

**Policy Committee Minutes
June 19, 2026**

1.0 Roll Call

2.0 Review of Agenda

Approved by unanimous consent.

3.0 Review June 5 minutes

Motion to approve: Paul

Second: Silky

Vote: Unanimous

4.0 Consensus to cancel July 3 meeting

5.0 Continue review of SOP-1-104, Control of TNI Documents

Continued review by backing up to section 3 on related documents.

Meeting adjourned at 10:27 am due to a personal issue.

Participants TNI Policy Committee

Member	Represent	Affiliation	email	Present
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	
Paul Junio	CSDP	Pace	paul.junio@pacelabs.com	Yes
William Lipps	Advocacy	Shimadzu	wclipps@shimadzu.com	Yes
Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	
Elizabeth Turner	NEFAP EC	Eurofins	elizabeth.turner@et.eurofinsus.com	
Jerry Parr	Program Administrator	TNI	Jerry.parr@nelac-institute.org	Yes
Ilona Taunton	At Large	TNI	Ilona.taunton@nelac-institute.org	Yes

TNI Records (Partial List)

Record	Disposition
Invoices and check stubs	Hard copy provided to accountant who enters data into accounting software. Record then destroyed.
Invoices for conferences	Electronic record stored in a folder for each meeting.
Financial records including quarterly financial statements and annual IRS 990	Stored as spreadsheets for PDF in annual Finance folder.
Individual exams scores for credential exams	Paper copies of each exam retained. Spreadsheet stored in Credentials folder with the final score for each area.
Certified professional Certificates	Emailed to those that passed. Copy retained in Credentials folder.
Certificates from webinars	Emailed to those that ordered. Copy retained on Training Coordinator computer with scores for those that ordered a Certificate of Completion
Certificates from webcasts	Copy archived for download on EDS website for each attendee. Accessible by TNI staff through the "impersonate" function,
Digital badges	Copy archived for download on EDS website for each individual who passed. Accessible by TNI staff through the "impersonate" function.
Attendee lists - Webinars	Provided to trainers at the time of the webinar.
Attendee lists - Webcasts	Provided to trainers quarterly.
Letters	PDF archived in the Business folder.