

Non-Governmental Accreditation Body Working Group
 TNI Non-Governmental Accreditation Body Recognition Committee
 May 5, 2016

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 10:00 am CDT on May 5, 2016. The following members were present:

Non-Governmental Accreditation Body (NGAB) Working Group:

Name	Stakeholder Group	Present
Alfredo Sotomayor, Chair	TNI Board member	✓
Kristin Brown	NELAP AB	Absent
Jim Todaro	Laboratory	Absent
Cheryl Morton	Non-governmental accreditation body	Absent
Steve Arms	Chair, TNI Advocacy Committee	Absent
Dave Speis	Chair, TNI Finance Committee	✓
Carol Batterton	TNI staff support	✓
Jerry Parr	TNI Executive Director	✓

TNI Non-governmental Accreditation Body Recognition Committee (TNRC):

Name	Stakeholder group	Present
Kim Watson	Accredited FSMO, NEFAP EC	✓
Judy Morgan	Laboratory, LASEC Chair	✓
Daniel Lashbrook	Laboratory	✓
Yumi Creason	State Accreditation Body	✓
Marlene Moore	Other, NEFAP Recognition Comm.	Absent
Ilona Taunton	Evaluation Coordinator and Lead Evaluator	✓

Alfredo asked members to review minutes of the previous meeting and send any corrections to Carol.

2. Update on evaluations

Ilona reported that onsite evaluations of the three NGAB applicants have been completed. Two observations have been completed and the reports are being finalized for these applicants. One

observation remains to be scheduled. Ilona feels that activities are still on target for recognitions to be announced at the summer meeting and that overall the process seems to be working.

3. Charter for Development of Organizational Plan for NGAB Recognition Activities

Alfredo presented the skeleton charter that Carol prepared for discussion. Suggestions from members on additions and edits included:

Mission: delete the phrase at the end regarding modifications to the working group composition.

Program Administrators: add Ilona's name to the list of staff

Committee members: list the members of the TNRC. Also, add a PT provider and offer the NGABs currently being evaluated the opportunity to participate if they want. Ilona will provide a list of contacts to Alfredo. Alfredo will also contact suggested PT providers to see if they will participate.

Objectives: add bullet about development of needed SOPS and policies. Add bullet about cooperating with other recognition programs to develop organizational plan. Add wording to anchor TNRC in the new organization.

Milestones: add milestone to indicate that reports will be made to TNI Board monthly.

Considerations: Add language to indicate that working group will look for opportunities to improve current processes and minimize financial impact on TNI.

Additional resources: add input and participation of other TNI committees will be needed.

Meeting schedule: members agreed to meet once a month on the 3rd Tuesday at 9:00 am CDT.

Carol will make these revisions and circulate to the group for comment. Alfredo indicated we will attempt to finalize the charter by email in time for the Board's June 8 agenda.

4. Next Meeting

The next meeting of the NGAB working group and TNRC is scheduled for Tuesday, June 21, at 9:00 am Central time. Members agreed to establish the third Tuesday of each month at 9:00 am as the regular meeting time.