TNI Policy Committee Meeting Summary
Friday March 6, 2015

1.   Welcome, Roll Call and Announcements

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Attachment 1. Alfredo noted that any changes to the previous meeting's minutes should be requested within a week.

2.   Nomination and Approval of New Member Lynn Boysen

Alfredo has for several months been seeking to identify a representative from NELAP for the Policy Committee. Lynn Boysen of Minnesota has agreed to serve, and Alfredo submitted her name for approval as a new member of Policy Committee. Silky moved and JoAnn seconded to accept this nomination, and approval was unanimous. Welcome, Lynn!

3.   Revisions to SOPs 1-100 and 1-116 to address "Effective Date"

Ilona's proposed revisions to both the SOP on SOPs (1-100) and the SOP Process SOP (1-116 were discussed and informally agreed upon by participants at the February 20 meeting, but without a quorum that day, formal approval was postponed until this meeting. Bob moved and JoAnn seconded that SOP 1-116 be approved as revised, and the vote was unanimous in favor of approval. SOP 1-116 will be presented to the Board for endorsement. The modifications to SOP 1-100 then merely editorial revisions to match the approved changes to SOP 1-116.

4.   Field Activities Committee Request for Approval to Develop Guidance

The Chair of the Field Activities Committee, Justin Brown, submitted a proposal for developing guidance on Scopes of Accreditation for the NEFAP program, and it was discussed at the February 20 meeting but could not be approved due to lack of a quorum. Mei Beth moved to approve this proposal and Silky seconded, with all present voting in favor of approval.

5.   Review of NEFAP Nominating SOP 5-103

Several revisions of this document have passed through the Dropbox repository since it was last discussed.

NOTE: the following is history from prior minutes that was not available during this March 6, 2015, meeting.

> This SOP was reviewed at the March 21 and April 4, 2014, Policy Committee meetings, and the NEFAP representative, John Moorman, was asked to clarify several items with the Executive Committee before the comments were formally transmitted. During the April 18, 2014, meeting, Jerry confirmed that NEFAP practice is for all NEFAP-recognized ABs to have permanent membership in the Executive Committee and participants agreed that this issue should be revisited when a NEFAP representative is present for the Policy Committee meeting. On May 2, 2014, John offered that NEFAP will revise this SOP to document the policy, although discussion continued about problems that it might present with non-recognized ABs having some sort of second-class status. The review of SOP 5-103 was completed but it is uncertain whether the comments were ever formally transmitted to NEFAP.

The following comments were made during this March 6 meeting.

- §1&2 – restructure this text to reflect that the purpose of the SOP is two-fold – to describe the composition of the NEFAP Nominating Committee and to describe the actions and responsibilities of the Nominating Committee.
- §5 – suggest considering a minimum 30-day period for submission of nominations, which could be extended if necessary. This timeframe is consistent with other programs. ALSO, please divide this entire section into two parts, preparing the candidate list and separately, describing the Executive Committee's composition.
- §5.3 – a "slate" is typically the set of candidates put forward for voting, rather than the list of all candidates that were nominated. Please clarify this item.
- §5.4 – please rephrase the next-to-last sentence to state that "no stakeholder group has dominance" rather than "majority composition," since balance and lack of dominance are the terms used in TNI's Bylaws. ALSO, in the last sentence, TNI has changed its Bylaws so that Ex Officio Board members may now vote, and Policy committee recommends that NEFAP consider allowing voting. This might be better as a standalone item that also declares whether the Ex Officio members count towards the total Executive Committee membership of 18.
- §5.4.1.4 – participant expressed concern that defining non-NEFAP ABs as somehow separate from NEFAP ABs will eventually lead to difficulty in maintaining balance as additional ABs become recognized by NEFAP. Ilona, as the program representative to Policy Committee, noted that this has been addressed in §5.4.2.1 (second bullet), so that once there are six NEFAP-recognized ABs, the Executive Committee will need to develop an alternative scheme for AB representation in order to maintain balance.
- §5.4.2 – Policy Committee recommends eliminating the prescriptiveness of this section, especially §5.4.2.3, and simply state the maximum and minimum number of "other" stakeholders and list the possible subcategories. The current requirements may make selection of nominees for membership vastly more difficult than necessary.
- §5.5.5 – per Robert's Rules, "future" should be dropped from this item. Nominating Committee members are also eligible for positions on the current slate of nominees.
- §5.7 – for the third sentence, the TNI Committee Operations SOP 1-101 sets a limit of two terms plus one additional year (except for the TNI Board, which has no limit to the number of terms,) so that there is no need for this NEFAP SOP to establish term limits. If NEFAP chooses to keep the fourth sentence, it should refer to an "additional term" rather than the "second term." The default for this additional term would be three years, per SOP 1-101, so that the fourth sentence is not necessary.
- §6.1 – this conflicts with the second sentence of §5.7. If NEFAP wishes to keep this item, some qualifier such as "generally" should be added and "shall" replaced with "are" or some other non-mandatory verb.

These comments will be held and transmitted to NEFAP along with comments on the other NEFAP documents.

The NEFAP SIR SOP 5-106 is the last NEFAP document awaiting review.

5.   Next Meeting

Policy Committee will meet again on Friday, March 20, 2015, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting.

The next item for review is the remaining NEFAP SOP. The revision to the Standards Development SOP 2-100 will take priority over other items in the queue once received.

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

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI asotomayor@mmsd.com	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		No
Kim Watson kwatson@stone-env.com and/or Ilona Taunton Ilona.taunton@nelac-institute.org	NEFAP Executive Committee Temporary stand-ins until a suitable and willing committee member can be identified	Ilona
Mei Beth Shepherd mbshep@sheptechserv.com		Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	No
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	?
63	Prepare formal comments on SOP 5-103 for return to NEFAP EC, incorporating concerns about the permanent and elected membership dichotomy	Alfredo	May 2014	Comments were informally transmitted by John Moorman and a revised SOP offered for review
73	Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&V4 of the TNI ELSS standard is completed	Alfredo	November 2014	Materials sent to AST at his new email for processing
75	Transmit comments on SOP 2-101 to CSDEC	Alfredo	ASAP, NLT January 2015	Revision submitted by Bob and reviewed/approved 1/23/15 with dates for approvals and effective implementation added. Should be presented to the Board as approved at its March meeting.
76	Craft language about effective date, and revise SOPs 1-100 and 1-116 as warranted	Ilona	February 17, 2015 meeting; Submitted and reviewed at Feb. 20, 2015 meeting	Approved at March 6, 2015, meeting
77	Notify Field Activities Committee Chair of approval for guidance proposal	Lynn	From March 6 meeting	Completed March 6, 2015

Attachment C

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	
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.
6	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
7	Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.	2/21/14	Committees may add an additional stakeholder category with approval of TNI Board
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	
9	Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems	9/5/14	
10	Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products	10/3/14	
11	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies
12	Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by	1/23/15	From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just "TNI training" (e.g., NELAP Evaluation SOP 3-102)

	the organization.		