

## Policy Committee Minutes

July 18, 2025

### 1.0 Roll Call

See Attachment 1.

### 2.0 Review of Agenda

Approved by Unanimous Consent

### 3.0 Review of June 20 Minutes

Motion to approve: Paul  
Second: Silky  
Vote: Unanimous

### 4.0 Review of SOP 5-108 on Adoption of FSMO Standards

The committee made the following edits:

- Changed future tense to presence tense throughout.
- Revised the definition of Expert Committee by adding the word consensus and deleting 2 process sentences
- Revised Section 5.1 by making the first sentence lead off by stating the EC conducts a thorough review.
- Removed the rest of the language in this section, making it a separate paragraph and indicating the participation in the development process is not optional.
- Changed “should” to “must” in 5.1.1.
- Removed the clause about consistency with regulations from 5.2 and deleted the next sentence about the composition of the committee.
- Revised and shortened 5.3 and clarified the NEFAP AC requests a review by Abs.
- Revised 5.4 to make this activity mandatory.
- Changed 5.5.1 to be a Note.
- Eliminated 5.10.2 as this action is covered in 5.9.
- Many other minor edits for clarity with no change in intent.

Motion to approve: Elizabeth

Second: Ilona

Vote: Unanimous

The committee requested Ilona take this revised SOP back to the NEFAP for their concurrence.

### 4.0 Revision of Bylaws

The committee reviewed proposed changes and made some minor edits for clarity. Since the Bylaws are under the jurisdiction of the Board, no further actions by Policy were needed. The Board will be provided a copy of these proposed changes so a vote can occur in the September meeting of the Board as described in Article XII.

### 5.0 Policy 1-130 on Advertisements

The committee reviewed the draft document and made minor edits. The committee discussed at length the options for ads on the TNI website and newsletter and concluded that for now, these would be limited to a TNI-generated hyperlink to the organization's logo.

Motion to approve: Silky  
Second: Elizabeth  
Vote: Unanimous

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

**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](#).



Waters® | ERA.



#### 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.