**TNI Policy Committee Meeting Summary**
**Friday, October 6, 2017**

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

The meeting was called to order by Patsy at 11:00 am Eastern.  Attendance is recorded in Attachment 1.  There were no comments on the September 15 minutes.

**2.      Approvals of Revisions to Previously Reviewed Documents**

The following documents were approved after requested revisions were made:

| Document Title | Motion/Second to Approve | Vote | Notes/minor edits |
|---|---|---|---|
| Creating and Revising TNI Policies POL 1-100 | JoAnn/Bob | Unanimous in favor | |
| Conflicts of Interest POL 1-101 | Bob/JoAnn | Unanimous in favor | Add POL 1-107 to Related Documents |
| TNI Symbols&Marks POL 1-103 | Silky/Calista | Unanimous in favor | Fix numbering |
| NELAP General Operations SOP 3-100 | Bob/Calista | Unanimous in favor | |

**3.      Review of TNI/IT Committee Elections and Voting Process SOP 1-121**

This new document was created to ensure continuity of operations for TNI's all-member voting processes, in the event that TNI should someday need a new webmaster.  It is designed to specify the steps and conditions of member voting processes so that a new person could create computer code to accomplish the same functions as are now managed by TNI's IT Administrator, William Daystrom.  It does not apply to committee elections or votes, as those are covered in either the Committee Operations SOP 1-101 or the Expert Committee Operations SOP 2-101 and do not involve electronic balloting using the website.

The following comments were made, and Jerry offered to fix them immediately, so that the document could be quickly approved:

General – the format of the table insert identifying creation and review groups and dates includes a "review date" line, which will be useful for future periodic reviews, particularly those where no revisions are needed.  A new §5.7 should be added to SOP 1-116 describing such periodic review practice.
Table of Contents – override the lower case change to SOP, in the line about §6
Throughout the document – change "elections" to "elections or votes"
§5.1 –
§5.2 – consider re-ordering appendices so that the letters match the order of appearance
§5.3.3 – change attachments to appendices
§5.7 -- add committee Program Administrator to the list of people to receive notification, and change the language "CSDEC Chair and Executive Director" to be "or" since the ED does not

require notification of votes on standards and the CSDEC chair does not require notifications for Board elections

§5.8 – while these are system requirements, this SOP does not prescribe how they shall be met

Appendix C – in the middle of the 2nd paragraph, change "form" to "from"

Appendix D – in the example ballot, the possible standard types should reflect current information from SOP 2-100, by deleting Working Draft Standard and adding Interim Standard

Bob moved and JoAnn seconded that the document be approved with changes as noted. Approval was unanimous.

**4.     Future Meetings**

The next teleconference of Policy Committee is scheduled for Friday, October 20, 2017, at 11 am Eastern.  An agenda and documents will be circulated in advance of the meeting.  As Patsy will be unavailable, Silky will chair the meeting.  The CSDEC Style Guide SOP 2-103 (draft) and a planning discussion for the up-coming committee self-audits will be part of the agenda, and reviews of the newly drafted TNI Governance and Ethics Policies, POL 1-124 and 1-126.

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

**Attachment A**

| Name/Affiliation | Representing | Present |
|---|---|---|
| Patsy Root, Chair<br>IDEXX<br>Patsy-Root@idexx.com | TNI Board Secretary | Yes |
| JoAnn Boyd<br>Southwest Research Institute, San Antonio, TX<br>jboyd@swri.org | Lab and FSMO | Yes |
| Lynn Boysen<br>MN ELAP<br>Lynn.Boysen@state.mn.us | NELAP AC | No |
| Silky Labie, Vice Chair<br>Env. Lab. Consulting & Technology, LLC<br>Tallahassee, FL<br>elcatllc@centurylink.net | At Large | Yes |
| Calista Daigle<br>Dade Moeller, Inc.<br>calista.daigle@moellerinc.com | NEFAP Executive Committee | Yes |
| Mei Beth Shepherd<br>Shepherd Technical Services<br>mbshep@sheptechserv.com | At Large | No |
| Eric Smith<br>ALS<br>eric.smith@alsglobal.com | PTP Executive Committee | Yes |
| Bob Wyeth<br>Retired<br>rfwyeth@yahoo.com | CSD Executive Committee | Yes |
| Jerry Parr (ex-officio)<br>Executive Director, TNI<br>Jerry.Parr@nelac-institute.org | | Yes |
| Lynn Bradley, Program Administrator<br>The NELAC Institute (Staunton, VA)<br>lynn.bradley@nelac-institute.org | | Yes |
| Ilona Taunton, Program Administrator<br>Ilona.taunton@nelac-institute.org | | Yes |
| Alfredo Sotomayor (ex-officio)<br>Milwaukee Metropolitan Sewer District, WI<br>asotomayor@mmsd.com | TNI Board Chair | No |

