TNI Information Technology Committee Meeting Summary
January 15, 2015

1.   Roll Call

Participants	Present
Clark, Arthur	
Daystrom, William	X
Evans, Nick	X
Friedman, Maria	
Hickman, Dan	X
Kuhn, John (Chair)	X
Parr, Jerry	X
Pierrot, Rebecca	
Shepherd, Mei Beth	X
Starr, Rip	X
Varner, Pam	X
Ward, Keith (Vice Chair)	X
Wlodarski, Jan	X

Approve November 2014 Minutes:

Motion: Mei Beth Shepherd
Second: Pam Varner
Approved: Unanimous

Approve December 2014 Minutes:

Motion: Keith Ward
Second: Mei Beth Shepherd
Approved: Unanimous

2.   Crystal City Meeting

John will set up a Free Conference 800 number for people to use (those not in attendance) to join the IT meeting on Tuesday the 3rd.

PowerPoint presentation – John wants to send a presentation to everyone to review before the conference. If you have any comments, please let John know.

3.   Website Update (William)

Website Stakeholder meeting – lots of maintenance on the website, no design changes.

Do we need to formally update the committee meetings times on the website calendar, or just place a note that committee meeting times may have changed and to check with the committee administrator? Use a common area on the web to highlight when meeting dates/times have changed? The administrator for committees should make sure the meetings times in the web calendar are up to date.

Nick's email – contact info at bottom of the screen – using the space for that. Remove the Contact page, and add contact info at the bottom of the screen? Contact for each committee – 1) huge, 2) hard to keep current. Instead, list key staff with name/title/contact info (Jerry, William, Dan, for example). Use "Contact Us" at the bottom of the page and link to the Executive Director/Staff page. Add a table with contact info for the Support Staff piece.

4.   **LAMS & Method Compendium Status Update (Dan)**

LAMS – Dan went through all the labs and identified duplicates that had been created. He has been going AB by AB to reconcile all the labs and hopes to be done by the conference. Labs and ABs agreed that when they updated labs demographics, they did not want to automatically delete or inactivate labs. When a lab drops, the AB is required to make the effort to set the lab to "inactive". [There will be a working lunch with the ABs on Tuesday.] Dan wants to talk about this problem at the lunch. When labs transfer ABs, there is not a good understanding that they've transferred or who they've transferred to. Some ABs just do not want to be part of the system – they just want to do their own thing. This is something that evaluators maybe should be aware of and looking for. ABs need to want to cooperate with other ABs in order to stay in the program.

There are only 4 or 5 ABs that need work. IL has made great progress and they have just a few methods and analytes that need codes attached. Dan will work with them and get their FOAs in.

PA: Was doing well with PA until they lost their IT guy again.
KS: Has hired a new resource. She will be at the conference with Myron.
NY: There has been a change in management – Michael Ryan, effective today.

(*Jerry*) Re: ABs needing to work together: There is an action item from Strategic Planning Meeting for the council to develop a policy to require all ABs to consistently implement the requirements in the Standard. There is currently nothing in the Standard that requires the ABs to do these things so we're going to handle it with a policy and it's a high priority item.

Compendium Update: Dan has moved on to SW846. He will need a little help from William at some point to identify them in the search. He is adding these methods as he can. Is it important to put the old methods on there? He will do them all, but do the current methods first. Jerry has all the information for the older methods. He'll place them in dropbox.

Webinar: Has it been posted? William doesn't have it. What do we do with these kinds of things? Where can we put it, on the new website, for educational webinars/webcasts? Internal training, TNI resource training, something.

FOA Table Query Download: Just waiting for William to have time free to do it.

At the Crystal City meeting, look at and determine the priorities with William. Review and amend 2015 Charter with new goals (Strategic Plan).

5.   **Next Meeting:** Thursday, March 19, 2015; 3:00pm EST