

TNI Policy Committee
Meeting Summary
March 20, 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, Gary, Mae Beth and Silky.

Alfredo asked everyone to review the minutes from the February 21st meeting and let him know about any changes within the week. If there are no comments, the minutes will be posted on the website.

2. Review SOP/Policy Review

SOP: NELAP Voting SOP (SOP 3-101 – Rev1)

The group continued the review and preparation of comments to send back to the NELAP AC:

Alfredo took Steve's suggestion to investigate what an abstention was. He found that it is essentially a negative vote. He withdrew his objection to its use.

Bob commented that he is not sure he understands the difference between a full quorum and a general business quorum. Jerry commented that it should be at least a majority of the council. Some of the general business quorum responsibilities would not be appropriate if there were only a couple of people on a call.

Gary raised additional concerns about a veto (6.3.4). Ilona noted that the definition describes what it is and that 6.3.4.4 does state that the NELAP AC will reconsider the motion. The committee felt this section still needed some additional language to make it clear that a valid veto vote will be treated with the proper respect. Gary felt the SOP should make it clear that a valid veto (as per the definition) cannot be over ridden just because the other states don't have a problem. The process of how something like this is handled should be expanded. Jerry emphasized that a veto is respected. Alfredo would like to see both potential outcomes to be clearly explained.

Section 6:

Gary asked if written rationale for vetoes needs to be added to this section. The veto section of the SOP does describe that the information and rationale must be recorded.

Bob asked if we need to consider third party ABs in this SOP. Jerry felt this was premature at this time. There is already a task force in place that is looking into this.

Section 7:

Jerry noted he was working on an SOP in another committee and noted that a section like this should probably be in all our SOPs. It is part of a good records management system. This is something that can be added to the SOP on SOPs. The cycle would be to review the SOP or Policy every 3 years. An internal audit process would be needed to check to make sure this is happened. It could be as simple as assigning a committee for specific SOPs. The requirement would be that they be reviewed. This does not mean that it has to be updated if everything is still current. This will be added to the backburner table as something to look at in the future.

Section 9:

Jerry noted that there are some inconsistencies in how SOPs are referred to. Need to also be careful about referring to SOPs that have not yet been developed or finalized. An SOP shouldn't need to reference the SOP within the SOP. Dates for earlier versions of the SOP need to be looked at and Jerry will make sure the information is reflected correctly in the SOP.

Alfredo will summarize the comments and discussion and pass this along to the NELAP AC. They can continue to use their current SOP and the Policy Committee comments are suggestions.

Nomination to the TNI Board of Directors SOP (1-108)

Advocacy reviewed the SOP and the version that should be used for our review was sent to everyone by Alfredo yesterday.

Section 1 – None

Section 2 – None

Section 3 - Nothing written conflicts with the bylaws.

Section 4 – The bylaws describe how the nominating committee is formed. Nothing else needed.

Section 5 -

(a) Bob noted that there are delays in the time frame.

(c) Bob asked if it states there needs to be a specific number of Board members. Jerry said that there is no specific number.

(f) Jerry noted that terms have varied based on circumstances.

(h) This section should be deleted.

Section 6 –

Jerry noted that the three stake holder groups are used in other committee documents too. It is also included in the bylaws. This information should not be changed.

Consider moving Section 6.1 to the Definitions section.

6.2: (a) The minimum and maximum numbers were reviewed and discussed. Should ii. possibly be a minimum of zero? Bob suggested not putting a minimum and just stating a maximum of 3. It can also stay as is because these are goals. The committee decided to leave it as is.

Currently, a third party AB would fall under ii. or iii.

(b) Gary asked about the use of the word category. The wording in (c) is different. Jerry agreed (b) and (c) should have comparable wording. (c) should look more than (b).

It is OK to have people from the same state, but they must represent a different stakeholder.

6.3 – None

7.0 – Some of the language included in (c) should be in Section 6 or earlier in the SOP.

The items discussed above are not substantive changes. They improve clarity. The changes will be made by Jerry and then the SOP will be ready for TNI Board approval.

Alfredo asked why members are not using the Discussion Board for more SOP review? People should be adding their comments.

Alfredo, Ilona and Jerry are using DropBox to get access to all current SOPs and Policies. Policy Committee members only have access to the Discussion Board. Jerry thought the use of a blog might help DropBox users to communicate what they are doing when they make changes in DropBox.

3. TNI Position Papers

Alfredo reviewed the discussion at the last meeting. He sent an e-mail to Judy Duncan, but has not heard anything yet. Policy is planning to write the SOP on the review of Position Papers and asked for her input. Alfredo will follow-up on this.

4. Action Items

See Attachment A.

5. Next Meeting

The next meeting of the Policy Committee will be April 3, 2012 at 1pm EST.

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

The meeting was adjourned at 2:30pm EST.

Attachment B

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	