**Action Items – TNI Policy Committee**

| | Action Item | Who | Expected Completion | Comments/ Completion |
|---|---|---|---|---|
| 107 | ~~Look for COI procedure~~ | ~~Lynn~~ | ~~9/15/17~~ | ~~None found~~ |
| 108 | Modify QMP to mention Code of Ethics statement | Jerry | October? | |
| 109 | Fix broken link to ethics statement when completing member application | Jerry | ? | Once member code of ethics policy is finalized |
| 110 | Combine POLs 1-102 and 1-107 into a single member Code of Ethics document | Bob | October? | Call it 1-102, change version number and possibly name. (this will eliminate 1-107) |
| 111 | Check with ANAB about registering marks/logos | Ilona | October 6 | |
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**Backburner / Reminders – TNI Policy Committee**

| | Item | Meeting Reference | Comments |
|---|---|---|---|
| 11 | Create SOP for document review of Policy committee documents (which will automatically require Board review) | 10/17/14 | Grew out of streamlining the approval process for SOPs and Policies |
| 12 | Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by the organization | 1/23/15 | From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just "TNI training" (e.g., NELAP Evaluation SOP 3-102) |
| 15 | Updates to Committee Chair training materials should include QMP when adopted as well as the need to specify decision rules (per SOPs 1-101 and 1-102) | 3/4/16 | Consider possibly specifying a default decision rule in one of the SOPs, or in committee charters. NOTE: NELAP AC has a voting SOP that declares decision rules for different types of issues |
| 16 | When internal audit checklists are posted to the website, be sure to add a disclaimer that those will be uncontrolled and may not be the latest version | 5/9/16 | Internal audit database will NOT be publicly available. |
| 17 | Review Ethics and Corporate Governance documents (as removed from the QMP) for possible updates | 6/3/16 | |
| 18 | Develop new policy about implementation dates for SOPs, based on recent decisions affirming the practice of completing activities underway with the former revision but newly initiated activities with the most recently approved version, as was done with the Standards Development SOP 2-100 and agreed upon with the NELAP Evaluation SOP 3-102 | 7/8/16 | |
| 19 | Ensure that "ASAP" gets replaced with definite length of time during the next revision of the NELAP Evaluation SOP 3-102 | 11/4/16 | |
| 20 | Develop and document a process to ensure that the latest versions of all TNI documents are promptly posted to the TNI website, with some method of notifying committee chairs (or those who sign up for updates about documents, which would need to be mandated for committee chairs and staff.) See also #11, above. | 11/4/16 | |
| 23 | Review various tracking formats used by committee | 1/6/17 | Best timing is probably along with outcomes of committee self- |

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| | work plans and settle on a standardized version | | audits? Fall/winter 2017-2018 |
| 24 | Modify appropriate committee SOPs (1-101 and 2-101) to indicate that telephone numbers NOT be included on committee rosters made publicly available | 1/6/17 | One complainant indicated that phone number was found in committee minutes by someone they were trying to avoid. |
| 25 | Document mechanism for updating internal audit checklists annually, prior to call for completion of committee internal audits | 2/3/17 | |
| 26 | When CSDEC's glossary is ready, all TNI documents incorporating definitions should be reviewed to see if replacing individual definitions with a reference to the glossary is appropriate | 2/24/17 | Discussion while reviewing SOP 2-103 |
| 27 | Develop COI procedures for TNI | 9/1/17 | Discussion while reviewing POL 1-101 |
| 28 | Create an umbrella Policy that encompasses the Code of Ethics document (approved by TNI Board 4/18/2010) and the "Good Governance" document that was also approved by the Board at the same time, title to be something like Principles for Good Governance and Ethical Practice." Reference the newer "principles document" from independentsector.org | 9/15/17 | Discussion while reviewing POL 1-101 |
| 29 | Clean up any obsolete references to Membership Code of Ethics POL 1-107 once new policy combined with 1-102 is finalized | 9/15/17 | " |
| 30 | Modify the Development and Approval of TNI Policies and SOPs SOP 1-116 to add a §5.7 describing a periodic review cycle for SOPs and policies | 10/6/17 | Discussion while reviewing SOP 1-121 |
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