

## **Policy Committee Minutes**

**March 15, 2024**

### **1.0 Roll Call**

### **2.0 Review of Agenda**

Approved by unanimous consent.

### **3.0 Review of March 1 Minutes**

Motion to Approve: Paul

Second: Susan

Vote: Unanimous

### **4.0 Revisit SOPs 1-101**

Policy accepted the recommended changes from the TNI Board of Directors on the definition of an elected member, the changes to section 7.1.5, the deletion of section 7.1.6, and the addition of a new section 8.3, all relating to affiliate members.

Motion to Approve: Elizabeth

Second: Paul

Vote: Unanimous

### **5.0 SOP 1-125**

Based on changes to SOP 1-101, and input from TNI's IT manager, changes were made to Section 5.1.2 related to Affiliate members. Section 5.1.3 was revised to reference the application forms and Appendices 1 and 2 were added to show the information to be collected with an application.

Motion to Approve: Paul

Second: Elizabeth

Vote: Unanimous

### **6.0 Revisit SOP 2-100**

Tabled to April 5 meeting due to impending changes from CSDP EC.

### **7.0 Review of Training SOP 1-129**

Upon review, Policy determined this SOP had some process steps included such as grading exams. Policy recommends removing all these activities from this SOP and having a new SOP on grading of tests and exams. The SOP with comments will be sent back to the Training Committee for their consideration.

### **5.0 Policy 2-100, Viewing TNI Standards Incorporated by Reference**

Edits to this policy were required based on confusion of the language by the TNI IT manager. Section V was revised for clarity with no change in intent. Upon review, Policy added a definition for Authorized Edition and made some editorial changes to the last two sentences.

Motion to Approve: Paul

Second: Elizabeth

Vote: Unanimous

**Attachment A Participants  
TNI Policy Committee**

<b>Member</b>	<b>Represent</b>	<b>Affiliation</b>	<b>email</b>	<b>Present</b>
Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	x
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	x
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	x
Susan Jackson	PTP EC	SC DHEC	jacksosb@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	Program Administrator	TNI	Jerry.parr@nelac-institute.org	x
Ilona Taunton	At Large	TNI	<u><a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a></u>	x