

PTSOP minutes – June 12, 2020

Attendees:

Nicole Cairns

Eric Smith

Reggie Morgan

Shawn Kassner

Absent:

Susan Jackson

Stacie Crandall

Documents distributed prior to the meeting –

- PTSOP Minutes 5.8.20
- Provisional-SOP 4-105-TrackChanges – draft 4.0 ES 6.10.20
- Provisional-SOP 4-105-TrackChanges – draft 11.6.19
- PTPEC SOP 4-101\_CCK – 05.08.20
- SOP 4-101 – ES draft 8.16.19
- SOP-6-100-Rev0-200420\_clean\_draft #4

Meeting was called to order at 1:00 PM (Eastern Time)

1. Minutes from 5/8/20 were reviewed. Shawn motioned to approve the minutes from 5/8/20. Nicole seconded the motion. The motion was voted on and approved by all present.
2. SOP 4-105 review –
  - a. Review SOP to address Jerry Parr 6/9/20 comments. (Eric had some ideas and initiated a draft revision of the Provisional SOP to try to address the comments below and expedite the process. The SOP subcommittee reviewed Eric's draft update.  
"After looking at Rev 3 of this SOP today, I am pulling it from the Board agenda as it retains the "full quorum" language we eliminated from TNI last year. There is no such thing. There is a quorum, defined in Glossary "The minimum number of group members (by definition 50%) that need to be present to make a vote valid."  
The issue surrounding a 2/3 vote for PTPA Recognition or FoPT table approval is a voting rule. Also, I am not sure section 6.3.3 on veto votes is justified. This is relevant for NELAP since state law/statue can come into effect, but would not apply to PT Executive.  
Needs to go back to PT executive. - Jerry"
  - b. Motion was made by Nicole to approve the draft update changes. Reggie seconded the motion. Voting by subcommittee members present was completed. Vote passed.
  - c. Eric forwarded the approved draft to PTPEC on 5/12/20.
3. PTPEC SOP 4-101\_CCK – 05.08.20
  - a. Due to time constraints, the subcommittee decided to shelf further ongoing review of this SOP until the next scheduled meeting.
4. Next meeting to take place – 7/10/20.
5. Meeting adjourned at 1:30 p.m.

Respectfully submitted

Eric Smith