

Policy Committee Meeting Summary

February 18, 2022

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on February 18, 2022, by teleconference. The meeting was attended by 7 Committee voting members (see Attachment A).

2. SOP 1-101: Operation of TNI Committees

The Committee continued its review of SOP 1-101.

Section 9 -

There was quite a bit of discussion about the differences between subcommittees and workgroups. Subcommittees are more permanent committees and workgroups are temporary to work on a specific task. Usually, Subcommittee produce minutes and Workgroups provide verbal updates during the parent committee meeting.

The definitions for Workgroup and Subcommittee were updated in Section 4.

Subcommittee: A long-term group under a committee that has a defined scope and whose actions and recommendations are considered by a parent committee.

Workgroup: A limited duration group that is given explicit direction and which reports back to a parent committee.

Language in Section 9 was updated to reflect these definition changes. Also defined some of the information that should be included in a subcommittee Scope.

Section: 10.1.5 - clarify “voting” members and change “Associate Members” to “others”.

Sections 10.1.2, 10.1.3, 10.1.6 - Edit for clarification.

Section 10.2 - Change “face-to-face” to “in person”. Notification of non-routine meetings must be made at least 30 days prior to said meeting.

Section 10.2.4 - Delete. Not necessary.

Section 10.3.2 – Clarify “voting” members and emphasize that phone numbers shall not be included.

Section 10.3.3 – Add: When subcommittees and workgroups are developed, the parent committee shall determine the manner of documenting proceedings.

Section 11.3 – Each committee or task “force” develops a Charter ...

Section 11.4 – Work Plan’s can be called different things. For some it may be a list of action items or goals. Change “group” to “committee or task force”.

3. Action Items

The Action Item Summary table was reviewed in Dropbox.

4. New Business

None.

5. Next Meeting and Close

The next meeting will be February 25, 2022, at 11am Eastern.

The meeting was adjourned at 12:31 pm Eastern.

Attachment A

**Participants
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair Present	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 Present	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger Present	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd Present	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@nslslab.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