

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
JANUARY 6, 2009**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on January 6, 2009 at 1:03 PM Eastern Time (ET). The call ended at 2:15PM ET. Committee Chairperson Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:04 PM ET. The following committee members were present for this call:

Kirstin McCracken (KM)
Anand Mudambi (AM)
Roger Kenton (RK)
Stacie Metzler (SM)
Amy Doupe (AD)
Dan Tholen (DT)
Steve Arpie (SA)
Jim Webber (JW)
Shawn Kassner (SK)

8 out of 12 committee members were present and this number does comprise a majority sufficient to conduct committee business. A complete list of committee members is provided in Attachment B.

The following associate members were present for this call:

- Dan Dickinson
- Chuck Wibby
- Jill Henes
- Mike Miller

Approval of Minutes from 10/14/08, 10/28/08, 11/18/08 Teleconference

Agenda Item 1: Action Item Update & Minutes Approval

Item	Action Item	Assigned To	Due Date	Date Complete
1	Send Minutes to TNI	Kirstin	12/10/08	12/09/08
2	Review Charter Objectives	All	01/06/09	Postponed
3	Coordinate PTRL Workgroup	Kirstin	12/12/08	12/29/08
4	Request Cost Breakdown from TNI	Kirstin	12/10/08	In Progress
5	Prepare Assessor Forum Presentation	Shawn / Anand	01/06/08	In Progress

The minutes from the teleconference from 12/09/08 were presented for approval by Kirstin. Jim Webber moved for approval of the minutes. The motion was seconded by Anand. No further discussion occurred and the minutes were approved by vote. Call Vote Tally: 8 Yes, 0 No.

Agenda Item 2: PT Frequency Subcommittee Update

The subcommittee is working on a report to the committee for presentation at the Miami meeting. Dan will forward a copy of the report even if it is in draft state to the committee for their review before the meeting. Dan also intends to submit the report to Jerry Parr for inclusion in the registration packet.

The committee should be prepared to ask questions during the committee session and/or provide guidance to the subcommittee of any additional actions necessary for the subcommittee to wrap up their activities.

Dan mentioned there are many groups working on PT frequency outside TNI and Kirstin mentioned some groups associated with TNI are also working on the topic of PT Frequency. In any case, after discussion, the committee thinks that the TNI membership will request a decision from the committee soon.

Agenda Item 3: PTRL to LOQ Implementation

The guidance document prepared by the PTRL workgroup was discussed and modified by the call attendees and the proposed language changes to PTP Scoring that was prepared by Shawn were also reviewed and debated. General consensus about the guidance was achieved. Shawn will add the examples of PTP Scoring and guidance to the document and circulate the document to the committee. After which, the entire document will be reviewed with comments forwarded to Kirstin. It is likely this document will remain in draft form until after the Miami meeting. This document will be used as the foundation of the presentation for the Assessor Forum presentation in Miami as well as a topic of discussion during the PT Committee Session in Miami.

Agenda Item 4: Miami

Kirstin, Anand, Shawn, Stacie, Amy, Dan T., Steve, Jim, Mike and Dan D. plan to attend the Miami meeting. Roger, Matt and RaeAnn will not be able to attend. The meeting will start with a brief recap of activity followed by the PT Frequency Subcommittee presentation, PTRL to LOQ implementation, subcommittee reports and open forum if time remains.

Tuesday evening was selected for the committee dinner! Arrangements will be made in Miami.

Call Close Out: Adjourned at 2:28PM

Action Items: The list of action items from this call are given in Attachment A.

Next Meeting: The next teleconference is teleconference has not been scheduled.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE
01/06/09**

Item	Action Item	Assigned To	Due Date	Date Complete
1	Send PT Frequency Subcommittee Report to Committee Members	Dan Tholen	01/09/09	
4	Review Charter Objectives	All	02/10/09	
6	Request Cost Breakdown from TNI	Kirstin	12/10/08	In Progress
7	Prepare Assessor Forum Presentation	Shawn / Anand / Dan D / Jim W	01/12/09	In Progress

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

Name	Affiliation	Address
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