MINUTES OF
THE NELAC INSTITUTE’S
PROFICIENCY TESTING COMMITTEE
January 12, 2010

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on January 12, 2010. Committee Chairperson Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:05 PM ET.

The following committee members were present for this call:

Kirstin McCracken (KM)
Lisa Touet (LT)
Roger Kenton (RK)
Stacie Metzler (SM)
Dan Tholen (DT)
Jim Webber (JW)
Shawn Kassner (SK)

The following associate members were present for this call:

Gary Dechant (GD)
Rachel Ellis (RE)
Matt Sica (MS)
Chuck Wibby (CW)
Mike Miller (MM)
Mitzi Miller
Judy Morgan (JM)

Agenda Item 1: Standing Committee Operation Items
11/10/09: Jim & Roger – All in Favor
12/08/09: Lisa & Roger – All in Favor

Agenda Item 2: Standards Interpretation Requests

#94: Dan should we reference the new standard? Mitzi – no we are working with 2003. Roger moved to approve – Kirstin second – Yes – All are in favor.

#96: Mitzi amend motion to approve language after discussion – Vote includes Shawn but does not include Judy.

Agenda Item 3: Postponed for future call.

Agenda Item 4: Committee Membership

Jim / Roger: Abstentions (1)
Agenda Item 5: Subcommittee Progress Report & Goals

Shawn (RAD) / Stacie (WET): Subcommittee work complete. Need instructions for formatting of changes needed.

Kirstin (MICRO): Subcommittee formed. First teleconference scheduled for this week.

PT Program Goals: Implementation of the standard takes precedence. PT Board is working on updating FoPT Tables. AB Survey.

Meeting was adjourned 2:25 PM
**Attachment A**

**ACTION ITEMS**

**TNI PROFICIENCY TESTING COMMITTEE**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Item</th>
<th>Assigned To</th>
<th>Due Date</th>
<th>Date Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contact TNI Board about Survey</td>
<td>Kirstin</td>
<td>07/28/09</td>
<td>10/01/09</td>
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<tr>
<td>2</td>
<td>Forward suggestion for Micro Chair to Kirstin</td>
<td>Jim</td>
<td>10/13/09</td>
<td>10/13/09</td>
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<tr>
<td>3</td>
<td>Contact PT Board about future FoPT development</td>
<td>Kirstin</td>
<td>11/10/09</td>
<td></td>
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<tr>
<td>4</td>
<td>Develop draft AB Survey</td>
<td>Judy Morgan</td>
<td>11/10/09</td>
<td>12/04/09</td>
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<tr>
<td>5</td>
<td>Send out Committee Terms and Potential Member Candidates</td>
<td>Kirstin</td>
<td>11/10/09</td>
<td>12/04/09</td>
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</tbody>
</table>
# TNI Proficiency Testing Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Address</th>
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</thead>
</table>
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