

## **Policy Committee Meeting Summary**

**March 19, 2021**

### 1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on March 19, 2021 by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

The March 5<sup>th</sup> meeting minutes were reviewed. A motion was made by Paul to approve the March 5, 2021 minutes as written. The motion was seconded by Mei Beth and unanimously approved.

### 2. SOP 1-102: Voting Rules for TNI Committees

The TNI Board of Directors asked that it be clear when roll call votes are used. The Committee clarified that super majority votes are roll call votes. Jerry provided possible updates that were included with the copy of the SOP distributed with the agenda.

After further discussion, the Committee decided that all Super Majority votes were roll call votes, so language changes were made in the SOP to reflect this:

- Roll Call Vote and Tally were defined in the Definitions section of the SOP.
- Text in Section 5.2.4.3 was changed to include “tally”.
- Text in Section 5.3.4.5 was changed to include “roll call” instead of “vote tally”.
- Jerry’s addition of Section 5.3.4.7 was deleted. It was no longer necessary.

A motion was made by Silky to approve SOP 1-102 as sent with the meeting Agenda with the changes noted above. The motion was seconded by Paul and unanimously approved.

Ilona asked to keep the copy with track changes in the DRAFT folder. She can delete it when she is done with the minutes.

### 3. SOP 1-101: Operations of TNI Committees

Jerry made some initial changes to the version of the SOP that was distributed to the Committee with the Agenda.

Changes/Updates:

- Charter language from SOP 2-101 (Procedures for Expert Committee Operations) was added to this SOP. It was added into Section 11.1 and 11.2.
- “Decision making” needs to be changed to “Voting”.
- Delete Decision Making definition.
- Section 11 used to be Decision Making Rules - deleted.
- Need to update table of contents too.
- Correct References vs Related Documents

At the last meeting it was decided to hold on a final update of SOP 1-101, but the Committee decided today that the changes above should be made immediately.

A motion was made by Paul to approve SOP 1-101 as sent with the Agenda and modified as noted above. The motion was seconded by Mei Beth and unanimously approved.

Jerry will make the changes and mark it as a Provisional SOP in the main folder. The Board will need to review this SOP before it is final.

#### 4. Charters

The Committee looked at an example charter. After discussion, the Committee decided to delete the section titled Decision Making because SOPs cover it.

The header should include the approval date.

Jerry will include this on the next TNI Board of Directors Agenda to approve the direction. All Charters need to be reviewed for a possible update since there is a new Strategic Plan.

#### 5. SOP 1-104: Control of TNI Documents

The Committee started its review of SOP 1-104:

- Definitions should be moved into a table.
- Section 5.2.1 - Add FoPT tables and SIRs.
- Section 5.2.2 - Remove Standard Interpretation
- Add other documents that support Standards development.
- Add educational material to Class V.

The Committee ended its review at Section 6.4. Everyone was asked to look at this SOP before the next meeting and be prepared for further discussion.

6. Action Items

An Action Item Summary can be found in Dropbox.

7. New Business

None.

8. Next Meeting and Close

The next meeting will be held by teleconference on April 2, 2021 at 11:00am EST.

The meeting was adjourned at 12:27 pm Eastern.

Attachment A

**Participants  
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair <b>Present</b>	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair <b>Absent</b>	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd <b>Absent</b>	Lab and FSMO (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner <b>Present</b>	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger <b>Present</b>	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd <b>Present</b>	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith <b>Present</b>	PTPEC (Lab)	ALS	Eric.smith@alsglobal.com
Paul Junio <b>Present</b>	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nlslab.com
Jerry Parr (ex- officio) <b>Present</b>	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex-officio) <b>Absent</b>	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton <b>Present</b>	Program Administrator	TNI	Ilona.taunton@nelac- institute.org