

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT BOARD (CSDB) MEETING
SEPTEMBER 10, 2009**

The Board held a meeting via teleconference on Thursday September 10, 2009, at 1:00 pm EDT. Chair Bob Wyeth led the meeting. Agenda is attached.

Agenda Item # 1. Role Call

Attendance: Bob Wyeth, Chairman, At Large Member	Present
Denise Rice, On-Site Assessment	Present
Paul Junio, Quality Systems	Present
Ken Jackson, At Large Member	Present
JoAnn Boyd, At Large Member	Present
Joe Aiello, Accreditation Body	Present
Maria Friedman, Stationary Audit Source Sample	Present
Marlene Moore, Field Activities	Absent
Kirstin McCracken, Proficiency Testing	Absent
Jane Wilson, TNI Staff	Absent

Agenda Item # 2. CSDB Minutes; July and August meetings

In the transition of Board Chairpersons, the minutes from the July meeting and the meeting of the Board during the NEMC have neither been prepared nor approved.

ACTION: Ken Jackson, will prepare and submit to the Chair, meeting minutes from the July teleconference and Bob Wyeth will prepare minutes from the meeting at NEMC. These draft minutes along with the minutes from this meeting will be submitted to Board members for consideration during our October teleconference

Agenda Item # 3. Status of TIA's

The Chair reported that the NELAP Board had accepted all TIA's and had confirmed with Ilona Taunton that no future Expert Committee action was required. Final copies of the Standard with "tracking" removed are to be submitted. Ken Jackson confirmed that an editorial change in V1M4; Section 1.6.2.2.(e)i that had been identified by the NELAP Board had been made.

ACTION: Ken Jackson will remove (accept) "tracked" changes and provide to the Chair for distribution to Jerry Parr and Janice Wlodarski.

Agenda Item # 4. Appeal of PTEC reference PT Frequency

The Chair summarized the basis of the appeal and advised that TNI Executive Director was awaiting formalized documentation of the appeal consistent with TNI SOP and that actions would likely be required by the Board.

ACTION: Chair is awaiting formal appeal and requests for assistance from the TNI Executive Director.

Agenda Item # 5. SSAS Balance

The Chair inquired with Maria Friedman, representing SSAS, if the question of non participating committee members and balance on the committee had been resolved. Ms. Friedman reported that balance had been restored.

ACTION: None required.

Agenda Item # 6. SOP Change

It has been brought to the Chair's attention that SOP 2-101 as approved by the CSDB on October 17, 2007 requires revision. The change is primarily necessitated to accommodate the new SSAS committee. The TNI Executive Director provided initial proposed changes for Board consideration. Discussion progressed on other changes that were appropriate. As not all expert committees were represented, the Chair requested any additional comments be provided by e-mail. The collections and comments will be collected and provided to Board members prior to the October Board conference call where a final revision can be proposed and sent to the Policy Committee for consideration.

ACTION: The Chair will include recommendations from attendees, collect e-mail comments from absent members as well as those in attendance who have additional comments, prepare a revise document, and distribute prior to October call for Board approval

Agenda Item # 7. .Guidance Documents

The Chair reiterated the decision from the meeting at NEMC that the Policy Committee is addressing this issue. To the knowledge of the Chair, no action has been taken to date by the Policy Committee.

ACTION: The Chair will follow up with the Policy Committee to ascertain status and schedule.

Agenda Item # 8. "The Consistency Project"

For information purposes the Chair presented the discussion of "the Consistency Project" from the previous days' TNI Board meeting. It was also reported that the Chair felt this was a responsibility of the CSBD but the issue was determined to be of such significance to require direct TNI Board control. A small planning group was established to direct the formation of a task force (Consistency Improvement Task Force; CITF) and begin this effort.

ACTION: None required at this time.

Agenda Item # 9. Expert Committee Reports

The chairs of the expert committees represented provided the following:

- Proficiency Testing; no report
- Quality Systems; having concluded TIA, committee will focus on completion of checklists and review of standard to determine if guidance documents would be appropriate.
- On-Site Assessment; have completed 3 guidance documents and are awaiting disclaimer language form Policy Committee. Anticipate publishing of these documents shortly after completion of work by Policy Committee. OSA Committee is also reviewing items for possible inclusion on check lists being prepared by QS. Another survey of laboratories and assessors is also being planned.

