

Meeting Information	
Topic	Reference Materials Working Group Conference call
Chair	Alex Krynitsky and Pierce McCarron (absent)
Date	05-15-2019
Time	12:00 PM EST – 12:45 PM EST
Location	FreeConferenceCall.com
Attendees	Jo Marie Cook, Joe Konschnik, Dan Biggerstaff, Brittany Holmes, Janet Blount, Jessica Krank, Melissa Phillips

Discussion	
Topic	Comments
Host	➤ Alex Krynitsky and Pearce McCarron were unable to attend. Jo Marie hosted the meeting
Logistics	➤ This call was not recorded
Meeting Minutes	➤ Minutes of April meeting approved.
Proposal	Pearce M. volunteered to prepare a one-pager describing our RMWG project, define its scope and ask for participants to help out. He has not been able to complete it yet.
Sub-Committees	Jo – suggested we consider forming sub-committees to work on pieces of our Guidance Document.
Glossary of Terms	Jo - Looked at FDA FVM Method Validation document Alex sent out last night with glossary of terms on pages 20-25. She asked for a volunteer to look at the glossary of terms, compare definitions for terms related to our reference materials topic, compare them with other documents including ISO 17034, Mills article from AOAC's Laboratory Manager publication, etc. Melissa P. volunteered to do this!
Outline	Jo – asked for what topics should be included in addition to a glossary of terms for our guidance document. Outline components were suggested and discussed. This document will be sent to all members for additional comments. This work will continue at June meeting.
Action Items	<ul style="list-style-type: none"> ➤ Pearce M – Prepare a one pager and send to Jo Marie – describing exactly what our project is so we can send it to individuals to ask them to join us <ul style="list-style-type: none"> ○ Focus on RMs – specifically to mixtures for chemical residues analysis ○ Define scope – pesticides, vet drugs, mycotoxins, metals and other small molecule contaminants and residues ➤ Melissa P. – review documents containing terms and definitions and send summary of comparison to Jo Marie ➤ Jo Marie – send last meeting's minutes to Alex and Pearce for their review, once approved post to web page ➤ Joe K. – work with Jo Marie to construct outline for Guidance Document with input from rest of WG members.
Next Meeting Date Reminder	➤ The next meeting will be Wednesday, June 12, 2019.
Adjournment	12:45 pm Jo Marie