

**TNI Policy Committee Meeting Summary  
Friday November 1, 2013**

**1. Welcome, Roll Call and Announcements**

The meeting was called to order by Alfredo at 11 am Eastern. He noted that minutes of the October 4 meeting were distributed, and any comments should be provided within a week. Attendance is recorded in Attachment 1.

**2. Revising TNI Bylaws, cont'd.**

Alfredo provided a later version of revisions, incorporating committee discussions from October 4 plus several additional changes that he thought beneficial. These further changes are noted below. Participants agreed that, with these revisions cleaned up, the draft document is ready to be submitted to the Board for its review and consideration at the November Board meeting.

Article IV -- §3 & §4 revised as discussed, with the phrase modified to read that “all Individual Members *may* vote...” [“may” inserted, since there is no way to mandate voting.]

Article V – title changed to Officers and Executive Director, with the section about appointing an Executive Director relocated here from Article XI §1.

Article VI

§1B – reference to supporting NELAP removed, since PT program supports all TNI programs.

Article VII – title changed to “Committees and Councils”

§3 – revise to read that the Finance Committee duties are “to ensure the fiscal viability of TNI and to perform review of TNI financial records for approval by the Board of Directors.”

§4 inserted to establish the Nominating Committee, as follows:

The Nominating Committee shall consist of at least three (3) Individual Members who are knowledgeable about the business of TNI and develops a slate of candidate Directors for election and ratification. The Past Chair of the Nominating Committee shall act as the Chair of the Nominating Committee. If the Past Chair office is vacant, the TNI Chair shall appoint a Director to chair the Nominating Committee. Except for its Chair, none of the Nominating Committee Members shall be members of the existing Board.

Article VIII – edited the revised article to clarify that one annual business meeting will occur, and that a majority of Individual Members present may present items to the Board for consideration (§1.) Also that special business meetings may be called and these would have different notice provisions than the annual business meeting (§2.) This latter section presently says that one of the mechanisms for calling a special business meeting is request by 25% of Individual Members.

Article XI

With §1 moved to Article V, the numbering is changed, and a paragraph added to §4, Balanced Representation, to state that different stakeholder groups better representing a committee’s or program’s constituency may be identified and offered to the Board for its approval.

Article XII – remains to be updated with date approved by Board, when revisions are complete.

### 3. SOP 2-100 Standards Development and Review

This SOP was prepared and approved by the Consensus Standards Development Executive Committee. Bob Wyeth explained the genesis of the revisions, from the Corrective Action Task Force Report (<http://nelac-institute.org/docs/news/Corrective%20Action%20Committee%20Final%20Report%200912.pdf>), and that the critical concepts added are

- 1 – requesting participation by interested parties with the expert committee in revising a standard,
- 2 – creation of additional feedback loops to address comments, if warranted,
- 3 – the concept of an “interim” standard (membership approved but subject to technical and editorial review) prior to presenting the final product for adoption, and
- 4 – timelines were either loosened or removed, from the earlier version of the SOP.

While some review functions are described, they are not assigned to particular executive committees, although the Standards Review Council’s role is described. This led to extended discussion of the roles of executive committees in reviewing the interim standard(s.) Also, if those are not to be articulated in the SOP itself, then perhaps a complementary policy should be created to accomplish this. Discussions about the various committee review roles will continue, particularly between Bob and LAS EC Chair Judy Morgan, but also within the Policy Committee. After the meeting adjourned, Alfredo asked Lynn to ensure that Judy is invited to future Policy Committee meetings where this SOP will be discussed.

The possibility of having a combined executive committee meeting in Louisville, to discuss these review roles, was raised but not settled. Participants agreed to monitor progress of the discussions, and if needed, such a session might be arranged on short notice by “borrowing” time from either CSD EC or LAS EC.

### 4. Next Meeting

Policy Committee will meet again on Friday November 15, 2013, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting. Comments and feedback from the Board on the Bylaws revision will be discussed, along with progress updates on discussions about how the reviews of near-final new and revised standards might be coordinated among the affected Executive Committees and Councils responsible for ensuring that the final standard will be usable, implementable and enforceable (SOP 2-100.) Review and approval of other pending documents will resume, as time permits. These other documents are, in rough order of priority:

- NEFAP SIR SOP 5-106 (partially completed) and possibly concurrent with NELAP SIR SOP revisions (from LAS EC)
- Policy about Notification of Changes to AB Operations
- NELAP Evaluation SOP 3-102 (and possibly concurrent with the NGAB evaluation SOP, depending on timing.)
- Revisions to NELAP Voting SOP per Policy Committee
- Documents that may need updating once Bylaws revisions are finalized
  - SOP 2-100 (Standards Development and Review)
  - Revisions to Pol 1-122 (Determining Stakeholder Category of Committee Members, should accompany Bylaws revision when presented to TNI Board)
  - Revisions to SOPs 1-101 and 2-101, about Committee Operations, as needed to accommodate changes to Bylaws.

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

**Attachment A**

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

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/Completion</b>
34	Review NELAC chapter 6 for needed policies and SOPs, applicable to the AC	Susan	3/15/13	Pending with AC – initial discussions occurred October 7
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
51	Continue review of NEFAP SIR SOP	Full committee to take up at future business meeting	Deferred until after Bylaws revision	
54	Add videos to committee chair training on the SOP and conduct guidance, and confirm with Sharon that a webinar in Louisville will be acceptable.	Alfredo	October 4, 2013	Preparations for webinar are underway
55	Draft revisions to Bylaws addressing ratification of ex officio federal nominees, clarifying ex officio roles of Past Chair and ED (to remain non-voting, w/ Past Chair becoming optional appointment), and describing how core programs and committees can define their particular stakeholder categories for their particular mission(s)	Alfredo	October 4, 2013	Further revisions provided 10/31/13. Clean mark-up version to be presented to Board on November 13.
56	Distribute flow chart of SOP 2-100	Bob	Asap	October 8, 2013

**Attachment C**

**Backburner / Reminders – TNI Policy Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year