

Policy Committee

January 5, 2024

Minutes

1.0 Roll Call and Review of December 15 Minutes

Paul moved to approve.
Silky provided a second.
Vote: Unanimous

2.0 Report on Robert's Rules of Order

The work group finalized a first draft of the simplified Robert's Rules of Order for TNI and a companion presentation that was provided to the committee.

Policy discussed the special session on this topic in Columbus, and in the process, reviewed the agenda for the meeting and made some editorial corrections.

3.0 Review of SOPs 7-100 and 7-101

These SOPs were slightly revised to allow for activities performed by the International Laboratory Accreditation Cooperation (ILAC) to be included in evaluations of Non-Governmental Accreditation Bodies conducted by TNI.

Discussion: Policy concerned about the differences in definitions between the 2 SOPs for finding, observation, witness, etc. and recommended 7-101 be the driving SOP and conforming changes be made to 7-100.

Paul: Move to accept SOP 7-100 and 7-101 with confirming changes as discussed during the meeting with Jerry and patsy to review that changes were made as discussed.

Ilona provided a second.

Vote: Unanimous

4.0 Review of 4 Training Policies and SOPs

4.1 Revision 3 to Policy 1-116

The only changes to this document were the addition of SOPs 1-117, 1-128, and 1-129 to Section III.

Ilona moved to approve.
Paul provided a second.
Vote: Unanimous

4.2 Revision 4 to SOP 1-110, Educational Delivery System

Changes from the previous version include:

- Added Table of Contents.
- Revised definitions as needed.
- Removed posting of training courses from other organizations from Sections 2 and 5.2.3.
- Moved SOP 1-117 from related documents to references. Added SOP 1-129 to references.
- Revised 5.1.2 to be consistent with the administrative STP.

- Revised 5.5.2 to clarify flyers only go out when new content is available.
- Revised 5.10 to be consistent with SOP 1-129 and added reference to this SOP.
- Added 5.12.
- Revised 6.0 to include additional documentation.
- Editorial corrections for consistency between TNI SOPs.

Policy noted that some of the definitions need to be added to the Glossary and that the Administrative STP should be listed as a Referenced Document.

Paul moved to approve.

Silky provided a second.

Vote: Unanimous

5.0 Adjournment

The meeting adjourned at 12:30 EST. Next meeting will be January 19 at 11:00 EST.

**Attachment A Participants
TNI Policy Committee**

Member	Represent	Affiliation	email	Present
Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	x
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	x
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Ilona Taunton	At Large	TNI	<u>Ilona.taunton@nelac-institute.org</u>	x