

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
JANUARY 17, 2013**

The Executive Committee met in a Face-to-Face session from 8:15 – 11:00 AM MST on Thursday January 17, 2013 in Denver, CO. Sharon Mertens Chair of the Board of Director’s Corrective Action Task Force was an invited guest to the meeting. Bob Wyeth, Chair of the CSDExC led the meeting.

Roll call

Attendance:

Jeff Flowers, Accreditation Body	present
JoAnn Boyd at Large Member	absent
Richard Burrows, Environmental Measurement Methods	present
Maria Friedman, Stationary Source Audit Sample	present
Paul Junio, Quality Systems	present
Mitzi Miller, Proficiency Testing	present
Bob Shannon, Radiochemistry	present
Robin Cook, Microbiology	absent
Justin Brown, Field Activities	present
Bob Wyeth, Chairman, At Large Member	present
Ken Jackson, Program Administrator	absent

Bob explained the abbreviated agenda for the meeting of the Executive Committee. Sharon Mertens was invited to our meeting to review the work and recommendations of the Corrective Action Task Force. The only other agenda item was to review in detail the draft of SOP 2-100 as prepared by Ken Jackson, also a member of this task force.

Agenda Item 1 – Review of the Corrective Action Task Force

Sharon reviewed the purpose and goals of the Task Force, its participants, its report and its recommendation. She requested that the CSDExC act on their recommendations as soon as possible.

Agenda Item 2 – SOP 2-100

The committee referred to the draft revision of SOP 2-100, Procedures Governing Standard Development produced by Ken Jackson. These revisions consist of changes in sections 5.2 through 5.5 of the existing version of the SOP, consistent with the recommendations of the Task Force. Numerous questions were discussed; comments and suggestions for change were presented for the next draft of the revised SOP. Bob will compile and incorporate all the

suggestions into the next draft of the SOP for further discussion and debate at the next CSDExC meeting.

### Adjournment

The meeting was adjourned at 11:15 AM MST