

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
MAY 12, 2009**

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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 May 12, 2009 at 1:05 PM Eastern Time (ET). The call ended at 2:20PM ET. Committee Chairperson Kirstin McCracken 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:

Kirstin McCracken (KM)  
Dan Tholen (DT)  
Shawn Kassner (SK)  
Roger Kenton (RK)  
Lisa Touet (LT)  
Amy Doupe (AD)

6 out of 9 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:

Rachel Ellis (RE)  
Joe Parude (JP)  
Mike Miller (MM)  
Gary Dechant (GD)  
Jeff Lowry (JL)  
Chuck Wibby (CW)  
Jill Henes (JH)

**Agenda Item 1: Standing Committee Operations**

The minutes from the teleconference from 04/14/09 and 04/28/09 were presented for approval by Dan Tholen. The motion was seconded by Roger. No further discussion occurred and the minutes were approved by vote. Call Vote Tally: 6 Yes, 0 No, 0 Abstain

**Agenda Item 2: Subcommittee Updates**

**RAD:** Shawn has recruited two member and plants to recruit other members this week and then he will begin to schedule calls.

**Air:** Amy does not have enough members yet. Participants on call were asked to forward suggestions to Amy.

WET: Stacie was not present on the call. No information to report.

Dan: Waiting for data from PT providers, when data is received subcommittee will reconvene.

### **Agenda Item 3: PT Charter**

The committee reviewed the draft versions of the 2008 and 2009 Charter. Gary Dechant suggested the charter objectives should capture the Scope of V3. As a success measure, the call participants thought the addition of a metric to measure the effectiveness of the standard would be worthwhile. Various ways this information could be captured were discussed including feedback survey for standards interpretation requests, AB satisfaction, and tracking of complaints but the call participants were not certain how to capture this type of information. Kirstin will contact Jerry to get some added input before the charters will be finalized.

### **Agenda Item 4: TIA Public Comment Review**

All of the comments received about the recently posted TIAs were reviewed and discussed. Most of the comments were found to be non-persuasive the comment or change suggested was inconsistent with the standard. A suggestion to add an additional example to V3, 10.3 was made and the committee agreed this was a worthwhile change. Kirstin will add the example to the TIA as discussed and forward all TIA to committee for vote.

### **Agenda Item 5: San Antonio Meeting Format**

Kirstin informed the group that the PT Session is scheduled for Monday afternoon. The format is slightly different than past meetings in that this will be a joint session with the PT Board. The agenda will be formalized later.

The call was adjourned by Kirstin at 2:30 PM.

**Next Meeting:** The next teleconference is teleconference is scheduled for May 26, 2009.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING COMMITTEE  
05/12/09**

<b>Item</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Date Complete</b>
1	Update 2008 & 2009 Charter and Forward	Kirstin	05/26/09	

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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