

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).

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:

Elected Member – A TNI member with technical knowledge appropriate to the specific committee, with full voting privileges, who applied for and is approved to participate on a committee.

Associate Committee Member – A TNI member who may participate in any committee, but who does not have voting privileges.

Affiliate Committee Member – A person who is not a TNI member but has technical expertise needed by a specific committee, with full voting privileges, who is approved to participate on a committee.

Committee Member – All Elected, Associate, and Affiliate members.

Voting Member – All Elected and Affiliate members.

Iona 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 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 Absent	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 Present	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