**Policy Committee**
**Meeting Summary**


**March 4, 2022**


1.  Roll Call and Minutes Review:

    Patsy Root, Chair, called the meeting to order at 11am Eastern on March 4, 2022, by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

    *(Addition: The minutes for the 1/7/22 and 1/28/22 meetings were reviewed by email. A motion was made by William on 2/7/22 to approve the January 7th and 28th, 2022, meeting minutes as written. The motion was seconded by Paul by email on 2/7/22. The following votes were received:*
    *Elizabeth – For (2/7/22)*
    *Virginia – For (2/7/22)*
    *Paul – For (2/7/22)*
    *Silky – For (2/7/22)*
    *Patsy – For (2/7/22)*
    *Eric – For (2/7/22)*
    *Mei Beth – For (2/7/22)*
    *William – For (2/7/22)*

    *The motion passed and the minutes have been approved.)*


2.  SOP 1-101: Operation of TNI Committees

    The Committee member definition was updated. These definitions will be placed in the glossary. Paul updated portions of the Standard to reflect these definitions.

    Ilona still plans to talk to Training about Training exceptions. It currently says "may" so should be fine.

    Paul made a motion to approve SOP 1-101. Silky seconded the motion and there was no further discussion. The motion was approved unanimously.

    Jerry will take the SOP and clean it up for TNI Board of Directors approval.


3.  SOP 1-125: Committee Application and Membership Tracking Procedures

    The Committee began review of SOP 1-125.

Section 2 -
The database is used for all committee members. Chairs will be copied on the application too.

Section 4: Definitions -
Need Stakeholder group from the glossary. Paul sent the current definition. Patsy updated it in the SOP. It is now consistent with the Glossary.

Ilona noted that all Stakeholder options pop up during the application process. This is not a problem because the PA can correct the stakeholder group when the member is added to the committee.

Procedure
Section 5 -

Add a reference to the TNI Management Systems User Guide. Jerry shared this document with the Committee and the Committee agreed that this should be referenced and referred to in the SOP. Ilona will take the SOP and refer to the User Guide where appropriate. The User Guide should have the details on how to make a change and this SOP should guide the user in what changes need to be made.

General edits were made through 5.2.6 and lists need to be updated to bullets so the information is easier to read.

The procedure for where membership status can be viewed on the TNI member page was reviewed and confirmed.

Section 5.2.4.4 – General edits were made for readability and changed "voting member" to "elected member" throughout the SOP.

The Committee will continue its review starting at Section 5.2.6 at the next meeting. Paul noted that he will not be able to attend the next meeting.

Updates will be made to the SOP and distributed to the Committee.

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 March 18, 2022, at 11am Eastern.

   The meeting was adjourned at 12:30 pm Eastern.

**Attachment A**

**Participants**
**TNI Policy Committee**

| Members | Represent | Affiliation | Contact Information |
|---|---|---|---|
| Patsy Root, Chair<br><br>**Present** | TNI Secretary (Other) | IDEXX | Patsy-Root@idexx.com |
| Silky Labie, Vice Chair<br>**Present** | At Large (Other) | Env. Lab. Consulting & Technology, LLC | elcatlc@centurylink.net |
| JoAnn Boyd<br><br>**Absent** | At Large (Lab) | Southwest Research Institute, San Antonio, TX | jboyd@swri.org |
| Elizabeth Turner<br><br>**Absent** | NEFAP (Lab) | Pace Laboratories | Elizabeth.turner@pacelabs.com |
| Virginia Hunsberger<br>**Present** | NELAP (AB) | PA DEP | vhunsberge@pa.gov |
| Mei Beth Shepherd<br><br>**Present** | At Large (Other) | Shepherd Technical Services | mbshep@sheptechserv.com |
| Eric Smith<br><br>**Absent** | PTPEC (Other) | Pace Laboratories | eric.smith@pacelabs.com |
| Paul Junio<br><br>**Present** | CSDP (Lab) | Northern Lake Service, Inc. | paulj@nlslab.com |
| William Lipps<br><br>**Present (joined at 12 Eastern)** | Advocacy (Other) | Shimadzu | wclipps@shimadzu.com |
| Jerry Parr (ex-officio)<br>**Present** | Executive Director | TNI | Jerry.parr@nelac-institute.org |
| Alfredo Sotomayor (ex-officio)<br>**Absent** | TNI BoD, Chair | Milwaukee Metropolitan Sewer District | asotomayor@mmsd.com |
| Ilona Taunton<br>**Present** | Program Administrator | TNI | Ilona.taunton@nelac-institute.org |