

## **Policy Committee Minutes**

**May 16, 2025**

### **1.0 Roll Call**

### **2.0 Review of Agenda**

### **3.0 Review May 2 Minutes**

Motion to approve: Paul  
Second: Elizabeth  
Vote: Unanimous

### **4.0 Potential Revision to SOP 1-101**

Jerry reviewed SOP 1-101 relative to key elements from the Appendices in SOP 1-133 and is recommending no changes be made. The committee concurred with this recommendation

### **SOP 7-100 on NGAB Evaluations**

Jerry and Ilona provided background information on the need for the changes based on the TNI Board of Directors meeting on May 14 where consensus was reached to rely solely on contract evaluators to conduct AB evaluation but include an aB as part of a QA peer review.

The committee initiated a review of this revised SOP and made it through Section 4, Definitions. In doing so, the committee agreed to delete the following terms (and their definitions):

- Comment
- Concern
- Date of recognition
- Evaluation Team
- Gap Analysis
- Lead Evaluator
- Mock Assessment
- Technical Completeness Review

The committee then made significant revisions to the following definitions:

- Evaluation
- Evaluation Coordinator
- Evaluator
- Finding
- Nonconformity
- Recognition

Minor edits were made to the definitions for TNRC and Witness(ing). The definitions for Finding and Nonconformity are based on language from ISO 9000 and represent a significant change in that they now allow for both positive and negative findings.

The committee decided to hold a special meeting on May 30 to try and get the review of this SOP completed before the June 11.

After the call, in order to expedite the committee's continued review of this SOP, Jerry accepted all the changes to Section 4 and also accepted the following global changes:

- Shall to must
- Evaluation team or ET to Evaluator
- Lead Evaluator or LE to Evaluator

**Attachment A Participants  
TNI Policy Committee**

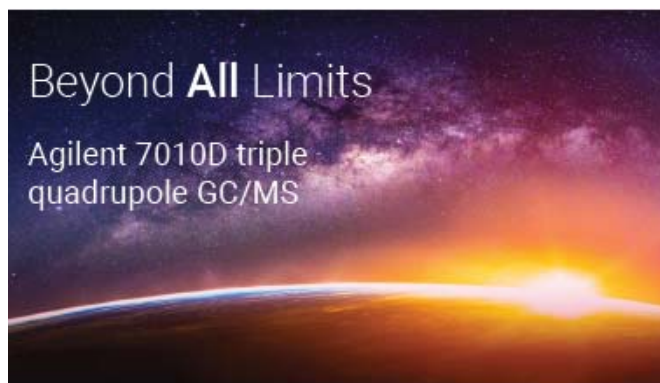
<b>Member</b>	<b>Represent</b>	<b>Affiliation</b>	<b>email</b>	<b>Present</b>
Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	x
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	x
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	
Susan Jackson	PTP EC	SC DES	susan.jackson@des.sc.gov	
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Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	
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Ilona Taunton	At Large	TNI	<u><a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a></u>	x

**Attachment B. Examples of Ads**

**B.1 Language from the Exhibitor Terms and Conditions section of the Exhibit Prospectus**

Based on the level of participation, exhibitors may receive free advertisements, or purchase advertisements, to appear in the final printed program. These advertisements must be no larger than a business card (3.5" x 2") and must be provided in a high-resolution vector file format.

**B.2 Example of a Printed Ad**



**B.3 Example of Electronic Ads**

TNI would like to recognize its corporate sponsors. Click below for more information about them. To learn how to become a sponsor of TNI, [click here](#).



#### B.4 Relevant Language from the STP for EMS

The Symposium Steering Committee approves the various fees for the exhibit program as proposed by the TNI Executive Director. The Meeting Planner then prepares the Exhibit Prospectus, a document that the Exhibit Coordinator provides to a list of organizations that have previously exhibited. This document includes Terms and Conditions for exhibitors.