

Policy Committee Minutes

October 18, 2024

1.0 Attendees Shown in Attachment A

2.0 Agenda Approved by Unanimous Consent

3.0 Review September 20 Minutes

Motion to approve: Paul
Second: Elizabeth
Vote: Unanimous

4.0 Dissolution of the Information Technology Committee

This committee has not been very active since 2018 and has not met since 2020, primarily because the website is very stable and almost all functions are now done by TNI staff. On October 9, the TNI Board voted to dissolve this committee. The committee was responsible for 3 SOPs, 1-109 (analyte codes), 1-121 (elections), and 1-123 (personal data). Jerry and Paul proposed 109 and 121 should be turned into administrative Standard Training Procedures as they only affect TNI staff. SOP 1-123 does have policy implications and should come under the purview of the Policy Committee. The committee agreed with these recommendations without taking a vote.

5.0 POL-1-127, Personal Data Protection

As documented in the September 20 minutes, the committee tabled a vote until William can let the committee know if it is feasible to have 2 membership lists, one of all members including those that opt out, accessible by PAs in order to verify membership status on committees, and a second list that does not include the opt out members for publication in the member database.

aMember, the app TNI uses to manage memberships, does have an opt out option to prevent a member's name being shown in the member database. But we have the ability to export those individuals in the monthly reports Paul generates for the Board. However, PAs could not rely on the member database to verify TNI membership for committees.

The American Chemical Society, ASTM, and Standard Methods do not have an opt out function for memberships. After discussing this issue, the committee decided to not allow individuals to opt out of the membership database and added language to Section IV of the Policy to reflect that decision.

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

6.0 SOP-1-123 Personal Data Collection and Use

Five-year review.

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

Attachment A Participants

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	x
Susan Jackson	PTP EC	SC DHES	jacksosb@dhec.sc.gov	
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	x
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	Ilona.taunton@nelac-institute.org	x