

SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
SEPTEMBER 13, 2007

The Board held a meeting via teleconference on Thursday September 13, 2007, at 11:00 am Eastern Daylight Time (EDT). Chair Ken Jackson led the meeting.

Agenda item 1 – Approval of Meeting Summary and Action Items from the June 25, 2007 meeting

The Committee reviewed and approved the June 25, 2007 meeting minutes. Jane will forward to John Applewhite for posting.

Action items update:

1) The Board discussed the need for outreach to fill committee openings. Some members from the start of the committees under INELA are starting to rotate off and need to be replaced. Some have heard feedback that members have submitted applications only to hear nothing about a possible placement. Ken requested that the Chairs email him with the number and category of openings on their committees so that balance can be maintained while adding new members. The Board discussed how to best stagger the committee member terms such that not everyone is rotating off at the same time. For flexibility, each Chair will consider how to best accomplish this for their own committee. The Chairs and Vice Chairs have the same terms as other members, and serve at the favor of their committee.

2) The board discussed balloting issues that had occurred during the summer Draft Interim Standard vote. The Website committee is evaluating several enhancements, including a confirmation that a vote has been registered and entry of all comments to a module at one time (rather than individually like the recent ballot). Anand and Bob are going to follow-up with commenters where comments do not match the section that was selected during the vote.

Agenda item 2 – Update on Response to ANSI Accreditation Comments

Ken distributed the draft response to the ANSI review committee's comments to the TNI standards policies. He noted the one potential outstanding issue is the final membership vote to ratify the Final Standard, since it is not a consensus vote. The Board discussed some optional ways to conduct the final membership vote that would potentially satisfy the ANSI comments, and also discussed dropping the final vote altogether. It was noted that no comments are collected during the final vote, so it does not provide any direction to the EC if the vote is negative.

The Board took a voice vote on whether to delete the final membership vote. All voted in favor of deleting it. Ken will make the appropriate changes to the TNI policies and circulate via email for the Board's approval.

Agenda item 3 – Timeline for Completion of Responses to Comments

See timeline table at end of meeting summary.

Agenda item 4 – Reports from Expert Committees

PT – The committee has scheduled conference calls to address their comments. Volume 4 is complete as it had the fewer comments. Some clarifications are needed for comments that do not match the section indicated by the commenter. The major comment to be addressed is the proposed reduction in the number of PT samples. Ken reminded the Board of the option to defer comments that are too complex to address in the timeframe available to process the comments. Anand also noted he is working to get caught up on posting meeting summaries.

QS - Bob reviewed the upcoming meeting schedule. A two-day session has been scheduled for the end of October in Pennsylvania during which the bulk of the comments will be addressed and the documents edited at the same time. Some administrative support is needed for the meeting, which Ken, Bob and Jane will discuss off-line. Bob noted that a comment summary for QS has been posted on their committee website.

OSA – Denise noted that the Cambridge session was successful and her committee received good comments on the documents that were reviewed there. They are moving towards doing a lab survey. Denise expects the committee to put together a package of three implementation documents plus their completed standards module for submittal to the NELAP Board.

AB – No report, Jeff Flowers had to leave the call early.

FAC – David Speis represented the FAC on this call. To finalize the completed FAC volume, final edits to the cover and preface are needed. Some non-editorial comments from the Uniformity of Standards Committee also need to be sent to the FAC for review. David noted the accreditation policy document drafted by the FACA was voted on in Cambridge, and will be submitted to the Policy Committee after final editing. He noted the continuing need for help with promoting the FSMO standards, and it was noted that the TNI Advocacy Committee can assist with those efforts.

Agenda item 5 – Other business

No other business was discussed.

The next meeting date/time is October 11, 2007 11:00 am to 1:00 pm EDT.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair); Jeff Flowers (Accreditation Body); David Speis (Field Activities); Denise Rice (On-site Assessment); Robert DiRienzo (Quality Systems); Anand Mudambi (Proficiency Testing); Jane Wilson (Program Administrator)

Absent: JoAnn Boyd

2007 Meeting Schedule

11:00 am ET to 1:00 pm ET

January 11	July 12 - cancelled
February 8	August 9 - cancelled
March 8 – changed to March 15	September 13
April 12	October 11
May 10	November 8
June 14	December 13

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Date Completed
1	9/13/2007	Expert Committee Chairs to email Ken with openings available on their committee	10/11/07	
2	9/13/2007	Ken to draft ANSI response and TNI policy changes and circulate for CSD Board approval	9/28/07	complete
3	9/13/2007	Ken/Bob/Jane to discuss meeting support for QS	9/27/2007	complete
4	9/13/2007	Ken/Jane send USC comments to FAC	10/11/2007	

STANDARDS DEVELOPMENT MILESTONES FOR NEWPORT BEACH FORUM (JANUARY 14, 2008)

Policy section	Action	Date to be Completed
Voting Draft Standard documents		
5.3.8, 5.3.9	Expert Committees determine comment persuasiveness, edit Voting Draft, and document response to comments	11/09/2007
5.3.9	15-day Expert Committee vote reconsideration period (extra days included to accommodate Thanksgiving holiday)	11/30/2007
	Submit all documents for final editing	12/07/2007
5.3.9	Publish Final Standards and Response to Comments documents on TNI website	12/28/2007
	Start of Newport Beach Forum	01/14/2008

-DRAFT-
TNI Consensus Standards Development Board Conference Call
09/13/07, 11:00 – 12:55 am EDT; Call-in: 1-218-936-1600, 288414#

AGENDA

1. Approval of minutes and action items from the last meeting
2. Review of proposed response to ANSI on TNI Standards Policies
3. Timeline for completion of Modified DIS documents and response to comments
4. Expert Committee reports
5. Any other business