

TNI Policy Committee Meeting Summary Friday, July 26, 2013

1. Welcome, Roll Call and Announcements

The meeting was called to order by Alfredo at 11 am Eastern. Attendance is recorded in Appendix A.

2. Discussion of Revised Draft Guidance about Member Conduct and Training for Committee Members at Conference on SOP 1-101, Committee Operations

Alfredo had circulated a slight revision of the guidance but as participants waited for a quorum to assemble, we discussed how to present the guidance in a way that might keep the audience's attention. Several types of video clips were discussed, used by others in ethics training, which might engage audience members more than just talking. [NOTE: In a short discussion after the meeting, Susan agreed to provide a few examples of possibly useful videos, while Lynn explained that this is her weakest area, as a "non-visual" person, and begged off from contributing to this aspect of the training.]

Alfredo and Sharon Mertens will present a training session at conference (Monday morning after break) about compliance with the TNI Committee Operations SOP and this will incorporate the guidance about conduct. The training presentation will be shared with Policy Committee when it is finished, prior to the formal presentation.

The guidance document as presented was approved by unanimous vote, after a motion by Joann, seconded by Susan and Pat simultaneously. Participants agreed that, if revisions are warranted after conference, we can do that prior to presenting the guidance for Board approval in September.

3. Bylaws Review

As noted in previous minutes, the TNI Board has asked the Policy Committee to review and revise the Bylaws to address the Board's preference that Ex Officio Board members be permitted to vote as well as to consider whether the original three stakeholder categories (in Article XI of the Bylaws) are adequate for TNI's expanded programmatic activities.

Meeting participants generally support ExOfficio members of the Board being able to vote, but expressed concerns that those ExOfficio members are appointed by their federal departments or agencies, but are not presently ratified by the TNI membership, as other Board members are, and also that eventually, the number of ExOfficio members (presently classed as "other" for stakeholder category) could skew the balance of the Board, particularly if additional ExOfficio members are added. For the short term, this does not seem to be an issue.

Participants also discussed whether to establish criteria for inviting departments or agencies to participate in the TNI Board, such as using TNI standards or requiring accreditation of laboratories used or possibly other forms of support for ensuring the quality of data accepted and used. Less discussion focused on possible stakeholder categories.

Group consensus formed around the concept of explicitly defining the term "stakeholder" and then defining the stakeholder categories appropriate to each of TNI's core programs and the Board, as well as to continue exploring a suitable way to ratify ExOfficio appointees that would be approximately the same as the membership votes for Board membership of TNI members

presented for office by the Nominating Committee, such that ALL Board members would be ratified by the TNI membership.

Alfredo will respond to the Board that Policy Committee will begin revising the Bylaws to permit ExOfficio members to vote, developing a process for ratification of those members by TNI membership, and simultaneously undertake to modify the stakeholder categories, with possibly different stakeholders for each core program as well as examining how that change (and the ExOfficio votes) might be accommodated such that the composition of the Board continues to represent all stakeholders.

4. Action Items

See Attachment B.

5. Next Meeting

Policy Committee will not hold a committee meeting at conference, but WILL have a training session for all TNI committee members and chairs on Monday morning after the break (beginning at 10:30 am Eastern.) No speakerphone will be available for this session, but members who are able to attend in person should do so.

Our next scheduled meeting is on Friday, August 16 at 11 am Eastern. The priority will be to begin revising the Bylaws to the issues of ex officio members' voting rights and additional (or different) stakeholder categories for TNI core programs. Review of the NEFAP SIR SOP and SOPs expected for review will also resume after conference.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 12:25 pm Eastern.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI alfredo.sotomayor@Wisconsin.gov	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	Yes
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		Yes
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	Yes
Mei Beth Shepherd mbshep@sheptechserv.com		No
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN susan.wyatt@state.mn.us	NELAP AC	Yes
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
34	Review NELAC chapter 6 for needed policies and SOPs, applicable to the AC	Susan	3/15/13	Pending with AC
39	Contact Board Chair for additional concerns about Bylaws and relay to Bob	Jerry	ASAP	July 10, 2013
48	Review SOPs 1-101 and 2-101 for possible edits to assign responsibility to chairs for addressing committee member changes in stakeholder categories	Alfredo	6/5/13	Hold until stakeholder category revisions to Bylaws are completed
49	Prepare draft guidance concerning committee member conduct	Alfredo/Susan	6/5/13	Approved 7/26/13
50	Review Bylaws for possible changes to stakeholder interest categories now that TNI's activities have expanded beyond NELAP and development of lab accreditation standards	Alfredo and possibly full committee	Changes conceptually agreed upon, to include changes permitting ExOfficio members to vote, 7/26/13	Fall 2013
51	Continue review of NEFAP SIR SOP	Full committee to take up at future business meeting	Deferred until after Bylaws revision	
52	Add voting privileges for Ex Officio Board members to Bylaws revisions for consideration	Full committee	Changes conceptually agreed upon, to include changes permitting ExOfficio members to vote, 7/26/13	
53	Develop and distribute summary of OMB guidance about voting rights of federal employees who serve as Ex Officio members of non-profit boards	Jerry	7/25/13	7/15/13, federal documents distributed

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making...", some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
6	--- (placeholder, 4&5 were completed)		