

SWGTOX Meeting Minutes – Pasadena, California – November 15-17, 2011

Tuesday, November 15, 2011

8:30 AM – Introductory session conducted by Rob Middleberg

- Welcome and discussion of SWGTOX mission and charge
- Discussion of writing standards defining how the field should operate
- Discussion of membership and the future direction of SWGTOX
- Vacancy of member-at-large to be filled Thursday

8:45 AM – Logistics by Marc LeBeau

- NIJ is taking over meeting planning for 2012; future meeting times and locations have been recommended (March 19 in Charleston or Philly; July 16 in Denver)

9:00 AM – 12:15 PM

- Breakout into subcommittees and task groups

Lunch (12:15 pm – 1:15 pm)

1:15 PM – 4:30 PM

- Breakout into subcommittees and task groups

4:30 PM – Wrap-up (Rob Middleberg)

- Many groups are close to being done / distributing documents to the SWG

Wednesday, November 16, 2011

8:30 AM – Introductory session conducted by Rob Middleberg

- Anyone who wishes to be off SWGTOX should let Rob know.
- Loralie Langman will present QA document Wednesday afternoon at 3 PM.
- Document formatting example will be sent out to members today.
- New groups will be assigned during this meeting.

9:00 AM – 12:15 PM

- Breakout into subcommittees and task groups

Lunch (12:15 pm – 1:15 pm)

1:15 PM – 2:30 PM

- Breakout into subcommittees and task groups

2:30 PM – 4:30 pm – Entire Group Convenes

- QA Document Review – Loralie Langman
 - Suggestions for additional topics were made by the members
 - This document serves as a high level outline of many forthcoming SWGTOX documents; it may be the last document published and indicates what other documents have to be published first

4:30 PM – Vote for Member-at-Large

Thursday, November 17, 2011

8:30 AM – Introductory session conducted by Rob Middleberg

Run-off vote for Member-at-Large

Assignments to new committees

Logistics – Marc LeBeau

- 2012 – March 19 or either side
- 2012 – July 16 won't work due to other meetings; probably move to August 6
- 2012 – November meeting will be in the DC area (12-16?)

9:00 AM – 12:15 PM

- Breakout into subcommittees and newly assigned task groups

Lunch (12:15 pm – 1:30 pm)

1:30 PM – 3:00 PM

- Presentation of certification and education documents by Dan Isenschmid
 - Members provided feedback to the sub-committees

3:00 PM – 3:20 PM

- Presentation of certification and education documents for breath alcohol by Melissa Kennedy; Melissa pointed out what is specifically different about the breath alcohol documents.

3:20 PM – 3:35 PM

- Jeri Miller presented the research (RDTE) document
 - Members provided feedback to the sub-committee

3:35 PM – 3:45 PM

- Graham Jones presented the accreditation document

3:45 PM – 3:55 PM

- Laurel Farrell presented the ethics document and reviewed the process of public comment review
 - The sub-committee reviewed 87 comments that were received by 24 individuals

3:55 PM – 4:10 PM

- Marc LeBeau presented the validation document
 - Major changes made to the document as a result of the SWTOX member comments were shared

4:10 PM – Wrap-up by Rob Middleberg

- Members will be both continuing work on documents as they proceed through the document approval process and drafting new documents. The Executive Committee will work to manage this effectively.
- New Member-at-Large announced as Jeri Miller

Minutes by Madeline Montgomery; November 20, 2011