

**TNI Policy Committee Meeting Summary  
Friday, January 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 December 2 minutes.

**2. Finalizing the Charter Template and Policy Committee Charter**

Patsy reviewed the previous discussions about revising the charter to align with the QMP's new structure where the charter is a fixed document that changes with the TNI Strategic Plan rather than annually, and that each committee will have an annual work plan and member list that is approved by either its relevant executive committee or the TNI Board of Directors.

Previous discussions had left the committee with a near-final charter document, with only the decision-making item remaining to be settled. Participants agreed that "majority vote" is the usual and should be declared the default decision rule for Policy Committee, of all the options discussed in the TNI Decision SOP 1-102. A brief annotation will be included, for template purposes, to explain this item to other committees.

Several other issues were revisited. Consensus was not to address how abstention votes should be handled in decision making, with the expectation that committees continue discussions until there is a sufficiently clear majority that an abstention will not alter the outcome. The second item under Mission (and corresponding Objective 2) would be revised to read "review new, existing and revised..." and for the success measure in the fourth objective, the second phrase of the sentence was dropped.

Concerning the Available Resources, Jerry noted that, in the future, more budget authority will be given to the executive committees, and that the specifics of budgeting will go into the annual work plans. Considerable discussion took place about how to display committee membership listings, with the final outcome not quite settled. Members will be listed in the committee work plan and on the website, with email addresses, but telephone numbers should not be included without explicit permission.

Bob moved and JoAnn seconded to approve the Policy Committee Charter and its use as a template by other committees. Approval was unanimous. The approved version is included in Attachment D, below. Bob noted that the Expert Committees have been awaiting the new template.

NOTE: Per the January 11, 2017, Board meeting, Patsy will email the Policy Charter, as a template, to all committee chairs, with an explanation about the template and also that committees should begin tracking their activities, either with the system currently in use or with the template provided (see Attachment E, which was not provided to the Board in advance of its meeting.) This process was suggested by Policy Committee; the Board added its suggestion that Patsy and/or Jerry should hold a teleconference for all committee chairs to discuss the new template and tracking scheme. Additional discussion about tracking activities and approval of work plans explained to the Board that the traditional PowerPoint of accomplishments and plans will be used for the 2017 work plans, with additional detail added for the 2018 annual reports after the available information can be reviewed and a more formal work plan presentation determined as "best practice" can be identified from the varied committee practices in use now.

**6. Future Meetings**

Policy Committee will meet again on February 3, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting.

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

**Attachment A**

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

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Responses from committees requested for February 2017	
93	<del>Send results of guidance request review to Chemistry Expert Committee and NELAP-AG</del>	Alfredo	ASAP	Revised document sent by Lynn to both groups
97	Formulate recommendation for updating and maintaining charters in new format	Jerry and/or Lynn	Charter format review underway during October, November & December 2016	Add language about charters and annual implementation plans to both SOPs 1-101 and 2-101, along with annual self-audit requirement using checklist(s.) <del>Revised SOPs need to be available when or shortly after the final QMP is approved.</del>
98	Review LAMS ITQA and determine if update is needed to accommodate incorporation of methods	Jerry	Date of decision not specified	If update is required, assignment will go to the IT Committee and TNI's Database Administrator
101	<del>Provide updated versions of PTPEC and NEFAP SOPs/Policies if available</del>	Ilona	Prior to November 18 meeting	Updated SOPs received and distributed for November 18 meeting
102	Provide draft template for charters. [See item 8, Attachment C, for additional item about additional stakeholder categories.]	Patsy	Prior to December 2 meeting	Completed and approved by Board January 11, 2017.
103	Provide draft spreadsheet for tracking reviews of SOPs and policies and communications with the originating committees	Patsy	Prior to December 2 meeting	done
104	Draft template for committee annual reports and work plans	Lynn	Send to Patsy, Ilona and Jerry prior to January 6 meeting	For January 2017, use Annual Meeting PowerPoint. Revisit for 2018 Annual Meeting

**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	
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	Address with revision of Charter format
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	
21	Develop a procedure is needed for all committees, about creating charters and annual work plans	11/18/16	
22	Review SOP 4-102 (and likely others) once the CSDEC glossary is finalized	12/2/16	
23	Review various tracking formats used by committee work plans and settle on a standardized version	1/6/17	Best timing is probably along with outcomes of committee self-audits?
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.

