

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
January 12, 2010**

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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 January 12, 2010. 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)  
Lisa Touet (LT)  
Roger Kenton (RK)  
Stacie Metzler (SM)  
Dan Tholen (DT)  
Jim Webber (JW)  
Shawn Kassner (SK)

The following associate members were present for this call:

Gary Dechant (GD)  
Rachel Ellis (RE)  
Matt Sica (MS)  
Chuck Wibby (CW)  
Mike Miller (MM)  
Mitzi Miller  
Judy Morgan (JM)

**Agenda Item 1: Standing Committee Operation Items**

11/10/09: Jim & Roger – All in Favor  
12/08/09: Lisa & Roger – All in Favor

**Agenda Item 2: Standards Interpretation Requests**

#94: Dan should we reference the new standard? Mitzi – no we are working with 2003.  
Roger moved to approve – Kirstin second – Yes – All are in favor.

#96: Mitzi amend motion to approve language after discussion – Vote includes Shawn but does not include Judy.

**Agenda Item 3: Postponed for future call.**

**Agenda Item 4: Committee Membership**

Jim / Roger: Abstentions (1)

### **Agenda Item 5: Subcommittee Progress Report & Goals**

Shawn (RAD) / Stacie (WET): Subcommittee work complete. Need instructions for formatting of changes needed.

Kirstin (MICRO): Subcommittee formed. First teleconference scheduled for this week.

PT Program Goals: Implementation of the standard takes precedence. PT Board is working on updating FoPT Tables. AB Survey.

**Meeting was adjourned 2:25 PM**

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING COMMITTEE**

<b>Item</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Date Complete</b>
1	Contact TNI Board about Survey	Kirstin	07/28/09	10/01/09
2	Forward suggestion for Micro Chair to Kirstin	Jim	10/13/09	10/13/09
3	Contact PT Board about future FoPT development	Kirstin	11/10/09	
4	Develop draft AB Survey	Judy Morgan	11/10/09	12/04/09
5	Send out Committee Terms and Potential Member Candidates	Kirstin	11/10/09	12/04/09

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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