

## Policy Committee Minutes

April 5, 2024

### 1.0 Roll Call

Seven of nine voting members present. See Attachment A.

### 2.0 Review of March 15 Minutes

Motion to Approve: Paul

Second: Ilona

Vote: Unanimous

### 3.0 Finance Committee Policies

The six policies below underwent a 5-year review by the Finance Committee with no changes made.

Policy #	Revision	Title
POL-1-106	0.2	Use and Ownership of TNI Developed Materials
POL-1-111	1.2	Accounting Policies – General
POL-1-113	1.3	TNI Procurement Policy
POL-1-117	1.2	Property Management and Control
POL-1-118	1.2	Accounting Policies – Reporting
POL-1-119	1.2	Recording Direct Labor Charges

Motion to Approve all six policies: Paul

Second: Silky

Vote: Unanimous

### 4.0 SOP 2-100 Procedures Governing Standards Development

CSDP EC revised Section 8.4.6, stating:

If the DS passes without any persuasive comments, or no comments were received, the DS becomes final. CSDP EC performs a review of the Standard to assure its implementability and proceeds to Section 8.5.7.

Motion to Approve: Paul

Second: Ann Marie

Vote: Unanimous

### 5.0 SOP 1-105 Process for Creating Guidance

This was a 5-year review of this document last reviewed in 2016. Policy made the following changes:

- Added a mention of Implementation Guidance in Section and added SOP 3-114 to Related Documents.
- Revised the first sentence in 5.1 for clarity with no change in intent.
- Shortened the list of items required for a proposal in 8.2 and deleted the form in Appendix A.
- Added section 9.3.4 related to a modified proposal.
- Updated section 10 to clarify the review and approval process.
- Deleted section 11 on dissemination as this is now covered in Section 10.
- Changed “shall” to “must” throughout the document.

Motion to Approve: Mei Beth  
Second: Ilona  
Vote: Unanimous

**6.0 SOP 1-106 General Complaint Resolution Process**

The committee reviewed sections 1-7 and made extensive changes with no change in intent.  
Start at Section 8 on the April 19 call.

**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	1
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	1
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	1
Susan Jackson	PTP EC	SC DHEC	jacksosb@dhec.sc.gov	1
Paul Junio	CSDP	Pace	paul.junio@pacelabs.com	1
William Lipps	Advocacy	Shimadzu	wclipps@shimadzu.com	
Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	1
Elizabeth Turner	NEFAP EC	Eurofins	elizabeth.turner@et.eurofinsus.com	
Jerry Parr	Program Administrator	TNI	Jerry.parr@nelac-institute.org	1
Ilona Taunton	At Large	TNI	<u><a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a></u>	1