

**Policy Committee
Meeting Summary**

September 1, 2023

1. Roll Call and Minutes Review:

Silky Labie, Vice-Chair, called the meeting to order at 11am Eastern on September 1, 2023, by teleconference. The meeting was attended by 5 voting members (see Attachment A). Note: Elizabeth Turner had to leave at 12:00.

The July 7 and August 18 minutes were approved.

Motion: Paul

Second: Elizabeth

Vote: Unanimous

Susan abstained

2. Welcome Susan Jackson as a replacement for Eric Smith.

3. Vote on Documents from 8/18 Call

Document #	Revision	Title	Reviewed
SOP 3-105	6.1	Standard Interpretation SOP	9/1/23
SOP 1-101	5.1	Committee Operation	9/1/23, but more changes
SOP 3-114	1.2	Implementation Guidance	9/1/23

Policies for 5-Year Review - Policy Committee

SOP/Policy #	Rev #	SOP/Policy Title	Date	Date Reviewed
POL-1-103	0.2	Use of TNI Symbols and Marks	11/8/17	9/1/23
POL-1-104	0.2	Management of Records	4/20/18	9/1/23
POL-1-105	0.2	Creation and Use of Guidance	4/20/18	9/1/23
POL-1-107	0.2	Membership Code of Ethics	5/18/18	9/1/23
POL-1-109	0.1	Whistleblower Protection	4/21/17	Needs vote
POL-1-110	0.1	Open Meetings	6/15/18	Needs vote

Note: The 3 SOPs and Policies 1-103, 1-104, and 1-105 were all discussed and edited in the August 18 call, so the only actions were to call the vote.

3.1. SOP 3-105 – Standard Interpretation Process

Motion: William

Second: Paul

Vote: Unanimous

Susan abstained

3.2. SOP 1-101 – Operation of TNI Committees

Note: Jerry added the Policy committee to the list of committees in Appendix A that has no limit on members from the same organization after the August call.

Motion: Paul

Second: Elizabeth

Vote: Unanimous
Susan abstained

Note: After reviewing Policy 1-110, additional changes were made to Appendix A to clarify which meetings were open to associate members and the SOP will be sent for electronic vote so it can be on the 9/13 Board agenda.

3.3. SOP 3-114

Motion: Paul
Second: Elizabeth
Vote: Unanimous
Susan abstained

3.4 Policy 1-103 – Use of TNI Symbols and Marks

Motion: Paul
Second: Elizabeth
Vote: Unanimous

3.5 Policy 1-104 Management of Records

Motion: Paul
Second: Elizabeth
Vote: Unanimous

3.6. Policy 1-105 (Creation and Use of Guidance)

Motion: Paul
Second: Elizabeth
Vote: Unanimous

3.7. Policy 1-107 (Membership Code of Ethics)

Motion: Paul
Second: Elizabeth
Vote: Unanimous

4. Discussion on Additional Policies for 5-Year Review

Policy #	Rev #	Policy Title	Last Revision	Date Reviewed
POL-1-109	0.1	Whistleblower Protection	4/21/17	9/1/23 (Needs vote)
POL-1-110	0.1	Open Meetings	6/15/18	9/1/23 (Needs vote)

4.1. Policy 1-109 Whistleblower Protection

Editorial changes; no quorum. Added SOP 1-106 to related documents.

4.2. Policy 1-110 Open Meetings

Editorial changes; no quorum. Added related documents Clarified which meetings are open.

5. Next Meeting and Close

The next meeting will be September 15, 2023, at 11am Eastern. (This meeting was cancelled after the call. Next meeting will be October 13.)

The meeting was adjourned at 12:30pm Eastern.

Agenda Items for 9/15 Call

Policies/SOPs for 5-Year Review - Policy Committee

Policy/SOP #	Rev #	Policy/SOP Title	Last Revision	Date Reviewed
POL-1-109	0.1	Whistleblower Protection	4/21/17	9/1 (Needs vote)
POL-1-110	0.1	Open Meetings	6/15/18	9/1 (Needs vote)
POL 1-108	0.1	Complaints	5/18/18	
POL-1-122	0.1	Determining Stakeholder Category of Committee Members	3/4/16	
POL-1-124	1	Corporate Governance	11/17/17	
POL-1-125	0.1	The NELAC Institute Code of Ethics	6/15/18	
POL-1-126	0.1	Attendance at Board meetings	5/9/18	
POL-1-129*	0	Conduct of TNI Participants	6/21/19	
SOP-1-105	0.2	Process for Creating Guidance	2/19/16	
SOP-1-106	1.1	General Complaint Resolution Process	4/20/18	

* Does not need 5-year review until 2024, but Related Documents needs to be updated.

Policies for 5-Year Review - Finance Committee

Policy #	Revision	Title	Last Revision	Finance Review	Policy Review
POL-1-106	0.2	Use and Ownership of TNI Developed Materials	5/8/18	8/22/2023	
POL-1-111	1.2	Accounting Policies - General	7/30/15	8/25/2023	
POL-1-112	1.3	TNI Travel Policy	6/15/18	8/25/2023	
POL-1-113	1.3	TNI Procurement Policy	5/4/17	8/25/2023	
POL-1-116	0.1	Training Courses	9/7/18	8/25/2023	
POL-1-117	1.2	Property Management and Control	7/30/15	8/25/2023	
POL-1-118	1.2	Accounting Policies - Reporting	7/30/15	8/25/2023	
POL-1-119	1.2	Recording Direct Labor Charges	7/30/15	8/25/2023	

**Attachment A Participants
TNI Policy Committee**

Member	Represent	Affiliation	email	Present
Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	x
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	
Susan Jackson	PTP EC	SC DEP	susanb@dhec.sc.gov	x
Paul Junio	CSDP	Pace	paul.junio@pacelabs.com	x
William Lipps	Advocacy	Shimadzu	wclipps@shimadzu.com	x
Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	
Elizabeth Turner	NEFAP	Eurofins	elizabeth.turner@et.eurofinsus.com	x
Jerry Parr	Executive Director	TNI	Jerry.parr@nelac-institute.org	x
Ilona Taunton	Program Administrator	TNI	Ilona.taunton@nelac-institute.org	