

Policy Committee Meeting Summary

July 7, 2023

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on July 7, 2023, by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

The June 16th minutes were reviewed for approval. A motion was made by Silky to approve the June 16, 2023 minutes with the following corrections: spelling error and update Eric's email address. The motion was seconded by Mei Beth and unanimously approved.

2. SOP 3-105 – Standard Interpretation Process

Patsy displayed the flow chart and Paul reviewed the text for each reference since section numbers were changing.

Change 5.2.4 on flow chart to 5.2.6 where it asks if SIR is valid. This should be correct reference after numbering is updated.

Delete new Section 5.2.5 since it repeats new 5.2.6.a. This changes the numbering. This is after the incorrectly numbered Section 5.1.1.

Numbering will be corrected and then review will be completed.

3. NEFAP 5-101 – NEFAP Executive Committee General Operations

Editorial changes were made:

- Spell NEFAP out after the first time it is used and use NEFAP EC throughout rest of the SOP.
- Remove example in “Other” category.
- Just say bylaws and keep reference simple in case the bylaws are updated.
- Substitute new “Other” definition from current Glossary.

- Section 5.3 - delete everything after “representatives of FSMOs”.
- Delete First and third paragraph in Section 5.3. Duplicates information already in SOP 1-101.
- Section 5.4 - Delete. Duplicates SOP 1-101.
- Update Section 7.0.

A motion was made by Paul to approve SOP 5-101 (NEFAP Executive Committee General Operations) with the editorial changes made today and described above. The motion was seconded by Elizabeth. There was no further discussion, and the motion was unanimously approved.

4. Glossary Update

Paul asked the group if the Glossary needs an SOP. He is asking the Policy committee to agree with the skeleton he shared.

Section 1 - Delete last sentence.

Section 2 -

- Need to use one Glossary. Add columns to show where it came from - the Source column.
- If the source says it is from the Standard it has more clout.
- No annex and glossary - it should be one document.
- Need a sentence about the authority/approval.

Paul has some updates to make and then he will post the Glossary into Dropbox. There are definitions related to new Standards that have not been implemented yet. He needs to correct this.

Some things come from ISO Standards and this should be an ISO reference.

Put both ISO reference and TNI reference.

5. Policy 1-101- Conflicts of Interest

Section I

Delete after “TNI Programs”.

Section II
Definition still current.

Section III
OK

Section IV
OK

Section V

Section VI
Interest does not need to be capitalized.

Update revision table.

Revision number becomes 0.3.

A motion was made by Paul to approve Policy 1-101 (Conflicts of Interest) with the changes made today and described above. The motion was seconded by Mei Beth. There was no further discussion, and the motion was unanimously approved.

6. Policy 1-102 – Ethical Conduct of TNI Members

An updated approval table is needed.

Section 4
Change “handicap” to “disability”.

Change to 0.3 revision - 5 year review. Minor editorial changes made.

A motion was made by Paul to approve Policy 1-102 (Ethical Conduct of TNI Members) with the changes made today and described above. The motion was seconded by Elizabeth. There was no further discussion, and the motion was unanimously approved.

7. Action Items

The Action Item Summary table is available in Dropbox.

8. New Business

None.

9. Next Meeting and Close

The next meeting will be July 21, 2023, at 11am Eastern. Paul may only be able to attend a small portion of the meeting. (*Addition: There was no quorum – next meeting was 8/18/23.*)

The meeting was adjourned at 12:30pm 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
Elizabeth Turner Present	NEFAP (Lab)	Pace	elizabeth.turner@pacelabs.com
Mei Beth Shepherd Present	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith Absent	PTPEC (Other)	Pace	eric.smith@pacelabs.com
Paul Junio Present	CSDP (Lab)	Pace	paul.junio@pacelabs.com
William Lipps Absent	Advocacy (Other)	Shimadzu	wclipps@shimadzu.com
Annamarie Beach Absent	NELAP AC (AB)	Pennsylvania	anbeach@pa.gov
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