

## Community Meeting Agenda

**Annual Meeting, September 18, 2007, 3:45 p.m.**

### **Sign-up Posters for Stakeholder Subgroup participants (posted outside the meeting room)**

Veterinary Drugs  
Pesticides  
Industrial Contaminants  
Screens for unknowns  
Metals?  
Honey?  
Seafood?  
Other?  
Validation Criteria for Peer Verified and Extensions to Chemistry methods?

### **Handouts will be distributed at the door.**

Application to Join the Community  
Terms of Reference  
Method Performance Criteria Template

1. **"Who Are We!"** (Description of the Community Mission and Terms of Reference)  
Power Point presentation, Jo Marie Cook & Stephen Capar
2. **"Community Policies and Procedures"**  
Power Point Presentation, Jo Marie Cook & Stephen Capar  
Followed by a Question and Answer Session

### **Recommendations for conducting Community Business including:**

How do you become a member of the community?  
What are your duties as a member?  
How are stakeholder subgroups formed?  
How are chairs of subgroups appointed?  
What are the duties of the subgroup?  
How do subgroups make decisions?  
Who are "voting members"?  
How are they chosen?  
What are the duties of "voting members"?  
How does the Community make decisions?  
When (and how) does a method go to a Committee for Collaborative Study?



### 3. **Identify and Break-Out into Subgroups**

Announce those Subgroups that have already been identified including Pesticides, Antibiotics, Metals, Honey, Seafood, etc, and any others that seem to have strong support.

(Prepare a list of these Subgroups, put it up on the screen and add to it with suggestions from the audience and from the posters.)

Ask for a show of hands to determine the number of people interested in each of the subgroups

Appoint Temporary Chairs for each Stakeholder Subgroup that has support.

Define what we want the Subgroups to accomplish at the meeting (and beyond)

- Complete a roster of participants (provide a form)

- Prepare a list of other possible stakeholders including industry and trade organizations

- Recommend a Chair of the subgroup

- Recommend two representatives of the subgroup as "voting members"

- Discuss analytical needs and why (provide some directions, examples, form, etc)

- Prepare a list of method performance criteria and level of validation needed

- Prepare minutes of the meeting to be sent to the Chairs within one month to include:

  - Any policies and procedures adopted by the Subgroup

  - Areas identified where there are analytical needs for official methods,

  - Stakeholder individuals & groups interested in supporting work on these methods,

  - Progress towards identifying the performance criteria needed and

  - Any specific recommendations for collaborative studies.

Split the groups out into stakeholder subgroups

### 4. **Announce the next meeting, conference call or webcast.**

### 5. **Adjourn**