

**TNI PT Board
Meeting Summary
March 21, 2007**

1. Roll call and approval of minutes.

Chairman Carl Kircher called the TNI PT Board to order on March 21, 2007. The following members were present: Curtis Wood, Matthew Sica, Eric Smith, Kirstin McCracken, Steve Gibson, Raeann Haynes and Carol Batterton. Richard Sheibley Gary Dechant, Michella Karapondo, and Bill Ingersoll were absent. The minutes from the February 21, 2007, meeting had not been distributed, so Carol sent them out for comment. Eric noted that the date of the meeting was incorrect and Raeann noted that she was absent. Corrections have been made and the minutes submitted for posting.

2. Discussion of TNI Strategic Planning Meeting

Carl provided members with an overview of the plans for the TNI Board's strategic planning meeting scheduled for April 3-4 in San Antonio. Carl summarized the "homework" worksheet assignment that he had completed for the TNI PT Board. Carl asked Carol to send it out for the committee to review.

3. Discussion of revised draft PT Board Charter and SOPs.

Carl had prepared a revised draft charter and SOPs and had sent them out for comment. Curtis submitted proposed changes for the charter which Carl will review for consistency with the complaint SOP and then incorporate.

Several questions/suggestions arose concerning the revised SOPs:

- The complaint SOP is limited to technical issues? Where does a complaint about a procedural issue go? Carl's response was that this type of complaint should go to the proper authority whether the TNI NELAP Board, PTOB, or the TNI Board.
- Is there a complaints database? Not at this time.
- The complaint SOP should be modified to request that the complainant propose what they see as an acceptable solution along with submitting the complaint.
- Where is conflict of interest addressed? In the voting SOP.

PT Board members should review the revised draft SOPs and forward their comments to Carl Kircher within the next 3-4 days. Carl will forward to the TNI

NELAP Board and the Laboratory Accreditation Committee for coordination and review prior to finalizing.

4. Coordination with PT Providers.

Curtis proposed to the Board that in his role as a representative of the PT community on the TNI PT Board, he will send the minutes to all PT providers and answer questions. Carol indicated that the PT board would need to get the minutes completed and approved faster so that the PT providers could have current information. Kirstin offered to send information on email voting to Carol so that minutes could be circulate and voted on quickly following a meeting. Curtis will also check with Dave Speis.

5. Next meeting

Carl indicated that he had received a request from Gary Dechant to change the meeting time due to a conflict with the ELAB meeting. Members agreed to change the regular meeting to the third Thursday of each month at 12:00 CDT. The next meeting will be **April 19, 2007**.