

TNI Board of Directors Meeting Summary December 12, 2007

1. Call to Order

David Speis (standing in for Chair Judy Duncan) called the meeting to order at 12 Noon CST on Wednesday, December 12, 2007. The following members were present:

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

The following staff members were present:

- Jerry Parr
- Carol Batterton
- Jane Wilson

Minutes from the November 14, 2007, meeting were reviewed and approved.

2. Potential By-Law Changes

a) Core Programs

Jerry Parr reviewed the proposed changes to the Core Programs section of the By-laws. These changes are proposed as part of the ANSI accreditation response (to provide more detail on the role of the Consensus Standard Development Program), and to clean up some inconsistencies. The Board discussed the implied differences in responsibility between a “board” and a “committee” with respect to the Laboratory Accreditation System Program. Some of the naming is historical to the NELAC organization. The Board agreed to table discussion about changes to the LASP description.

It was suggested to delete the reference to alternates for the NELAP Board description, since at present it implies that alternates are members of the NELAP Board, which is not the intent. The role of alternates can be addressed via NELAP Board policy. Ken Jackson moved to accept the proposed changes and Sharon Mertens seconded. The changes were supported unanimously.

b) Term Limits

The Board discussed whether a 2-term limit is reasonable, given the limited availability of qualified individuals to serve. It is desirable that new blood be developed, and it was suggested that the Board think about succession planning in the near term. The current situation has some terms ending in March 2008 because the original TNI Board terms were staggered. The nominating process was discussed and the Board agreed to revisit the composition of the Nominating Committee.

3. TNI Logo Policy and Decision-Making SOP

Alfredo Sotomayor presented the TNI Logo policy, which was developed in response to a finding of an unapproved internet use of terminology that could easily be confused with TNI. It was confirmed that the policy as written would apply to the situation that occurred. Judy Duncan motioned to approve and Judy Morgan seconded. All were in favor of approval.

Alfredo Sotomayor also provided an overview of the Decision-making SOP for TNI boards and committees. A brief presentation on how committees and boards should implement the policy will be provided in Newport Beach. An effective date for the core programs to adopt the policy should be established. Judy Duncan motioned to approve and Judy Morgan seconded. All were in favor of approval.

4. Special Meeting on Emergency Response Laboratory Network in Newport

Jerry Parr briefed the Board on EPA development of a laboratory approval program for "member" labs that has the potential to impact the TNI community. Allan Antley of EPA will be briefing ELAB on December 19th about the program, which is internal to EPA at the moment. Those that have seen the draft guidance document indicate that it includes ISO 17025 compliant quality system, a proficiency testing program, audits, etc.

The Board discussed what format of meeting to have in Newport, e.g., and open meeting or invitation only. Jerry Parr will invite Allan Antley to attend the Newport Forum and Bob Wyatt will be in attendance at the ELAB meeting and can report back to the Board.

5. Air PT Samples Meeting in Newport

EPA is evaluating the privatization of the Air proficiency testing program. Gary McAllister will present at an open meeting in Newport on Thursday morning. EPA has made some announcement of this initiative to EPA's state air contacts.

6. Update on Consensus Standards Development and Other Programs

Ken Jackson summarized the current efforts to complete the PT and QS modules for website posting prior to the Newport meeting. Two PT providers have been vocal in complaining about the process used to resolve comments for the PT modules, in particular Volume 4 for PT Oversight. They are concerned about the PT Board powers as defined in Volume 4. While the PT providers may appeal, the TNI process has been followed by the Expert Committee.

Carol Batterton reported that the accreditation body renewal letters went out on Monday, December 10.

Jerry Parr announced that registration was up to about 200 attendees, which is typical for the winter meeting.

7. Update on NELAP Board

It was announced that the pre-TNI NELAP Board has ceased function as of October 30, 2007. A vote to disband will take place in Newport.

8. Friday meeting in Newport: Implementing the Strategic Plan

Directors and committee chairs who are available are invited to participate in the Friday morning session in Newport to discuss implementation of the TNI strategic plan.

9. Next Meeting

The next regularly scheduled Board meeting is January 9, 2008.