

TNI Information Technology Committee Meeting Summary February 18, 2016

1. Roll Call

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

2. Approval of October 2015, November 2015, and December 2015 Minutes

October 2015 Minutes

Changes: Section 3 LAMS – “haven’t heard back from IL nor PA”. Next sentence – the word “of” is repeated.

Motion to approve: Dan Hickman
Second: Maria Friedman
Approved: Unanimous

November 2015 Minutes

Changes: Section 3 – 3rd para Gen App – Mei Beth instead of Maria. Section 2 Maria chairs the PTPEC

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

December 2015 Minutes

Changes: None

Motion to approve: Maria Friedman
Second: Pam Varner
Approved: Unanimous

3. Overview of Tulsa Meeting Accomplishments

The Gen App presentation went well and was well received. There were some questions about how it works and we were able to actually show the audience how it works. There are a few things that William needs to do before we can give it to people to try. There is more interest in trying it out than was originally thought.

Originally, a few things were not working as expected and that’s why the Help document was requested, but as we demonstrated how it worked, everything seemed straightforward. Once William finishes a few things, then the Help document can be completed.

Website Update: Files for presentations from past meetings have been added to the website.

2015 Website statistics are included with these minutes. See Appendix I.

LAMS: ABs want to be able to see when each of the FOAs were uploaded to LAMS. Dan asked them to continue to think about it; Lynn followed up with the ABs and received 7 positives (no negatives) that we should go ahead and include this change.

FOAs and demographic updates have been happening more regularly now. *How do we get eliminate labs that have dropped their accreditation?* Dan needs to figure this out. IL is making progress with their updates and may start uploading some this week as a trial. PA promised that by the end of March theirs would all be uploaded. The current goal is to get everyone in except NY (KS and FL).

Method Compendium: Dan is continuing to search for methods, albeit at a slow pace – all the easy ones are done. Air methods are done and the focus in on Rad methods now. USGS, and some oddball methods still need to be input.

4. 2015 IT Committee Charter Discussion & Update

The draft Charter was reviewed. It is very difficult to follow the way it is laid out right now. Jerry will completely restructure the Goals/Objectives/Success Measures for the next meeting.

5. Procedural Motion on Membership

No quorum. Hold until February 2016 meeting.

6. Next Meeting: March 17, 2016; 3:00pm EST.

Appendix I 2015 Website Statistics

2015 Monthly Averages

- Unique visitors: 5055
- Number of visits: 9921
- Pages: 50808

Unique visitors counts each visitor (a PC or mobile phone) that visits any page on the website (not counting NEMC, which is tracked separately). So, you would be counted once per month when viewing the website from your PC, regardless of the number of times you visited the site.

Number of visits counts the number of times someone views any page on the website, including duplicate visitors. So, if you visit the website 30 times a month, you would add 30 to the number of visits.

Pages is the number of web pages viewed, including duplicate visitors and pages. So, if you visited the website 30 times a month and viewed 5 pages every time, you would be adding 150 (30x5) to the number of pages.

Most Popular Downloads of 2015

- 2003 NELAC Standard (367)
- SOP 1-100, Format Guidelines of SOPs for TNI (249)
- TNI Forum, 2008 Newport, Manual Integration Assessment Forum (231)
- TNI Forum, 2008 Newport, Auditing ICP Methods 200.7, 6010B Assessment Forum (218)
- SSAS FAQ (153)
- SSAS Table (148)