

## **TNI Policy Committee Meeting Summary Friday, February 1, 2013**

### **1. Welcome, Roll Call and Announcements**

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Appendix A. Jerry asked that Alfredo circulate a corrected version of the minutes from the December 7 meeting that properly reflects Ilona Taunton's title as TNI Training Coordinator.

### **2. Nomination and Election of Vice Chair**

TNI is now recommending that all committees have Vice Chairs to ensure efficient operations. Susan Wyatt agreed to serve as the Vice Chair for Policy Committee. As the second item on the agenda, this was delayed due to lack of a quorum, but as additional members joined the call, action became possible. Silkie Labie nominated Susan for Vice Chair and Mei Beth Shepherd seconded the nomination. Susan's election was unanimous.

### **3. Follow-Up Items from Conference in Denver**

Alfredo inquired if there were any items discussed at the conference that would affect the Policy Committee. There was one discussion that suggested the bylaws need clarification on TNI's categories of stakeholders, now that the NEFAP program is operational. Alfredo noted that Policy Committee will not need meeting time at conference in San Antonio, and if something urgent should arise, a lunch meeting can be hastily arranged.

### **4. Vote on SOP 1-118, Development of Position Statements**

This SOP did not get circulated for an electronic vote after the previous committee meeting, so Alfredo asked for a motion to approve it now. Mei Beth moved to approve the SOP 1-118 and Susan seconded. The approval was unanimous, and this SOP will be forwarded to the TNI Board of Directors for its approval. [NOTE: at the February 7 Advocacy Committee meeting, additional changes were identified as being needed, so this SOP will return to Advocacy rather than being forwarded to the Board.]

### **5. Review of Draft Revisions to SOP 1-101, "Operations of TNI Committees"**

Jerry provided the additional information for committees beyond Advocacy and Policy, as promised, but in a tabular format that is more succinct and effective at conveying the exceptions to the SOP. Committee members reviewed each of the exceptions and a revised draft of the SOP will be prepared for the next meeting.

Exceptions as noted are:

- Advocacy – members are selected for expertise or experience in outreach and advocacy. The Chair is the Past President.
- Conference Planning – flexibility in composition is essential. Meets at each conference.
- Information Technology – members chosen for interest and expertise
- Nominating – SOP 1-108 governs
- Policy – membership should map to Executive Committees, Chair has option to select an at-large member (per "the Chesapeake meeting" where TNI was structured.)
- Consensus Standards Development Executive Committee – if the expert committee has a Vice Chair, only that person could substitute for the Chair. Membership in CSD EC is a condition of chairing an expert committee.

- NEFAP – has its own SOPs for most things, and does permit members to serve additional terms on its Executive Committee
- LAS EC – no exceptions noted
- NELAP AC – has separate operations SOP, is not balanced by definition
- TAC – some discussion of whether there’s a need for term limits on this group, since most activities are led by a TAC member but working with a volunteer team
- Expert Committees should be grouped as one line in the table, with a note that a separate SOP governs their operations
- TNI Board of Directors currently is governed by the Bylaws, may need an operations SOP but should not be included in this document

[NOTE: in this discussion, the issue arose that some committee members have sought to have “proxy” people attend in their stead. Consensus is that cannot be permitted, and this issue is formally moved to the “parking lot” in Appendix C of these minutes.]

[NOTE: another issue arose, that in some cases it may be desirable for a committee member to serve beyond the end of a second 3-year term. We will pursue establishing a process for granting waivers for committee member term limits. This issue is also noted in Appendix C of these minutes. Apparently the CSD Executive Committee has in place such a waiver for the Expert Committees now.]

**6. Review of Draft SOP 1-117, “Continuing Education Credits”**

Jerry will work with Ilona, TNI’s Training Coordinator, to provide information about the ways in which TNI’s training program already does many of the activities that the IACET standard requires, and will ask for time on the Policy Committee agenda in the next few meetings to discuss this further.

**7. Action Items**

See Attachment B.

**8. Next Meeting**

The next meeting of the Policy Committee will be February 15, 2013 at 11 pm Eastern. Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 12:25 pm Eastern.

**Attachment A**

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI <a href="mailto:alfredo.sotomayor@Wisconsin.gov">alfredo.sotomayor@Wisconsin.gov</a>	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>		No
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	Yes
Gary Dechant Analytical Quality Associates, Inc. Grand Junction, CO <a href="mailto:gldechant@aol.com">gldechant@aol.com</a>		No
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL <a href="mailto:labie@comcast.net">labie@comcast.net</a>		Yes
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	No
Mei Beth Shepherd <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	TAC	Yes
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>	NELAP AC	Yes
Bob Wyeth Pace Analytical Services, Inc., West Seneca, NY <a href="mailto:rfwyeth@yahoo.com">rfwyeth@yahoo.com</a>	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI <a href="mailto:Jerry.Parr@nelac-institute.org">Jerry.Parr@nelac-institute.org</a>		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>		Yes
Guest: none		

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
30	Add content to the appendices of draft revision to SOP 1-101,for Conference Planning, Finance, Information Technology and Nominating Committees	Jerry	For 12/7/12 meeting	Completed during 2/1/13 meeting
31	Procure the ANSI standard about continuing education credits; review and summarize, consider how best to revise draft SOP on CEUs to reflect TNI's desire to conform with the ANSI standard	Jerry	For 12/7/12 meeting	To be scheduled Feb/March timeframe
32	SOP 1-118 is ready for forwarding to TNI Board	Jerry	2/14/13	
33	Prepare revised draft of SOP 1-101, Committee Operations, with exceptions table.	Lynn	2/15/13 meeting	
34				

**Attachment C**

**Backburner / Reminders – TNI Policy Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making...", some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
4	Committee members are never permitted to delegate their votes to a proxy. This needs captured somewhere.	2/1/13	Sometimes committee members will send a coworker in their stead; that person may participate as an associate member but does NOT have voting privileges.
5	Currently there are no exceptions to the limit of two 3-year terms of committee membership. Need to determine whether a waiver process for extending terms in special cases should be established	2/1/13	