

<b>Meeting Information</b>	
<b>Topic</b>	Reference Materials Working Group Conference call
<b>Chair</b>	Alex Krynitsky
<b>Secretary</b>	Brittany Holmes (absent due to illness)
<b>Date</b>	04-17-2019
<b>Time</b>	12:00 PM EST – 12:45 PM EST
<b>Location</b>	FreeConferenceCall.com
<b>Attendees</b>	Alex Krynitsky, Jo Marie Cook, Pearce McCarron, Melissa Phillips, Dan Biggerstaff, Rick Jordan, Mark Ula, Kyle Heater

<b>Discussion</b>	
<b>Topic</b>	<b>Comments</b>
Roll Call	<ul style="list-style-type: none"> <li>➤ Please email Brittany Holmes that you were on the call</li> <li>➤ This call was not recorded</li> </ul>
Meeting Minutes	<ul style="list-style-type: none"> <li>➤ No minutes available for approval</li> </ul>
Name Change	<ul style="list-style-type: none"> <li>➤ Name change to “Reference Materials Working Group” unanimously approved</li> </ul>
Strategic Plan	<ul style="list-style-type: none"> <li>➤ Jo Marie mentioned that it was previously proposed that the group develop a Best Practices document for the proper use of multi-analyte pesticide residue standard mixes.</li> <li>➤ Alex proposed that the Best Practices include all “small molecule contaminants” including vet drugs, mycotoxins and heavy metals.</li> <li>➤ Alex also indicated that FDA has an analytical methods document that has much of the terminology defined. Jo Marie noted that we should also consider other sources for terminology such as ISO and EU Sanco.</li> <li>➤ It was also discussed that the document should cover issues of stability, compatibility and solubility.</li> <li>➤ Dan indicated that O2SI has a QC program for 800 pesticides including stability, compatibility and internal calibration. They have some presentations and are willing to share their information.</li> <li>➤ It was discussed that we may need to recruit persons with heavy metals expertise. Melissa Phillips mentioned that they have a person at NIST with expertise in heavy metals.</li> <li>➤</li> </ul>
Terms of Reference	<ul style="list-style-type: none"> <li>➤ Pearce asked if the Working Group had a Terms of Reference.</li> <li>➤ Jo Marie indicated that she would draft these and send them to the group</li> </ul>
Working Group Proposal	<ul style="list-style-type: none"> <li>➤ Jo Marie mentioned that there was a need for a written proposal for future work. This document could be used for the website and to recruit additional working group members.</li> <li>➤ Pearce will draft a proposal for the working group to include a broad definition of who the members are and the goals of the group.</li> </ul>
Action Items	<ul style="list-style-type: none"> <li>➤ Jo Marie will prepare minutes</li> <li>➤ Pearce will prepare a “draft” proposal</li> <li>➤ Jo Marie will prepare a “draft” Terms of Reference</li> <li>➤ Alex will share FDA documents</li> <li>➤ Working Group members will review their sources and share documents about reference materials with the group.</li> <li>➤ Jo Marie will work on a web page for the group</li> </ul>
Next Meeting Date Reminder	<ul style="list-style-type: none"> <li>➤ The next meeting will be Wednesday, May 15, 2019.</li> </ul>

Adjournment

- Motion for Adjournment: Jo Marie
- Motion Seconded: Alex