

Meeting Information	
<b>Topic</b>	Reference Materials Working Group Conference call
<b>Chairs</b>	Alex Krynitsky and Pierce McCarron (absent)
<b>Date</b>	06-12-2019
<b>Time</b>	12:00 PM EST – 12:45 PM EST
<b>Location</b>	FreeConferenceCall.com
<b>Attendees</b>	Joe Konschnik, Don Shelly, Brittany Holmes, Janet Blount, Jessica Krank, Melissa Phillips, Brian Eitzer, Jules Carlson, Stacey Aylesworth, Poonam Chandra, Kannan Srinivasan

Discussion	
Topic	Comments
Host	➤ Alex Krynitsky and Pearse McCarron were unable to attend. Joe Konschnik chaired/facilitated the meeting
Logistics	➤ This call was not recorded
Meeting Minutes	➤ Minutes of May meeting approved. Don Shelly first motion, Janet Blount seconded. Motion carried, voted and approved. Abstentions: Brian E., Stacey Aylesworth.
Proposal	
Sub-Committees	Joe – re-stated Jo Marie’s idea to consider forming two sub-committees to work on pieces of our Guidance Document. Joe asked for RMWG members to consider volunteering for either one of the two sub-committees: 1. Glossary, 2. Outline/drafting chapters. There were the following volunteers: Glossary: Don Shelly, Brian Eitzer, Melissa Phillips. Outline/Drafting: Janet Blount, Joe Konschnik
Glossary of Terms	Melissa gave an update on this task – Melissa directed everyone to the RMWG web page which contains the current draft version of the Glossary document she created which includes comparisons of definitions from documents for same terms. The web page also has other documents such as the FDA FVM Method Validation document and Mills article Joe contributed. Melissa encouraged WG members to begin reviewing the document for changes and additions.
Outline	Jo and Joe K. had agreed to draft a first outline and send it out to the group for review and input. This hasn’t been completed and is still underway. Will distribute to WG for review prior to July 21 <sup>st</sup> NACRW meeting.
Action Items	<ul style="list-style-type: none"> <li>➤ Pearse 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"> <li>○ Focus on RMs – specifically to mixtures for chemical residues analysis</li> <li>○ Define scope – pesticides, vet drugs, mycotoxins, metals and other small molecule contaminants and residues</li> </ul> </li> <li>➤ Joe K. – work with Jo Marie to construct outline for Guidance Document with input from rest of WG members.</li> <li>➤ All – send email to Jo Marie and Joe Konschnik if you want to volunteer to serve on one of the two sub-committees.</li> <li>➤ Joe K. – will confirm when next meeting will be – July prior to NACRW, or on July 21<sup>st</sup> at NACRW.</li> </ul>

Next Meeting Date Reminder	➤ The next meeting will be ???? 2019.
Adjournment	12:40 pm