

Policy Committee Minutes

June 21, 2024

1.0 Roll Call

2.0 Discuss July 5 scheduled meeting

The committee agreed to not meet on July 5.

4.0 Review June 7 Minutes

Motion to approve with two minor corrections: Paul

Second: Elizabeth

Vote: Unanimous

5.0 SOP 1-108, Nominations to the TNI Board of Directors

Extensive revisions throughout the SOP were made by the Nominating Committee, including revising section 5.1(a) to include Appendix A and adding language to 5.2 to require Ex-Officio Directors to also provide some information.

The policy Committee made additional suggested edits including:

- Reordered and revised 5.1 to flow better
- Changed future tense to present tense through.
- Revised definition of slate.
- Revised definition of Stakeholder Group to be consistent with Glossary.
- Changed Section 3 title to be References.
- Deleted 5.1.d as it is already out of date.
- Removed stakeholder affiliation form in Appendix B as Ex-Officio are not counted towards balance.

Motion to approve Elizabeth

Second: Paul

Vote: Unanimous

6.0 Policy 1-100, Creating or Revising Policies

Based on Pauls' efforts to clean up the Glossary, Paul suggested, and Jerry agreed that when a change in a Glossary term is made, a conforming change needs to occur in any other document that has that term in its definition section. Accordingly, Paul and Jerry proposed to add Section V, Conforming Changes to this Policy. This addition means these types of changes would be managed by TNI staff with no further review and approval process.

Motion to approve: Paul

Second: Elizabeth

Vote: Unanimous

7.0 SOP 5-106: NEFAP SIRs

In reviewing Section 2.0, the committee felt that any SIRs for NEFAP would always go to the Field Activities Committee and then to the NEFAP Executive Committee for approval. Ilona volunteered to revise the document for the July 19 meeting.

8.0 SOPs 3-105 (SIR) and 3-113 (COI)

These two SOPs were reviewed by Policy in April and sent back to committee. LASEC accepted and approved all of Policy's requested edits to the SOP 3-113 and made no additional changes. The lone edit to the SIR SOP 3-105 was one requested by the Board, and it was approved by the Board with the language provided by Steve Arms.

Motion to confirm the Board's edits to SOP 3-105: Paul
Second: Elizabeth
Vote: Unanimous

9.0 SOP 1-126, Roles and Responsibilities of TNI Ambassadors

Slight revisions by adding section 5.3.6 and a reference to the TNI AB database.

Motion to approve: Paul
Second: Susan
Vote: Unanimous

10.0 Policy 1-112 and SOP 1-119: Travel

A 5-year review of the policy was performed by the Finance Committee on August 25, 2023 and no changes were made. A 5-year review of the SOP was performed by the Finance Committee on August 25, 2023 and the only changes were changing shall to must and future tense to present tense.

Motion to approve Policy 1-112: Paul
Second: Elizabeth
Vote: Unanimous

Motion to approve SOP 1-119: Paul
Second: Susan
Vote: Unanimous

11.0 Revision of LASEC Charter

These changes primarily relate to the transfer of the Mentor Session and Assessment Forum to the Training Committee, but other edits were made.

Motion to approve: Paul
Second: Susan
Vote: Unanimous

**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	
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	
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	
Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	
Elizabeth Turner	NEFAP EC	Eurofins	elizabeth.turner@et.eurofinsus.com	x
Jerry Parr	Program Administrator	TNI	Jerry.parr@nelac-institute.org	x
Ilona Taunton	At Large	TNI	<u>Ilona.taunton@nelac-institute.org</u>	x