

## **Policy Committee Minutes**

**January 3, 2025**

### **1.0 Roll Call**

### **2.0 Review of Agenda**

### **3.0 Review December 6 Minutes**

Motion to approve: Paul

Second: Elizabeth

Note: Unanimous

### **4.0 SOP 1-133, New Management Review Process**

The committee had extensive discussion on who should do the review. The committee decided the Executive Director should prepare a comprehensive report, with input from others as needed. This report would then be reviewed by the Board in a special meeting. Jerry volunteered to draft language for the January 17 call.

Ilona indicated she would have Appendix D.2 also ready for the next call.

### **5.0 SOP 1-123, Personal Data Collection and Use**

The Board approved Policy 1-123 on November 13, but in doing so a question came up about what information was required to be provided to join TNI and what was optional. This then led to a discussion of Section 7 of this SOP about the opt out ability for TNI members. This new version has edits to both sections 5 and 7.

Motion to approve: Paul

Second: Silky

Note: Unanimous

### **6.0 POL-7-100, Relationship of NGAB Certificates of Recognition and the NGAB Evaluation Process**

The committee completed their review of this policy, but Ilona suggested, and volunteered to draft, additional language relative to PT and NEFAP AB recognition.

### **7.0 SOP 2-103 on Format and Style Guide for TNI Standards**

The committee completed a review of this SOP, but did not take a vote due to time expiring. The following changes were made:

- A definition for Section was added
- Section 6.6 was revised to use the work section instead of clause.
- Section 6.6.2 was revised for clarity
- A sentence about references to ISO language in section 6.6.3 was deleted
- The examples in Section in section 6.3.3 were deleted.
- A mention of appendices in section 6.7.3 was deleted.
- A paragraph in 7.3.2 on abbreviated terms was deleted.

Paul volunteered to clean up section 6.8.1 on notes and also clean up any formatting issues.

**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	
Susan Jackson	PTP EC	SC DHEC	jacksosb@dhec.sc.gov	
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 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><a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a></u>	x