

**TNI PT Board  
Meeting Summary  
January 17, 2007**

1. Roll call.

Chairman Carl Kircher called the organizational meeting of the TNI PT Board to order on January 17, 2007. The following members were present: Matthew Sica, Michella Karapondo, Eric Smith, Kirstin McCracken, Curtis Wood, Richard Sheibley, Gary Dechant, and Carol Batterton (program administrator). Raeann Haynes, Bill Ingersoll, and Steve Gibson were absent.

Carl asked which committee members would be present in Denver. All indicated that they planned to be there. Matthew Sica has travel authorization still pending.

2. Charter.

The draft charter was reviewed and all agreed that the comments provided by Curtis Wood should be incorporated in to the draft. In addition, all agreed that the charter should state that PTOB/PTPA's should be excluded from PT Board membership and that fact should be reflected in the charter. Carol will make suggested changes in the charter and re-distribute. The remaining blanks on the charter will be completed following the Denver meeting.

3. PT Provider position on PT Board.

Carol briefed the board on the TNI Board's discussion and recommendation regarding the PT provider position on the PT Board. The TNI board initially included a position on the PT Board for a PT provider in order to be open and inclusive. The TNI board has been asked to reconsider having a PT provider on the PT Board as it may give the appearance of a conflict of interest or unfair advantage. The TNI Board has requested feedback from the PT Board on their recommendation to resolve the issue which is stated below:

“The proficiency test (PT) sample provider representative on the PT Board represents all PT sample providers and provides feedback on PT Board activities to the PT provider community. The PT provider representative is selected by the PT Board Chairman from the pool of A2LA accredited PT providers. Representatives may not serve consecutive terms and the position is rotated among the qualified PT providers every two years. “

PT Board members should forward their comments to Carl or Carol for assimilation and further discussion. Members indicated that they would like to see the final outcome of this issue documented in the PT Board charter.

#### 4. Agenda for Denver

The PT Board agreed on the following agenda for the Denver meeting:

- Introductions and Ground Rules
- Approve minutes from previous meeting
- Discussion of draft charter
- Discussion of draft SOP's
- Report on NELAC PT board activities
- Open discussion

Carl will develop a PowerPoint presentation of the agenda items to aid in discussion.  
Carl requested classroom style room configuration.

Richard Sheibley will give the report on the NELAC PT Board activities. Members requested that the attendees at the PT Board meeting and at the opening session be given an explanation of the difference between the two boards.

#### 5. Adjourn

The meeting was adjourned at 12:00 pm CST.