

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
APRIL 8, 2010**

The Board held a meeting via teleconference on Thursday April 8, 2010, at 1:00 pm ET. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Bob Wyeth, Chairman, At Large Member	present
Denise Rice, On-Site Assessment	present
Silky Labie, Quality Systems (interim QS Chair)	absent
Ken Jackson, At Large Member	absent
JoAnn Boyd, At Large Member	present
Joe Aiello, Accreditation Body	present
Maria Friedman, Stationary Source Audit Sample	absent
Marlene Moore, Field Activities	absent
Kirstin McCracken, Proficiency Testing	absent
Jane Wilson, TNI Staff	absent

Agenda item 2 – Review of March 2010 minutes

A quorum was not present to conduct business for this call. The four members present were in favor of accepting the minutes as drafted. Bob will request votes from absent members via email.

All other agenda items will be postponed until the next scheduled CSDB meeting.

Next Meeting is May 13, 2010

2010 Meeting Schedule

1:00 pm ET to 2:30 pm ET

January 14	July 8
January 28 – Chicago forum (cancelled)	August 12
February 11	Washington DC forum
March 19	September 9
April 8	October 14
May 13	November 11
June 10	December 9

LIST OF PREVIOUS ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
2	9/11/08	Investigate mechanism for posting response to appeal as an interpretation	Ken	On going
8	3/12/09	Determine sector and volume information for SSAS standards	Jane	Volume info complete – need TNI Board decision on sector
16	9/10/09	Policy Committee status on guidance documents	Bob	On going – needs development procedure
22	11/12/09	Coordinate a communication regarding the need for committee membership review and charter updates	Bob	Complete after TNI reorganization?
25	1/14/2010	Discuss version control and document archive issues with Jerry and Alfredo	Bob	3/11/2010
26	2/11/2010	Re-review for style issues and send finalized changes to SOP 2-101 to Policy Committee	Bob	4/8/2010

**TNI Consensus Standards Development Board
Monthly Conference Call**

Thursday April 8, 2010

1:00 PM EDT

Call in #: 1-218-936-4700 Code: 822174#

0. Role Call
1. Review of March minutes
2. Charters and Committee Membership
3. SOP 2-101; Procedures for Expert Committee Operations-FINAL
4. Follow up to actions related to Standard Interpretation Requests
5. Guidance documents; POL-105
6. Expert Committee Reports
 - Proficiency Testing
 - Quality Systems
 - On-Site Assessment
 - Stationary Source Audit Sample
 - Field Activities
 - Accreditation Body
7. Old business
 - Closure of old action items
8. Open discussion/New business