

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
SEPTEMBER 9, 2008-FINAL**

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**Agenda Item 1: Standing Committee Operations**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on September 9, 2008 at 1:00 PM Eastern Time (ET). The call ended at 2:30 PM ET. Committee Vice Chairperson Matt Sica (MS) led the call

**Call to Order:** The teleconference was called to order at 1:05 PM ET. The following committee members were present for this call:

- Matt Sica (MS)
- Amy Doupe (AD)
- Shawn Kassner (SK)
- Anand Mudambi (AM)
- Roger Kenton (RK)
- Steve Arpie (SA)
- Dan Tholen (DT)
- RaeAnn Haynes (RH) Joined during Other Business

8 out of 12 committee members were present and this number constitutes a 2/3 majority sufficient to duly conduct committee business. A complete list of committee members is provided in Attachment B.

The following associate members were present for this call:

- Rachel Ellis
- Chuck Wibby

**Status of Outstanding Action Items from Past Calls:**

<b>Item</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Date Complete</b>
1	Ask Jerry and CSDB how amendments or clarifications to standard should be handled.	Kirstin	On Hold	On Hold

**Approval of Minutes from 08/26/08 Teleconference**

AM motioned to approve the minutes from 08/26/08, SA seconded the motion. There was no further discussion and the minutes were approved by simple majority. Vote Tally: 7 Yes / 0 No / 0 Abstain

**Agenda Item 2: PT Frequency Subcommittee – Next Steps**

**(Note: held agenda items 2 and 3 to see if a 2/3 majority would join the call.)**

- There will be a meeting Friday of the subcommittee, so there was nothing new to report.

- Dan needs to speak with Jeff Lowery as to the status of materials for posting to TNI website and committee review. The data has been sent to New Jersey.
- Committee asked Dan to provide spreadsheets and a clarifying statement for the website.

### **Agenda Item 3: Update & Approve PT Committee Charter**

- The committee does not know how to define “technically valid”. It is unclear whether he is referring to statistical validity, or about accountability. MS will email Kirstin McCracken, Chairperson, to email Tom Coyner for clarification on and defining of the statement “technically valid” standards as a desired objective.
- At the time there was not a 2/3 majority on the call, so no further action was taken.

### **Agenda Item 4: Review & Approve Draft Subcommittee Charter(s)**

- The committee felt that this was a good starting point for the subcommittee charters. It was discussed and agreed upon that an approval date should be added to the structure of subcommittee charter format. It was also discussed and agreed upon that the subcommittee charters should also reference an annual review date from the date approved to determine if the charter still applies. Subcommittee chairpersons will need to modify these charters.
- A subcommittee charter for the Radiochemistry needs to be written, SK will work on that.
- AM asked if the committee could vote on the subcommittee charters via email. AM fears the subcommittees will lose another month before work could start. In the interest of time, MS volunteered to email Jerry Parr with that question and copy Kirstin McCracken, Chairperson.
- At the time there was not a 2/3 majority on the call, so no further action was taken.

### **Agenda Item 5: Approve Fall Teleconference Schedule**

The committee agreed that the schedule was still good. AM requested that the fall teleconference schedule be posted on the website. MS stated he will email that information to Kirstin McCracken, Chairperson.

#### **Other Business:**

MS stated that the new committee list was not posted on the website. MS stated he will email that information to Kirstin McCracken, Chairperson.

#### **Call Close Out:**

The teleconference was adjourned by MS at 1:23 PM.

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

**Next Meeting:** The next teleconference is teleconference is scheduled for October 14, 2008.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING COMMITTEE  
09/09/08**

<b>Item</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Date Complete</b>
1	Ask Jerry and CSDB how amendments or clarifications to standard should be handled.	Kirstin	On Hold	On Hold
2	PT Frequency Subcommittee info to website	Kirstin/Dan		In progress
3	Clarify charter comment with Tom Coyner	Kirstin		Request to Tom 09/25/08
4	Revise Subcommittee Charters	Kirstin/ Shawn (radchem)	Next Call	In progress
5	Email Jerry about subcommittee charter vote	Matt	09/09/08	09/09/08
6	Email Kirstin about posting call schedule	Matt	09/09/08	09/09/08
7	Ask TNI Webmaster to list call time as 1:00-2:30 PM	Kirstin		09/25/08
8	Email Kirstin about posting new committee members	Matt	09/09/08	09/09/08 / 09/25/08

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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