

**TNI Policy Committee  
Meeting Summary  
February 21, 2012**

**1. Attendance**

The meeting was called to order by the Chair at 1 pm EST. The following members were in attendance: Alfredo, Jerry, Bob, JoAnn, John and Mae Beth.

**2. Review SOP/Policy Summary Spreadsheet**

Alfredo reviewed the status of SOPs and Policies. Ilona will establish a Dropbox to post the summary in so that Alfredo, Jerry and Ilona will always have access to the most current version. The Dropbox can also be used to share copies of other documents without the need of e-mail. The committee is encouraged to use the Policy Committee Private Group Discussion Board to review and comment on documents that are currently in review. Everyone should review comments prior to the next meeting. There are a number of documents that need review and hopefully use of the Discussion Board will expedite the process.

**3. SOPs and Policies**

Complaint Policy

This got missed when the committee approved the SOP. It was never formally approved. Ilona will put the Policy into the new format. Mae Beth made a motion to approve the policy with the formatting changes. The motion was seconded by Bob. The motion was unanimously approved.

The policy will be put into format and sent to the TNI Board for approval at their next meeting. Ilona will take care of this.

SOP 3-101

Section 2: See note in 6.0 review below.

Section 4: SOP 3-105 – In Development needs to be removed.

Section 5: Second bullet – “Call for the Question” (*Robert’s Rules of Order*)

Section 6:

6.0 – Recognition of ABs is mentioned, but there is no reference or description of this process. Evaluation process SOP refers to this SOP for the voting process, but it is not described in this SOP. Section 2 needs to be reviewed because of the term “all”. The SOP needs to refer to any relevant SOPs. Need a separate SOP, expand this SOP or expand the Evaluation SOP (3-102).

6.2 - Abstain needs to be a bullet. Consider changing the all capitals into a simple note with regular font. AB signifies that the AB desires to discuss a specific interpretation request prior to voting. Text needs to be cleaned up.

6.3.1 – Editorial. Consider dropping the second sentence.

6.3.3.3 and 6.3.3.4 – Board should be Council or AC member. There are general issues like this throughout the SOP. Review the SOP to correct terminology.

6.3.4.4 – Needs clarification. What does majority mean? 2/3 of Council or more than 50% of members on the call? What happens if the vote is determined to not be persuasive? The original motion may be modified? If it can't be modified, it would be dropped? If it is persuasive, clearly state what can happen.

The SOPs Alfredo distributed by e-mail will be posted on the Discussion Board and committee members are asked to continue the review. Ilona will post them.

#### **4. Action Items**

See Attachment A.

#### **5. Next Meeting**

The next meeting of the Policy Committee will be March 6, 2012 at 1pm EST.

Action Items are included in Attachment A and Attachment B includes a listing of reminders.

The meeting was adjourned at 2:30 pm EST.



**Attachment B**

**Backburner / Reminders – TNI Policy Committee**

	Item	Meeting Reference	Comments