

TNI Board of Directors Meeting Summary

November 14, 2007

1. Call to Order

Judy Duncan called the meeting to order at 12 Noon on Wednesday, November 14, 2007. The following members were present:

- Steve Arms
- Aurora Shields
- Jack Farrell
- Judy Morgan
- Alfredo Sotomayor
- David Speis
- Sharon Mertens
- Ken Jackson
- Tom McAninch
- Bob Wyeth
- George Detsis
- Judy Duncan
- Joe Aiello
- Ken Olsen
- Ed Hartzog
- Brooke Connor

The following staff members were present:

- Jerry Parr
- Carol Batterton
- Susan Johns

Minutes from the October 10, 2007, meeting were reviewed and approved.

2. NELAC Update

Judy Duncan reported that that all activities of the NELAC Board have been transferred to TNI and the obligations of the MOU have been fulfilled. There will be an announcement at the Newport meeting and the NELAC constitution will be dissolved.

3. Sale of TNI Standards

Jerry Parr presented a new proposal for pricing TNI standards. Board members suggested that as a supplement to the new proposal, Jerry should prepare a document identifying the value of the sponsor and patron levels of membership. The next step will be implementation of standards sales and execution of the sales agreement with ANSI. Jerry estimated that TNI could be ready to sell standards by late December or early January.

A motion was made and seconded to approve the proposed pricing structure. The motion passed and the Board directed Jerry to work on a marketing plan and have documents ready to sell at Newport.

4. Policies and Procedures

Alfredo Sotomayor presented the Policy on Records Management for Board approval. This policy was created in response to a request from EPA to create an SOP for records management prior to initiating the accreditation body evaluations. This policy will guide TNI's development of a records management SOP. A suggestion was made to re-word the first sentence in paragraph III to read "In order to assure compliance with this policy, the secretary is authorized to create procedures..." A motion was made and seconded to approve the policy with this change. The motion was approved.

Alfredo presented the Nomination Policy showing changes from the last discussion. The major point for discussion was a concern about whether the policy as written promoted the balance that TNI seeks in the organization. Several modifications were proposed to provide clarification to that point. A motion was made and seconded to approve the policy with modifications.

Alfredo then presented the SOP on SOPs. After discussion, a motion was made and seconded to approve the SOP with the addition of a definition for "substantially revised". The motion passed. The Policy committee was also directed to come back to the Board at a later time with a proposed system for handling draft SOPs.

Alfredo presented the SOP for Operation of TNI Boards and Committees. The proposed implementation date for this SOP is January 1, 2008. A request was made to amend the SOP to recognize existing committee SOPs. A motion was made and seconded to approve the SOP with modifications. Motion passed.

5. Program Updates

Carol Batterton reported that the AB renewal letters should go out the week of November 26, 2007. Identification of lead evaluators is underway.

6. Next Meeting

The next regularly scheduled Board meeting is December 12, 2007.