- Stationary Source Audit Sample; draft standard to be posted on TNI website soon with finalization to follow. Reportedly EPA proposal for CFR changes now scheduled for January 2010 which will be reviewed by the committee and may require changes to the standard but the standard will not be predicated solely on the changes made by EPA. Committee is also reviewing the potential need for guidance documents.
- Field Activities; no report
- Accreditation Body; last meeting was in July 2009, nothing new to report. Regularly scheduled conference calls are planned.

Agenda Item # 10. Kavi Workspace 5

Based upon information initially provided by the TNI Executive Director, the CSDB will schedule a webinar type of presentation of the Kavi Workspace 5 information management system for the next Board meeting. Kavi is a company supporting many other ANSI standards organizations. According to their literature, “every standards organization needs to manage membership, facilitate collaboration among working groups, insure compliance with policies and processes, and provide effective balloting procedures. Kavi fills those needs with a secure, web-based enterprise solution that supports the work of your standards organization and members while minimizing the diversion of time and resources from the organization’s mission.” The TNI IT administrator will be invited to attend.

ACTION: If the system is viewed to provide value to TNI, a recommendation for further evaluation will be made to the TNI Executive Director.

Agenda Item # 11. Other Business

The Chair asked Board members for any other issues or new business and the following were identified as items which do or may require Board attention:

- Question was raised as to the number and means by which standards interpretations were being handled. LASC is responsible for this issue but is there an SOP for how such requests are handled, how expert committee interact, how is implementation across Abs assured, and generally how are these determinations communicated.
- Questions were also raised about the actual status of SOP 2-100; the version available still says draft. Ken Jackson stated that the SOP as version 1208-2 had been finalized but might not have been posted.
- With pending changes to the SOP 2-101, the Chair will request from Jane a copy of all of the new charters including membership for review.

ACTION: The Chair will communicate with LASC to ascertain SOP status and offer CSDB’s assistance in drafting if appropriate and necessary.

Ken Jackson will confirm status and have posted if necessary, SOP 2-100

The Chair will request most recent committee charters from Jane Wilson.

Next Meeting is October 8, 2009

2009 Meeting Schedule

1:00 pm ET to 2:30 pm ET

January 8	July 9
February 12	August 13
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10

LIST OF PREVIOUS ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	To be Completed By	Completed
2	9/11/2008	Investigate mechanism for posting response to appeal as an interpretation	Ken	On going
8	3/12/2009	Determine section and volume information for SSAS standards	Jane	On going
11	4/9/09	Seek input from NELAP (through LASC) on guidance documents	Ken	On going
12	9/10/09	July Minutes	Ken	By 10/8/09
	9/10/09	August Minutes	Bob	By 10/8/09
13	9/10/09	Send final "untracked" standards to Janice	Ken/Bob	By 10/8/09
14	9/10/09	PTEC appeal on frequency	Bob	On going
15	9/10/09	Prepare revised draft SOP 2-101	Bob (with Board inputs)	By 10/8/09
16	9/10/09	Policy Committee status on guidance documents	Bob	By 10/8/09
17	9/10/09	Kavi Workspace 5 demo; invite TNI IT administrator	Bob	By 10/8/09
18	9/10/09	SOP for standards interpretation; contact LASC	Bob	By 10/8/09
19	9/10/09	Confirm status of SOP 2-100 and post if necessary	Ken	By 10/8/09
20	9/10/09	Obtain current committee charters	Bob	By 10/8/09

**TNI Consensus Standards Development Board
Monthly Conference Call**

Thursday September 10, 2009

1:00 PM EDT

Call in #: 1-309-946-5000 Code: 822174

1. Role Call
2. Status of minutes from July conference call and August meeting at NEMC
3. Status of TIA's
 - NELAP approval of Environmental Sector standard
 - V1M4; 1.6.2.2.(e)i
 - Final document preparation
4. Appeal from Dr. Jefferson Flowers to TNI Board reference PT frequency
5. SSAS balance
6. SOP change (attached as .pdf)
7. Guidance documents
8. "The Consistency Project"
9. Expert Committee Reports
 - Proficiency Testing
 - Quality Systems
 - On-Site Assessment
 - Stationary Source Audit Sample
 - Field Activities
 - Accreditation Body
10. Kavi Workspace 5
 - "Every standards organization needs to manage membership, facilitate collaboration among working groups, ensure compliance with policies and processes, and provide effective balloting procedures. Kavi fills those needs with a secure, web-based enterprise solution that supports the work of your standards organization and members while minimizing the diversion of time and resources from the organization's mission."
11. Other business