MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING EXPERT COMMITTEE
CONFERENCE CALL
JANUARY 29, 2008

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met via conference call on January 29, 2008 at 1:00 p.m. Eastern Time (ET). Kirstin McCracken led this meeting. The list of the committee members is given in Attachment B.

Roll Call

The following members attended this call:

- Kirstin McCracken
- Thomas McAninch
- Anand Mudambi
- James Pletl
- Matthew Sica
- Dan Tholen
- Curtis Wood
- RaeAnn Haynes

The following associate members attended this call:

- Mike Miller
- Rachel Ellis
- Chuck Wibby
- Steve Arpie
- Eric Smith
- Courtney Williamson

Agenda: KM indicated that SOP 1-101 does not apply to our expert committee and suggested removal of this discussion point from the agenda for today's call. Motion to remove discussion of SOP 1-101 (Curtis Wood), seconded (JP), unanimous (RH not on call for this vote)

Old Business: AM needs to finish minutes. By 1/30/08 AM will distribute December minutes. Jane Wilson is working on Newport Beach minutes. AM will contact Jane Wilson about a timeline for their distribution.

AM needs to distribute charter to committee members.

New Business
General Committee Operations
Upcoming teleconference schedule:
02/12/08
03/11/08
04/08/08
05/13/08
06/10/08

07/08/08
08/12/08
09/09/08
10/14/08
11/11/08
12/09/08

Motion to accept minutes as listed in agenda (AM), seconded (MS), unanimous.

KM will contact Jerry Parr to get schedule posted on TNI website.

The timeline for call is as follows: preliminary agenda 5 days prior to meeting, detailed agenda distributed Friday before call. All invited participants need to RSVP at least 24 hours prior to call.

When can a call be cancelled?
At chair's discretion based on insufficient number of members being able to join, or other

Minutes will be distributed within 5 days after the call and approved at next conference call.

Review Committee Composition & Open Committee Positions:
Current breakdown of PT Committee is 2 Accrediting Bodies, 2 Accredited Labs, 4 Others.
Committee would like to add at least 1 PTP, 1 AB and 1 lab.
Chuck Wibby advised that TNI is attempting to forward past nominations that had been lost.
DT would like to have at least three PTP and possibly 4 AB.
RH and KM think that more than 2 PTPs would be excessive and cause an imbalance.

Motion to post openings for 1 PTP, 1 AB and 1 lab (AM), second (TM), 7 ayes, 1 nay. Motion passes.

KM will ask Jerry to post the committee's openings on the website.

JP asked about committee tenures. KM will ask Jerry Parr about the committee's current tenures.

Decision making rules: RH is the PT Committee liaison to the TNI Policy Committee. We need to determine our procedures by May 1, 2008. DT asked where the basis for the SOP 1-102 came from. RH indicated that it came from common literature on decision making organizations and that it is an attempt to reach consensus and involve all stakeholders. There is one reference in the procedure. DT does not want the decision on what are major or minor issues to get too contentious and distract the committee.

Establish 2008 Committee Goals:
KM summarized tasks to be completed: Update Committee Charter, Resolution of Hold-for-Next-Revision Comments, PT Frequency Data Collection and Experimental PT.

PT Frequency: Summary of discussions from Newport meeting. RH suggested that we should create a subcommittee for collecting and reviewing data. KM indicated this would be an agenda item for next meeting.

Motion to form a subcommittee to work on data collection and providing a recommendation to the committee concerning PT Frequency (Curtis Wood). JP wants to ensure that goals and

objectives are set before the subcommittee is formed. After discussion Curtis Wood rescinded the motion.

Committee to begin discussing the goals and objectives for a subcommittee at our next teleconference.

Experimental PTs: Curtis Wood will summarize ideas for handling experimental PTs that were proposed at Newport meeting.

Motion to recommend elimination of experimental analytes to PT Board (DT), no second. Discussion concerned needing to take additional time before we take this step.

KM 6-month implementation date for medium-level VOA in soil sample should have been January 2008. Carl Kircher indicated to KM that the implementation date is up to each AB.

MS is representing PT Committee on uniformity of standards committee. KM will ask RH to submit her consistency concerns to MS. All committee members should forward any other consistency or editorial concerns to MS prior to next meeting.

Call Closeout:
Action items were reviewed – see Attachment A.

Curtis will forward draft minutes to all participants before end of the week.

Motion to close the conference call (???), seconded (???), unanimous.

Attachment A

ACTION ITEMS
TNI Proficiency Testing
January 29, 2008

Item No.	Action	Assigned To	Date Completed
1.	Distribute December meeting minutes by 1/30/08	Anand Mudambi	2/11/08
2.	Contact Jane Wilson about timeline for distribution of Newport Beach minutes	Anand Mudambi	2/11/08
3.	Distribute draft charter to committee members	Anand Mudambi	2/11/08
4.	Contact Jerry Parr to get upcoming PT Committee schedule posted on TNI website	Kirstin McCracken	1/29/08
5.	Contact Jerry Parr to have committee's current openings posted on TNI website	Kirstin McCracken	1/29/08
6.	Contact Jerry Parr to determine tenures of current committee members	Kirstin McCracken	2/12/08
7.	Summarize proposals for handling experimental PTs from Newport Beach meeting and distribute to PT Committee and PT Board	Curtis Wood	2/12/08
8.	Ask RH to forward definition concerns to MS	Kirstin McCracken	1/31/08
9.	All committee members should forward any consistency or editorial concerns to MS prior to next conference call	All members	2/12/08
10.	Forward draft minutes for this conference call to all participants before 2/1/08	Curtis Wood	1/30/08

Attachment B

TNI Proficiency Testing Committee Members

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