## Attachment D

### Policy Committee

2017 Charter

(Revised: 01-06-2017)

#### Mission

Develop and maintain general policies and procedures for the Institute.

Under the direction of the TNI Board of Directors, the Policy committee will:

1. Develop policies and procedures that address multiple TNI programs, which are then adopted by the TNI Board.
2. Review new, existing and revised policies and procedures for conformity and consistency with TNI's mission and strategic plan; may seek advice, support and/or approval from the TNI Board of Directors.
3. Accept and resolve issues regarding TNI decisions, procedures, or operations except those regarding program recognitions, accreditation body accreditations, consensus standard activities covered under SOP 2-100 or standard interpretation requests.

#### Composition of the Committee

1. The Policy Committee Chair is the Secretary of the TNI Board of Directors.
2. Committee members represent each core TNI program; terms to coincide with the committee they represent.
3. There is no requirement for balance of membership.
4. May include at-large members with unlimited terms.
5. Ex Officio members may participate as they choose or as requested per the TNI Bylaws.
6. The nature of the committee's operations makes it inappropriate to allow associate members.

#### Objectives

1. Develop general Policies and Procedures for the operation of TNI.
  - **Success Measure:**
    - The TNI Board of Directors endorses the policies and procedures developed by the Policy Committee.
2. Review new existing and revised policies and procedures developed by TNI program components; ensure policies and procedures are consistent with stated TNI purposes and positions. Ensure policies and procedures are stored and maintained.
  - **Success Measures:**
    - Committee has procedure(s) to review TNI program policies, SOPs, TNI Bylaws and other documents
    - Develop Guidance, upon request.
    - Maintain a "Master List" of all SOPs, Policies, and other key documents through a self audit.

- Review committee drafts within three months of receipt, and respond within one month of completion of review.
3. Establish a procedure for ensuring that all final and implemented Policy committee procedures, guides and policies are available to the TNI membership.
    - **Success Measure:**
      - TNI Board endorses the Policy committee procedures, guides and policies that it has reviewed.
      - Policy committee procedures, guides and policies to be provided to the TNI webmaster for posting to the TNI website.
  4. Serves as a general resource to the TNI Board, providing information and recommended solutions to specific issues, as requested.
    - **Success Measure:**
      - Issues receive prompt investigation and the committee provides recommended resolutions.
  5. Work Plan: the committee will create or review the Work Plan on at least an annual basis and as part of any internal audit process.
    - **Success Measure**
      - Work plans are presented to the TNI Board for review on at least an annual basis.

**Decision Making (*specify default option from Decision Making SOP 1-102*)**

- **Decision on review of any TNI procedure, policy or guide changes will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.**

**Available Resources:**

- Volunteer committee members
- Secretary of the Board of Directors
- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of SOPs, Policies and related documents

**Anticipated Meeting Schedule:**

- Teleconferences: regular schedule of calls to be published on the TNI website.
- Face-to-face meetings as needed at TNI conferences.

**Attachment E**

**Optional Tracking Spreadsheet**

Example on line 5



<b>TNI Policy Committee Work Plan 2016</b>					
<b>Task Description</b>	<b>TNI Contact</b>	<b>Start Date</b>	<b>Complete Date</b>	<b>Communi- cation</b>	<b>Notes</b>
QMP	Jerry Parr, Alfredo Sotomayor	Jan-15	Sep-16	Final draft sent to TNI BOD	