd **Absent**	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith **Present**	PTPEC (Other)	Pace Laboratories	eric.smith@pacelabs.com
Paul Junio **Present**	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nlslab.com
William Lipps **Present**	Advocacy (Other)	Shimadzu	wclipps@shimadzu.com
Jerry Parr (ex-officio) **Present**	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex-officio) **Absent**	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton **Present**	Program Administrator	TNI	Ilona.taunton@nelac-institute.org