

Policy Committee Meeting Summary

March 18, 2022

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on March 18, 2022, by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

The meeting minutes for February 18, February 25, and March 4, 2022 were reviewed. A motion was made by Mei Beth to approve the February 18, 2022, February 25, 2022 and March 4, 2022 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

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

The Committee continued work on SOP 1-125.

Section 5.2.6:

Affiliate Voting Member - Remove voting.

Mei Beth would prefer that the list not include the full list, because it makes it look all inclusive. Left as is.

Added include and reinstated TNI Ambassador

Section 5.2.7:

Active and Inactive only. Delete the other options.

Ilona is keeping track of changes to the database for William.

Applications - they are inactive until activated.

In Transition – Added Section 5.2.7. This is where new applicants go.

Section 5.2.10.1: change date to year.

Affiliate members can be on as long as they want to be. Need more details.

Section 5.2.11 - ok

Section 5.2.12 - ok

Section 5.2.13 - ok

Section 5.2.14 - ok

Section 5.2.15 - use chair and vice chair as an example and make it generic. Remove PA or TNI/Staff.

Section 5.2.16 - Change to just comment field.

Section 5.2.3 - added Jerry's text.

References OK.

Section 5.1 - Change Attachment to Appendix.

A motion was made by Mei Beth to approve SOP 1-125 with the changes noted above. The motion was seconded by Silky and unanimously approved. Jerry will finalize the SOP and prepare it for TNI Board review.

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 March 18, 2022, at 11am Eastern. Patsy will not be at her computer during this meeting, so Silky will lead it.

The meeting was adjourned at 12:30 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 Absent	PTPEC (Other)	Pace Laboratories	eric.smith@pacelabs.com
Paul Junio Absent	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nslab.com
William Lipps Present (joined at 12 Eastern)	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