TNI STANDARDS DEVELOPMENT COORDINATION BOARD MEETING
JANUARY 11, 2007

The Board held a meeting via teleconference on Thursday, January 11, 2007, at 11:00 am Eastern Standard Time (EST). Chair Ken Jackson led the meeting.

Agenda item 1 – Review of December 14, 2006 Meeting Summary

The summary was accepted unanimously as proposed. Jane Wilson will add action item completion dates and send the final summary to John Applewhite for posting on the TNI website.

Agenda item 2 – Action Items from December 14, 2006

6.   Ken reported that he had not completed this task yet and will address it in the near future.

9.   EC chairs have notified their committees regarding the 15 day vote reconsideration period for DIS documents and this vote reconsideration has been completed.

10.   Ken had postponed this action item pending acceptance of the updated standards development policies. As the policies are now updated, he will proceed with an email to each negative commenter regarding their right to appeal after completion of the Final Standard.

11.   The updated policies have been accepted by both the TNI Policy Committee and the TNI Board.

Agenda item 3 – Status of IS / Response to Comments / Vote tally and WDS documents

Ken stated that the Interim Standard modules are to be published by January 14th, and this task is on track for completion. Jan is doing the final editing to remove track changes, etc. She is also compiling the overall vote tally for posting by the same date.

Jan will also prepare versions of the TNI standards with ISO language (as applicable) for use as controlled reference documents at the Denver Forum. As before, any paper copies with the ISO language must be collected at the conclusion of the Expert Committee meetings. Ken will also check with Jerry to be sure arrangements are made to be able to project documents for viewing.

Ken also clarified that while the interim standards documents can be discussed at the Forum, no substantive changes will be made in advance of the TNI membership vote.

Agenda item 4 – Updates from January 10, 2007 TNI Board of Directors meeting

Ken updated the group on issues related to standards development. The Board of Directors endorsed the changes made to the TNI standards development policies, which had been previously approved by the TNI Policy Committee as well.

The revised policy document has been shared with Mr. Scott Evans but the EDIG appeal of INELA's ANSI accreditation has not been dropped. The ANSI appeal is still scheduled to move forward on February 6, 2007. Ken and Jerry Parr are preparing to represent INELA/TNI in the appeal.

Agenda item 5 –Structure of the Consensus Standards Development Board

The Board discussed the need for and the structure of committees in addition to the Expert Committees overseeing the TNI standards. Possible committees proposed to date are "Policy and Coordination" and "Glossary". It was agreed that issues such as coordination and consistency across standards (including glossary terms) and editorial aspects of standards are all issues of uniformity. It was also agreed the development and maintenance of standards development policies is a standalone issue.

The Board recommended two committees:
1) Standards Policy Review and Development
2) Uniformity of Standards Committee

Both committees will serve on an ad hoc basis, and will be made up of membership appointed by the Consensus Standards Development Board.

It was noted that if the Expert Committee Chairs are mostly or all members of the same interest category, the CSD Board will not be balanced. As balance at the CSD Board level is not required by the TNI by-laws, this requirement will be removed from the proposed structure document. Ken will update the draft structure and forward it to Jerry and the Board of Director co-chairs.

Agenda item 7 – Planning for Denver Forum

Expert Committee chairs expressed the following needs for the Denver Forum meetings:
- Projectors
- Electronic copies of the applicable standards documents
- Room layout –preferences differ by Committee
- Flip charts
- Scribes, particularly for WDS review sessions (QS and PT)

Ken will follow-up with Jerry about equipment and room needs for the EC meetings. Jane will look into scribe assignments.

For the CSD Board meeting, the agenda will focus on brief committee reports from the EC chairs, what tasks ECs can tackle if they have completed their assigned standard, and determining the timeline for finalizing the Interim Standard modules. Membership balloting is expected in spring 2007. An update on the on-line balloting system will be obtained from Jerry.

Agenda item 6 – Committee Charter

The Board briefly discussed updates to the draft charter, such as changes to the stakeholder

groups. Further discussion will take place in Denver.

The meeting was adjourned at approximately 12:35 pm EST.

The next meeting date/time is February 8, 2007, 11:00 am to 1:00 pm EST.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair), Jane Wilson (Program Administrator), JoAnn Boyd (Accreditation Process); Martin Tait (Field Activities); Alfredo Sotomayor (On-site Assessment); Anand Mudambi (Proficiency Testing); Sharon Mertens (Accreditation Body)

Absent: Robert Di Rienzo (Quality Systems)

2007 Meeting Schedule
11:00 am EST to 1:00 pm EST

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

Item No.	Date Proposed	Action	To be Completed By	Date Completed
1	12/14/06	K. Jackson to discuss TNI committee applications with TNI co-chairs and ED	1/11/07	pending
2	12/14/06	K. Jackson to send email regarding posting of response to comments and right to appeal to non-persuasive commenters	1/12/07	done
3	1//11/07	J. Wilson to send Dec meeting summary for publication	1/11/07	1/11/07
4	1/11/07	K. Jackson and J. Wilson to work with Jan and John to complete IS postings	1/14/2007	1/14/2007
5	1/11/07	K. Jackson to send proposed CSD Board structure to TNI Board/ED	1/31/2007	pending
6	1/11/07	K. Jackson to specify EC meeting room needs for Denver Forum to Jerry	1/22/07	done
7	1/11/07	J. Wilson to follow-up on scribe assignments for EC meetings in Denver	1/22/07	done

STANDARDS DEVELOPMENT MILESTONES FOR DENVER FORUM (JANUARY 29, 2007)

Policy section	Action	Date to be Completed
DIS documents		
5.2.12	Modified DIS is made available on TNI website along with Response to Comments document	December 14, 2006
5.2.12	15 day period for Committee members to consider modified DIS and amend previous votes begins	December 14, 2006
5.2.12	Notification to commenters with non-persuasive votes of right to appeal	January 14, 2007
5.3.1	ECs submit chapters of Interim Standard and vote tally to TNI	December 29, 2006
5.3.1	Publication of Interim Standard and vote tally from Interim Standard vote on TNI website	January 14, 2007
n/a	Start of Denver Forum on Laboratory Accreditation	January 29, 2007

Policy section	Action	Date to be Completed
WDS documents		
n/a	WDS documents to Ken Jackson	December 15, 2006
5.2.2	WDS is published on TNI website	December 29, 2006
n/a	Start of Denver Forum on Laboratory Accreditation	January 29, 2007

TNI Standards Development Coordination Committee Conference Call
01/11/07, 11:00 – 12:55 EST; 1-641-696-6600/ 84530#

<p align="center"><small>AGENDA</small></p>

1. Review of December 14, 2006 meeting minutes
2. Action items from the December 14, 2006 meeting.
3. Status of IS / Responses to comments / Vote tally and WDS
4. Updates from January 10, 2007 TNI Board Meeting
5. Organizational structure of the CSDP
6. Committee charter
7. Planning for Denver Meeting
8. Other new business