

TNI Policy Committee Meeting Summary Friday September 6, 2013

1. Welcome, Roll Call and Announcements

The meeting was called to order by Alfredo at 11 am Eastern. Only two committee members were present. Three members had advised prior to the meeting that they could not attend. The meeting was adjourned at 11:10 am Eastern.

2. Next Meeting

Policy Committee will meet again on Friday September 20. Teleconference information and an agenda will be circulated in advance of the meeting.

Action Items are included in Attachment B and Attachment C includes a listing of reminders. These are unchanged from July.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI alfredo.sotomayor@Wisconsin.gov	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	No
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	No
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		No
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	No
Mei Beth Shepherd mbshep@sheptechserv.com		Yes
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN susan.wyatt@state.mn.us	NELAP AC	No
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		No
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
34	Review NELAC chapter 6 for needed policies and SOPs, applicable to the AC	Susan	3/15/13	Pending with AC
48	Review SOPs 1-101 and 2-101 for possible edits to assign responsibility to chairs for addressing committee member changes in stakeholder categories	Alfredo	6/5/13	Hold until stakeholder category revisions to Bylaws are completed
50	Review Bylaws for possible changes to stakeholder interest categories now that TNI's activities have expanded beyond NELAP and development of lab accreditation standards	Alfredo and possibly full committee	Changes conceptually agreed upon, to include changes permitting ExOfficio members to vote, 7/26/13	Fall 2013
51	Continue review of NEFAP SIR SOP	Full committee to take up at future business meeting	Deferred until after Bylaws revision	
52	Add voting privileges for Ex Officio Board members to Bylaws revisions for consideration	Full committee	Changes conceptually agreed upon, to include changes permitting ExOfficio members to vote, 7/26/13	
53	Develop and distribute summary of OMB guidance about voting rights of federal employees who serve as Ex Officio members of non-profit boards	Jerry	7/25/13	7/15/13, federal documents distributed

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	--- (placeholder, 4&5 were completed)		