

**TNI PT Board  
Meeting Summary  
May 17, 2007**

1. Roll call and approval of minutes.

Chairman Carl Kircher called the TNI PT Board to order on May 17, 2007. The following members were present: Curtis Wood, Eric Smith, Kirstin McCracken, Steve Gibson, Richard Sheibley, Gary Dechant, Michella Karapondo, Raeann Haynes, Matt Sica, and Carol Batterton.

The minutes from the May 3, 2007, meeting were approved for posting on the TNI website.

3. New committee member

Carl Kircher nominated Svetlana Isozamova from Accutest Laboratories as a new member of the TNI PT Board. Svetlana is a member of TNI. Adding Svetlana to the board will increase membership to 12, but will balance the membership by adding another NELAP accredited lab. A motion was made and seconded to add Svetlana to the TNI PT board. Motion unanimously approved. Carol will consult with Jerry Parr on the next steps.

2. Discussion of Draft PT Caucus SOP

Carl had previously sent out the draft PT Caucus SOP and asked for comments. Comments were received from Gary Dechant. Kirstin and Richard submitted minor edits. Curtis suggested that the table of contents be updated after the edits are made and definitions should be added. Carl will incorporate these changes into a revised draft.

The board agreed that the next PT Caucus should be held at the winter meeting of TNI. The Board also agreed that an SOP for downgrading the status of a PTOB/PTPA should be developed or added to the existing SOP on PTOB/PTPAs.

3. Agenda for Cambridge

The Board briefly discussed the agenda for the Cambridge meeting. Potential agenda items include:

- Review of progress to date (SOPs approved, etc.)
- Action items from strategic planning meeting

#### 4. Next Meeting

The next meeting will be held on June 21, 2007 at 12:00 PM CDT. Agenda items include:

- Approval of minutes
- Final agenda for Cambridge
- Approval of PT Caucus SOP
- PTOB/PTPA downgrade SOP
- Old/new business