

Wednesday December 10, 2025

Minutes of Quarterly Meeting

Attendees:

- Tom Shenk, PhD Chair
- Yanming Du, PhD unavailable (Independent Board Member)
- Alison Beare
- Robert Besthof
- Tammy Spruill (Independent Board Member)
- Tarin Morris unavailable (Scribe, non-voting)

Agenda:

1. • Membership update Robert
2. • Follow up on the items identified in the last audit Tammy / Alison
3. • Lab updates if any Alison
4. • Status of SOP completions Alison
5. • AOB

1. Membership update

- Tarin – our scribe will be leaving Evry's end of this week.
 - Robert & Jens to discuss & assign whom to transfer the SOP tracking
- Robert will be assuming new responsibilities in 2026, hence Jens will become the official Evry's leadership designate, Robert will be available ad-hoc.

2. Follow up on items identified in last audit:

- Tammy and Alison reported that all minor issues of the June audit have been addressed. There were no critical issues.
- Tammy mentioned that a new instruction for all is expected at the PABC center regarding not storing items over 10 lbs in higher shelves.

3. Lab Updates

- Alison reported that there are no new updates and everything is running smoothly.

4. SOP Updates

- All lab personnel is trained, no changes since last quarter.

5. AOB none

Chair concluded the meeting