

**TNI Policy Committee Meeting Summary
Friday, May 18, 2018**

1. Welcome, Roll Call and Announcements

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. Since a quorum was not present, Patsy asked for an email vote after the meeting, and the group later decided to accomplish the voting through Power DMS, for all five documents reviewed. For the meeting discussions, documents were sent as email attachments along with the meeting agenda, and a brief summary of the proposed changes were discussed during the meeting.

2. Board Attendance Policy POL 1-126 and Committee Operations SOP 1-101

The TNI Board had directed minor changes to the Board Attendance policy to add the TNI Open Meetings Policy 1-110 and the TNI Bylaws as reference documents, and to the Committee Operations SOP to clarify the language about removing a committee member for non-participation or non-attendance, at the discretion of the committee chair, while removing a member for other reasons should require Board approval. Since these changes were directed by the final approval authority, the TNI Board, no approval was required by Policy Committee.

3. PTRL Guidance

The PT Expert Committee has provided its guidance document, per the proposal reviewed at the March 16, 2018, Policy Committee meeting. This guidance is relatively short, and a quick review assured committee members that no new requirements are included in it. Voting for approval is underway in PowerDMS.

4. Five-Year Reviews

Use and Ownership of TNI Developed Materials POL 1-106 – the only changes needed to this document are to remove the phrase “and Support” from the Program title in the header, and update the Policy Committee Review Date to May 18, 2018. Voting for approval is underway in PowerDMS.

Membership Code of Ethics POL 1-107 -- to remove the phrase “and Support” from the Program title in the header, and to update the Policy Committee Review Date to May 18, 2018. Additionally, add Ethical Conduct of Members POL 1-102, the Guidance on Committee Member Conduct and the TNI Complaint POL 1-107 as references. Voting for approval is underway in PowerDMS.

The TNI Complaint POL 1-108 -- to remove the phrase “and Support” from the Program title in the header, and to update the Policy Committee Review Date to May 18, 2018. Voting for approval is underway in PowerDMS.

5. Future Meeting

The next meeting will occur on Friday, June 1, 2018. An agenda and documents will be sent in advance of the meeting. Silky will lead this meeting, as Patsy will be unavailable

PLEASE NOTE: The Action Items formerly included in Attachment B and the “reminders” in Attachment C have been addressed to the extent possible, and the remaining few items moved to the tracking spreadsheet. These Attachments will no longer be part of the minutes after this document.

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	Yes
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	No
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	No
Virginia Hunsberger PA DEP vhunsberge@pa.gov	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	No
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	No
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
Ilona Taunton, Program Administrator Ilona.taunton@nelac-institute.org		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No