

**TNI PT Board
Meeting Summary
April 19, 2007**

1. Roll call and approval of minutes.

Chairman Carl Kircher called the TNI PT Board to order on April 19, 2007. The following members were present: Curtis Wood, Matthew Sica, Eric Smith, Kirstin McCracken, Steve Gibson, Raeann Haynes, Richard Sheibley, Gary Dechant, Michella Karapondo, Bill Ingersoll,, and Carol Batterton. Associate members Lance Boynton, Chuck Wibby Jeff Lowry and Randy Querry were also present.

The minutes from the March 21, 2007, meeting were approved for posting on the TNI website.

2. Discussion of Draft Operations SOP

Carl provided members with an overview of the TNI PT Board's draft Procedures for Operations. Carl indicated that under section 2.2 language had been stricken to conform to the TNI Board's recent decision regarding participation of PT providers on the TNI PT Board. Additional Strike-outs on the draft document reflected Alfredo Sotomayor's comments as chair of the TNI Policy committee.

A question was raised about Associate Members and whether they should be recognized in the SOP. Carol will send Carl some language about Associate members.

3. Discussion of Draft Voting SOP

Carl presented the draft Voting SOP which also had been reviewed by Alfredo Sotomayor. Members raised several questions:

- Does the signature of the NELAP Board chair indicate the NELAP Board must approve the TNI PT Board's SOP's? No, it is a courtesy acknowledgement.
- Does the process to resolve negative votes apply to the PT board's activities? No, because the PT Board is not developing consensus standards. The TNI PT Board is implementing standards.
- How does a TNI member find out about draft policies, how to comment or have input? TNI members can find out from the website or by participating as Associate members.

There was considerable discussion about what should constitute a quorum and what percentage should be required for a motion to pass. There seemed to be consensus for requiring a simple majority of the non-recused board members to vote in favor for a motion to pass. Carl will make that change in the draft SOP.

4. Draft Guidance Document for PT Acceptance Limits

Carl presented the draft guidance document for PT acceptance limits. Carl indicated this draft reflected some revisions to the NELAC PT Board's SOP as a result of a complaint received by NELAC. Comments received included:

- This document needs to be done as a consensus process.
- The statistical procedure used is invalid.
- There needs to be a formal process for recordkeeping (Gary Dechant will submit recommendations to Carl)
- Language needs to be added under #13 regarding timeframes for complying with revised acceptance criteria.

The SOPs for evaluating PTOB/PTPA's were briefly discussed. A recommendation was made to look at combining these two SOP's into one document.

5. Next meeting

Because the TNI PT Board needs to have SOPs in place before it can assume any of the NELAC PT Board's activities, there is some urgency to get all of the SOPs adopted as quickly as possible. Therefore, Carl suggested and all agreed that an extra call should be scheduled to continue working on the draft SOPs.

The next call will be May 3, 2007, at 12:00 pm CDT. Carl will send out revised SOPs reflecting today's discussion and the next meeting will focus only on those areas where changes have been made or additional discussion is needed.